



# 2016 Civic Election

## CANDIDATES' INFORMATION BOOKLET

**FOR THE OFFICE OF:**  
**Mayor (1)**  
**Councillor (6)**

**City of Melfort**  
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Office Hours:  
Monday to Friday  
8:00 a.m. to 4:30 pm

## **FOREWARD**

This booklet is intended as a guide only to assist persons interested in becoming a candidate in the 2016 Civic Election on Wednesday, October 26, 2016, for the offices of Mayor (1 to be elected) and Councillor (6 to be elected).

In Saskatchewan, municipal and school board elections are governed by *The Local Government Election Act, 2015*, particularly those provisions which have a direct impact on the activities of candidates. However, persons reading this material are cautioned that it has no legal sanction and is intended for guidance only. Readers are advised to consult *The Local Government Election Act, 2015* for interpretation of the law.

For further information regarding the 2016 municipal election, please contact Returning Officer, Heather Audette at 752-5911.

## **CITY COUNCIL**

The strength and progress of the City of Melfort has been guided over the past years by men and women who have committed themselves to continued prosperity, improved services and life styles for the people and the City they serve, in the capacity of council or school board members. By filing a nomination form, you indicate a personal commitment to your City and your community. We commend you for your sense of public service.

### ***Why should I run for municipal council?***

- To be part of the team that makes decisions that impact your entire municipality and your local community.
- To make progressive change to your municipality.
- To commit to making a regular contribution to your municipality.

### ***What responsibilities does Council have?***

In accordance with Section 65 of *The Cities Act*, the Council of the City of Melfort has the following duties:

- to provide good government - 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 foster economic, social and environmental well-being;
- to participate in council meetings and 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 the decisions of council;
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a public council meeting;
- to maintain the financial integrity of the city;
- to perform any other duty or function imposed on Councillors by this or any other Act or by the council.

### ***What is the role of the Administration?***

The municipal administration is responsible for implementing the policies and carrying out the decisions of Council, in addition to providing quality advice.

### ***What can I expect while on council?***

- To participate directly in decision-making for the benefit of your city.
- To make decisions that impact the day-to-day lives of citizens in Melfort.
- To maintain and improve economic and social/community opportunities in Melfort.
- To consider the future of your community.

### ***How do I make a decision to run?***

- Talk to former or current councillors to find out more about the commitments and responsibilities that are necessary to be involved in.
- Familiarize yourself with local council procedures by attending and observing council meetings.
- Meet with your municipality's managers to find out more about what they do.
- Contact the Returning Officer to find out more about the important dates you need to know and official forms you need to have.
- Make sure that you're ready to become a key leader in your community. In small municipalities, municipal councilors are almost always 'on the job'. You need to be sure that you, and your family, are ready to handle this.

### ***COUNCIL OF THE CITY OF MELFORT***

The elected Council of the City of Melfort is the governing body of the municipality and is comprised of the Mayor and six (6) Councillors. City Council is an autonomous legislative and administrative body. In general terms, it is responsible for promoting the peace, order and good government of the City.

The function and authority of City Council is defined in *The Cities Act* (and other such legislation) and includes both duties or mandatory obligations, such as setting the annual budget and mill rate; and discretionary powers, such as control over zoning, licensing, building standards, recreational services, streets and roads, utilities (ie. sewer and water), animal control, fire protection services, disabled transit services and park facilities. The Corporation of the City of Melfort is divided into three major departments; namely, Legislative & Finance, Community Services and Works & Utilities.

### ***MAYOR OF THE CITY OF MELFORT***

The Mayor is the chief elected officer of the City, a member of City Council and an ex-officio member of all Committees of City Council. The Mayor is elected for a term of four (4) years. The position is considered to be part time and, effective January 1, 2017, the incumbent receives an annual indemnity of \$33,664.00 paid in quarterly installