

ELECTION DAY
November 9, 2020

CANDIDATE INFORMATION GUIDE

For the Offices of:
Mayor – City of Saskatoon
City Councillor – City of Saskatoon
Saskatoon Public School Board Trustee
Saskatoon Separate School Board Trustee

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Disclaimer

The City of Saskatoon Election Office has prepared this information guide for those persons seeking election or re-election for mayor, city councillor, or school board trustee on Monday, November 9, 2020.

Information in this guide is general in nature and candidates should refer to [The Local Government Election Act, 2015](#) (the LGEA) for specific provisions and additional information.

Contact the 2020 Civic Election Office for any questions or concerns.

226 Cardinal Crescent
Saskatoon, SK

Phone: [306-657-8683](tel:306-657-8683) (VOTE)
elections@saskatoon.ca
saskatoon.ca/election2020

Returning Officer: [Scott Bastian](#)

Associate Returning Officer: Chelsey Mack

Election Coordinator: Penny Walter

NOTE ABOUT COVID-19:

At the time this guide was published, Election Day is Monday, November 9, 2020. The City of Saskatoon will respond accordingly to any directives provided by the Province of Saskatchewan in response to COVID-19.

Table of Revisions

Published Date	Pages Affected	Section	Description of Changes	Approved by
May 31, 2020	n/a	n/a	Originally published	SB/returning officer
June 29, 2020	5	School Board	Add links to public & catholic school division websites	SB/returning officer
June 29, 2020	18	Election Advertising	Delete "and address"	SB/returning officer

General Information

Every four years, City of Saskatoon voters decide who will represent their interests and lead their community by electing members of their municipal council and school boards.

The Province of Saskatchewan sets out common rules that all candidates and voters must follow; however, municipalities are responsible for conducting elections for both city council and school board trustees to their respective school boards.

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 Saskatoon](#)
- [Saskatoon Public Schools](#)
- [Greater Saskatoon Catholic Schools](#)
- [Government Relations, Government of Saskatchewan](#)
- [The Municipalities of Saskatchewan](#)
- [Federation of Canadian Municipalities](#)
- [Queen's Printer - Government of Saskatchewan](#)
- [Municipal World Online](#)
- [Local Government Election Guide - For Saskatchewan Municipalities](#)
- [*The Local Government Election Act, 2015*](#)
- [*The Local Government Election Regulations, 2015*](#)
- [*The Cities Act*](#)
- [*The Saskatchewan Employment Act*](#)
- [*Bylaw 8191, The Election Bylaw, 2012*](#)
- [*Bylaw 8491, The Campaign Disclosure and Spending Limits Bylaw, 2006*](#)
- [*Bylaw 7491, The Temporary Sign Bylaw, 1995*](#)
- [*Bylaw 7565, The Poster Bylaw, 1996*](#)
- [*Bylaw 9537, The Code of Ethical Conduct for Members of City Council Bylaw, 2019*](#)
- [2019 Municipal Manual – City of Saskatoon](#)

Election Team

The Returning Officer is responsible for all matters relating to an election, including calling for nominations, receiving nominations, appointing election officials, and receiving and declaring election results.

The Associate Returning Officer supports the Returning Officer in all functions of election planning and execution. The Returning Officer may delegate to the Associate Returning Officer any duty or power imposed or conferred through *The Local Government Election Act*.

The Election Coordinator is responsible for administrative functions, logistical planning, and maintaining the election office.

Offices to be Elected

Municipal	Saskatoon Public School Board	Greater Saskatoon Catholic School Board
<p>One mayor</p> <p>10 councillors (one for each of the 10 wards)</p>	<p>10 trustees (one for each of the 10 wards)</p>	<p>7 trustees (based on the at-large voting system) to represent Saskatoon</p>

Changes to Election Rules

Changes to *The Local Government Election Act, 2015* took effect in January 2020. Those familiar with rules for the 2016 municipal and school board elections should be aware of changes to the legislation. View the [complete list of amendments](#) provided by Government Relations.

Term of Office

The term of office for mayor and council, as well as both public and separate school board trustees, is four years.

Ward System

The City of Saskatoon has used a combination of the at-large voting system and ward system. The ward system has been used since the 1994 election. Under the ward system:

- One mayor is elected for the entire city.
- One councillor is elected for each of the 10 wards.
- One public school trustee is elected for each of the 10 wards.
- Seven Catholic at-large school trustees are elected to represent Saskatoon.

Ward Boundary Review (2019)

Candidates should be informed that in accordance with *The Cities Act* a [ward boundary review was undertaken in 2019](#) and the following ward boundary changes were decided in the review:

- Silverspring, University Heights Development Area, and U of S Lands - North Management Area move from ward 10 to ward 5.
- Wildwood moves from ward 9 to ward 8.
- Brevoort Park moves from ward 8 to ward 6.
- Eastview moves from ward 7 to ward 9.

Note: *New ward boundaries take effect with the 2020 municipal and school board elections. Voters in the neighbourhoods listed above will vote in the new ward taking effect with the election.*

Eligibility

Municipal

To be eligible to be nominated and to hold office as mayor or councillor the person must be:

- at least 18 years of age on election day
- not disqualified under *The Local Government Election Act* or any other Act
- a Canadian citizen on the day the nomination paper is submitted
- a resident in the City of Saskatoon, or on land now in the city, for at least three consecutive months immediately preceding the date on which nomination papers are submitted
- a resident in Saskatchewan for at least six consecutive months immediately preceding the date on which nomination papers are submitted

No person is disqualified from being nominated, elected, or holding office as a member of a council by:

- reason of having an interest in a contract with the municipality
- undertaking the duties of a volunteer firefighter on behalf of the municipality

Ineligibility: A judge of a court and an auditor or solicitor of the municipality are not eligible to be elected as a member of a council.

An employee of a municipality or of a board or commission appointed by a council must first obtain a leave of absence before seeking nomination and election. Notwithstanding clause 2-54(1)(c) of *The Saskatchewan Employment Act*, if elected, that employee is deemed to have resigned from the position of employment the day before declared elected, unless for any reason the results of the election are overturned.

Candidates for councillor do not have to reside in the ward in which they are running; however, all people nominating the candidate must be voters in the ward.

School Board

Questions regarding positions of public school trustee or separate school trustee can contact the following:

- Public School Trustee: Saskatoon Public School Board Office [306-683-8200](tel:306-683-8200)
- Separate School Trustee: Greater Saskatoon Catholic Schools [306-659-7000](tel:306-659-7000)

A person is eligible to be nominated as a candidate for and to hold office as a board member if they:

- are a voter of the school division on the day of the election
- are a Canadian citizen at the time they submit nomination papers
- have resided in the school division for at least three consecutive months immediately preceding the date on which nomination papers are submitted
- have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which nomination papers are submitted

In order to run for the Separate School Board, a candidate must also:

- be Catholic (any Catholic rite, such as Roman, Ukrainian, Chaldean, etc., that recognizes the pope as leader of the church)
- have all people signing the nomination paper be Catholic

An employee of the board of education may seek nomination and election to the board if they have first obtained a leave of absence in accordance with *The Saskatchewan Employment Act*. Notwithstanding clause 2-54(1)(c) of *The Saskatchewan Employment Act*, if the employee is elected to be a board member, that employee is deemed to have resigned from the position of employment on the day before declared elected, unless for any reason the results of the election are overturned.

Candidates for the public school board do not have to reside in the ward in which they are running; however, all people nominating the candidate must be electors of the ward. The public school board consists of ten trustees, elected under a ward system, one of whom is chosen by trustees to be the Chair.

Candidates for the separate school board are voted at large and can be nominated by any eligible person. The separate school board consists of ten trustees, seven of which represent Saskatoon and one from each of three subdivisions: Humboldt, Biggar, and rural Saskatoon/Martensville/Warman. One trustee is chosen to be the chair.

School Board Websites

Refer to the [Saskatoon Public School website](#) for further board of trustee election information.

Refer to the [Greater Saskatoon Catholic School website](#) for further board of trustee information.

Key Dates

- **Campaign Contribution Period Begins*** January 1, 2017
 - **Campaign Expenses Period Begins*** June 1, 2020
 - **Call for Nominations for General Election** September 22, 2020
 - **Election signs/posters can be erected** September 25, 2020
 - **Candidate Information Session** Date to be confirmed
 - **Nomination Day** October 7, 2020 at 4:00 pm
 - **Withdrawal Deadline** October 8, 2020 at 4:00 pm
 - **Election Day** November 9, 2020
 - **Governance and Leadership Session*** November 12 & 13, 2020
 - **Declaration of Official Results** November 13, 2020
 - **New Council Sworn In (Inaugural Meeting)*** November 16, 2020
 - **Election Signs/Posters Need to be Removed** November 16, 2020
 - **Campaign Expenses Period Ends** December 15, 2020
 - **Statement of Expenses/Contributions**
 - › Councillor Candidates
 - › Mayoral Candidates
 - › School Board Candidates
- Deadlines*
- › February 9, 2021
 - › March 9, 2021
 - › May 1, 2021
with respective school board

**Applies to elected candidates for Mayor and council.*

Becoming an Elected Official

Becoming a member of council or a school board trustee 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 or of a school board 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 council or a school board, you will be expected to serve a four-year term. Your term of office begins at the first meeting of the council or board following the general election and continues until the first meeting of the council or board following the next general election. The inaugural meeting of Saskatoon City Council is November 16, 2020.

Responsibilities of Office

City Council

City Council consists of a mayor and ten councillors. Through legislation, the Province of Saskatchewan sets out the powers of municipal governments. All actions of city council must be for one or more of the purposes set out in *The Cities Act*:

- 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
- to provide wise stewardship of public assets

City Council is required to carry out 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

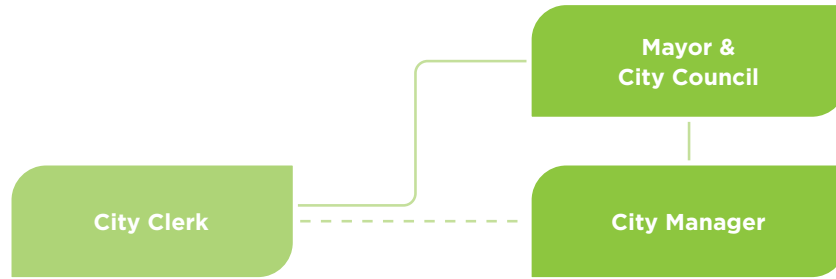
The mayor is a full-time position. The city manager is the chief administrative officer of the city and is responsible for day-to-day operations of the city and its employees.

In addition to performing the general duties of a councillor, a mayor also

- presides when in attendance at a council meeting, unless any Act or a bylaw of council provides that a councillor is to preside
- performs any other duty imposed on a mayor by any Act or by bylaw or resolution
- signs all bylaws, along with the city clerk, which city council passes as well as many contracts and agreements the city enters into

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 has an office at city hall along with support staff. The mayor's salary is based on 100% of a Saskatchewan cabinet minister's compensation. As of April 15, 2020, the salary is \$151,015. There is no taxable exempt amount.



Councillors

General duties of Councillors are set out in *The Cities Act*:

- 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 held in public
- to maintain the financial integrity of the city
- to perform any other duty or function imposed on councillors by any Act or by the council

Councillors are considered part-time; however, the time commitment required is substantial. Attendance is required at meetings which are often scheduled during regular daytime business hours. Refer to the meeting section to gain a sense of that commitment.

Additional time commitments also include attendance at events held on evenings or weekends and conferences which often require out-of-town travel. Each councillor is appointed deputy mayor for at least one month every year in order to fulfill the obligations of the mayor in his or her absence, and to assist the mayor in areas such as providing civic greetings at public events.

Councillors are provided with electronic devices, office space at City Hall, and appropriate resources to conduct council business during and after business hours.

As of April 15, 2020 a councillor's annual salary is \$69,467, based on 46% of the mayor's remuneration. There is no tax exempt portion. All Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.

Meetings & Time Commitment (Members of City Council)

If elected, you must attend meetings during the business day and be able to arrange your work schedule (if applicable) so that you are able to attend these meetings.

Candidates elected to city council are required to attend a governance and leadership session scheduled November 12 and 13, 2020 in addition to other meetings.

The table below illustrates the types of meetings you will be expected to attend:

Meeting Name	Meeting Schedule	Attendees
Two types of council meetings: <ol style="list-style-type: none"> 1. Regular business* 2. Public hearing* 	Typically fourth Monday each month: <ol style="list-style-type: none"> 1. 1:00 – 5:00 pm 2. 6:00 – 11:00 pm 	All members of council
Other council meetings <ul style="list-style-type: none"> • Budget deliberations* • Strategic planning* • Special meetings* 	Various; daytime meetings	All members of council
Governance & Priorities Committee (GPC)*	Typically the third Monday of each month: 1:00 – 11:00 pm	All members of council
Four Standing Policy Committees (SPC) <ol style="list-style-type: none"> 1. SPC on Environment, Utilities, and Corporate Services (EUCS)* 2. SPC on Finance* 3. SPC on Planning, Development, and Community Services (PDCCS)* 4. SPC on Transportation* 	Typically first and second Monday each month: <ol style="list-style-type: none"> 1. 9:00 am – 1:00 pm 2. 2:00 pm – 6:00 pm 3. 9:00 am – 1:00 pm 4. 2:00 pm – 6:00 pm 	Mayor is ex-officio and each councillor is required to sit on two SPCs
Five Advisory Committees	Typically once per month, various week days during daytime hours	Appointment of council members. One member of council each.
Controlled Corporations & Statutory Boards	Typically once per month with additional meetings for sub-committees	Appointment of council members
Other Boards & Committees	Varies by board	
Five Business Improvement Districts		One member of council each
Various pension boards		Appointment of council members
Other civic agencies		Council representation
Approx. 22 external agencies		Appointment of council members to many of these

*Preparation for meetings can take 3–5 hours

Code of Ethical Conduct & Integrity Commissioner

Bylaw 9537, *The Code of Ethical Conduct for Members of City Council Bylaw, 2019* was passed in 2019 to outline basic ethical standards and values for members of council. It is used to guide members in understanding their obligations and for fulfilling their duties and responsibilities as elected officials. It also describes a procedure for the investigation and enforcement of these standards and values.

The integrity commissioner is responsible to [carry out the duties in the bylaw](#) including investigating and determining if a council member has violated the bylaw and reporting and making recommendations to council on appropriate censure, sanctions, or corrective actions, if applicable.

Nomination Process

The first step in beginning the nomination process is to acquire the appropriate nomination form on the [election webpage](#) or from the Election Office. Complete required forms in full and have it signed by the appropriate number of voters.

- **Mayor** = 25 voters of the municipality
- **Councillor** = 25 voters of the ward
- **Public School Trustee** = 10 voters of the ward
- **Separate School Trustee** = 10 Catholic voters of the Saskatoon subdivision

Key Dates

- | | |
|---|---|
| • Campaign contribution period begins* | January 1, 2017 |
| • Campaign expenses period begins* | June 1, 2020 |
| • Call for nominations for general election | September 22 , 2020 |
| • Nomination day | October 7, 2020 at 4:00 pm |
| • Withdrawal deadline | October 8, 2020 at 4:00 pm |
| • Election day | November 9, 2020 |
| • Campaign expenses period ends | December 15, 2020 |
| • Statement of Expenses/Contributions | <i>Deadlines</i> |
| › Councillor Candidates | › February 9, 2021 |
| › Mayoral Candidates | › March 9, 2021 |
| › School Board Candidates | › May 1, 2021
with respective school board |

**Applies to mayor and council*

Nomination period is September 22, 2020 to October 7, 2020 at 4:00 pm.

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.

Note:

- *Only one person can be nominated for election on each nomination paper.*
- *An elector may sign the nomination papers of more than one person.*
- *Candidates cannot nominate themselves.*

Dual Roles Clarification

No person can be nominated:

- as both mayor and councillor of the same municipality
- as councillor in more than one ward in a municipality
- as board member in more than one ward of a school division

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.

Candidates for councillor do not have to reside in the ward in which they are running; however, all people nominating the candidate must be electors of the ward in which the candidate is running.

Nomination Deposit

Nominations for all offices require a deposit of \$100 cash, cheque, or money order, payable to the City of Saskatoon. The deposit must accompany the nomination papers. Deposits of candidates who do not file a statutory declaration in accordance with *The Campaign Disclosure and Spending Limits Bylaw* or the respective School Board policy will be forfeited.

Public Disclosure Statements

Candidates

A public disclosure statement as required pursuant to *The Cities Act* must be attached to and submitted with the nomination package. This is a new requirement of the *LGEA* effective January 2020. The public disclosure statement will be included in the candidate package.

Submitting Nomination Papers

Nomination papers for mayor, councillor, and school board trustee may be submitted personally or by a person acting on the candidate's behalf, by registered or ordinary mail, by fax, by email, or as otherwise specified by the Returning Officer.

2020 Civic Election Office
226 Cardinal Crescent, Saskatoon, SK S7L 6H8

elections@saskatoon.ca

Phone: [306-657-VOTE](tel:306-657-VOTE) (8683)

Fax: [306-975-2784](tel:306-975-2784)

Nomination papers along with accompanying deposit and public disclosure statements will be accepted at the Election Office Monday to Friday between 8:00 am and 5:00 pm from **September 22, 2020** until **October 7, 2020**. Nomination day is **October 7, 2020** and papers will be accepted until nominations close at **4:00 pm**.

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.

Changing Your Mind—How to Withdraw

Nomination papers can be withdrawn until October 8, 2020 at 4:00 pm. 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. In this situation, the \$100 deposit will be refunded.

Candidates Acceptance Form

The ballot for all offices will have candidates listed in alphabetical order by surname. Where a candidate requests, the ballot will show (in brackets) a name by which they are commonly known and, in the case of a municipal election, their affiliation with a voter's organization/ employer or the word "Independent." Candidate information printed on the ballot will be based on information provided in the Candidate Acceptance Form (provided in candidate package).

Candidate Profiles

Candidates electronically submit profile information to the candidate profile uploader, following the submission of completed nomination papers, accompanying deposit, and public disclosure statement. Profiles are intended to promote a candidate's policies and priorities if elected. Profiles will be captured as submitted and published on the election website and in the voter guide. Candidates choosing not to upload a profile and/or photograph will have no further information accompanying their name.

Profiles may include:

- a statement 150 words or less: profiles in excess will be reduced to end at the last complete sentence or phrase within the 150-word limit.
- a head-and-shoulders photograph of the candidate: by submitting a photo you agree to its use, as indicated in the election material.
- contact information (not included in the 150 word count) which includes phone number, email, website address, social media address(es).

All content (profile, photo, social media links, etc.) must be submitted electronically through the profile uploader. Written submissions and printed photos will not be accepted. The Returning Officer will not edit profiles for spelling, grammar, or other obvious errors. Profiles must be free of vulgar language, hate speech, and defamatory remarks. The Returning Officer retains the right to decide whether or not to accept the submission.

Disclosure of Campaign Contributions and Election Expenses

Candidates for Mayor and Councillor are responsible for reading and adhering to [The Campaign Disclosure and Spending Limits Bylaw, 2006 \(Bylaw 8491\)](#), to ensure that campaign contributions and expenditures are reported as outlined. All forms required to be completed will be included in the candidate package.

Term	Definition
Campaign contribution	Money paid, loans given, 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 revenue raised from a fundraising event by the sale of tickets or otherwise.
Campaign contribution period	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.
Campaign expense	Money spent or liabilities incurred, including 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.
Campaign expenses period	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.

All candidates for mayor and councillor 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. *The Campaign Disclosure and Spending Limits Bylaw* allows expenses to be incurred before June 1 (campaign expenses period) for the *preparation* of advertising materials and signs. These expenses must also be recorded and disclosed as campaign expenses.

Following the election, the Returning Officer is required to submit a report to city council which summarizes the campaign contributions and campaign expenses of each candidate with a notation for any candidate who has exceeded the limit on campaign expenses and the names of any candidates who failed to file the required disclosure statements. Campaign contribution and campaign expenses statements for all candidates, whether elected or not, will be posted at City Hall and on the city's website.

It is an offence to not comply with *The Campaign Disclosure and Spending Limits Bylaw*. Penalty can include a fine up to \$5,000 per day of non-compliance. In addition, a successful candidate who contravenes *The Campaign Disclosure and Spending Limits Bylaw* is disqualified from council and must resign immediately. A member of council who is disqualified from council is not eligible to be nominated or elected in an election in any municipality until the earlier of 12 years following the date of the disqualification and the date of any pardon obtained with respect to a disqualification for conviction of an offence under sections 123, 124, or 125 of *The Criminal Code* or an offence punishable by imprisonment for five years or more.

Municipal, public school, and separate school board candidates will forfeit their \$100 nomination deposit if they do not file their statutory declaration by the required deadline or otherwise fail to comply with any other provision of the bylaw or school board policy.

Mayor and Councillor Expenses

Total campaign expenses for mayoral candidates must not exceed **\$229,497.92**.

Total campaign expenses for councillor candidates must not exceed **\$22,949.79** (10% of the maximum allowable expenses for a mayoral candidate).

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

- A statutory declaration
- Fundraising event income statement
- A list of cumulative campaign contributions
- A statement of campaign contributions and campaign expenses (mayor's statement to be audited)

A public campaign disclosure must be filed with the Returning Officer as follows:

- in the case of a candidate for Councillor by 5:00 pm on February 9, 2021
- in the case of a candidate for Mayor by 5:00 pm on March 9, 2021.

All expenses incurred for the purpose of being elected must be disclosed. *The Campaign Disclosure and Spending Limits Bylaw* allows expenses to be incurred before June 1 (campaign expenses period) for the *preparation* of advertising materials and signs. These expenses must also be recorded and disclosed as campaign expenses.

Mayoral and councillor candidates must disclose how any surplus funds will be used.

Public School and Separate School Board Trustees Expenses

Public School Board Expenses

The total campaign expenses of a candidate for trustee shall not exceed \$10,000.00 for any election campaign. Public school candidates can refer to the [Saskatoon Public School policy 25: Elections \(Campaign Disclosure and Spending Limits\)](#) for detailed information

Separate School Board Trustee

The total campaign expenses of a candidate for trustee shall not exceed \$10,000 for any election campaign. Separate school candidates can refer to the [Greater Saskatoon Catholic School Policy](#) for Campaign disclosure and Spending Limits.

Election Advertising

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:

1. Advertising done in the ordinary course of the candidate's business
2. Voluntary statements made by an individual endorsing the candidate without compensation

Candidates are prohibited from campaigning on City of Saskatoon social media channels, including Facebook, Instagram, Twitter, and YouTube. Candidates may create their own social media channels. URLs for such channels can be provided during the candidate profile upload process.

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

- City of Saskatoon logo
- City of Saskatoon Civic Election logo
- City of Saskatoon crest
- City of Saskatoon seal
- Other City of Saskatoon identification

Every printed advertisement referencing the election must contain the name of the person who has authorized its printing, display, and distribution. Incumbent members of council should also refer to Part 3, Division VI of The Code of Ethical Conduct.

Election Signs & Posters

Temporary sign or poster designed or intended to be displayed in connection with a local government election (and other elections).

An [Election Sign Guide](#) was created in order to provide an overview of the rules and regulations on election signage including sign placement, duration, and other standards such as size and height. Refer to the guide for appropriate areas that [signs and posters](#) can be posted.

Election signs and posters may be erected 45 days prior to the day of the election (September 25, 2020) and must be removed by end of day seven (7) days after the date of the election (November 16, 2020).

Signs such as those on [billboards, bus benches, or buses](#) are not considered to be temporary election signs.

No person shall display, distribute, or post in/on:

- a polling place or within 100 metres of the building in which a poll is held
- a specimen ballot marked for a person whose name is on the ballot for election
- any material purporting to explain how to vote
- in a voting compartment

Election poster standards:

- The size of an election poster must not exceed dimensions of 11 in x 17 in
- Election posters must indicate the date which the poster was displayed
- Election posters may only be attached with clear tape or other easily removable tape
- Posters may [only be erected in locations](#) prescribed in The Poster Bylaw

Candidates and Candidate's Agents

Each candidate is entitled to be present in the polling place in each polling area during voting and after the close of poll. Candidate's agents are entitled to be present as follows:

- **During voting hours:** no more than two agents for each poll, in addition to the candidate.
- **After close of poll:** either the candidate or their agent to witness the vote tabulation process.

Appointment of Candidate's Agent

Candidates wishing to appoint an agent(s) must first complete an appointment form which will be provided in the candidate package. 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.

Identification of Candidates and Agents

Candidates should wear their candidate's badge (provided in candidate's package), so that they are easily recognized by election officials at poll locations. Candidates and agents must take an oath of secrecy when entering a poll location for the first time.

The oath of secrecy remains at the voting location; therefore, candidates and their agents must take another Oath of Secrecy if they go to another voting location.

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 hours a poll is open, no candidate, no agent of any candidate, nor any other person shall, in the polling place or within 100 metres 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 Location

- 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.
- 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 voter's identification remains in the control of the Deputy Returning Officer whom would show it to the candidate or their agent; this would occur in the designated area.
- 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 visit with voters in the polling location. 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 electors or to influence their voting decision in any way.

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 has been using automated vote counting equipment since 1999. Doing so allows for quick counting of ballots, as they are not counted by hand; therefore, candidates and their agents cannot observe ballot counting. They can, however, observe all of the election official's activities, which include generating the register tape and printing the statement of results from the vote counting unit. A copy of this statement shall be given to any candidate or agent, upon request.

Mail-In Ballots

Candidates or their agents may inspect voter's registration forms, declarations of persons requesting mail-in ballots, and voter confirmation envelopes and certificates at the election office during normal business hours, starting on the day following nomination day and ending at the close of polls on Election Day.

Following Close of Polls

Media broadcasts election results from City Hall after the close of polls on Election Day. In the past, candidates and the public have been welcome to come to City Hall to follow the election results. This will be monitored in light of COVID-19 and a decision made at a later date if this will occur for the 2020 results.

Results

Unofficial results will be broadcast at City Hall, following the close of the polls at **8:00 pm on election night, November 9, 2020**. Live results will also be posted on the [City's website](#). Official results will be formally declared by the Returning Officer on November 13, 2020 at 11:00 am, City Clerk's Office, City Hall. 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 or school division 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. The specific procedure will be posted on the election website closer to Election Day.

Information Resources and Forms Included in Candidate's Package

All candidates will receive the following materials and information:

- Form I: Nomination/Candidate's Acceptance Form (Mayor or Councillor)
- Form J: Nomination/Candidate's Acceptance Form (School Board Trustee)
- Form T: Appointment of Candidate's Agent
- Public Disclosure Form
- Election Sign Package
- Ward maps

After filing nomination papers, deposit, and disclosure form, candidates will receive a candidate badge and candidate profile upload specifications.

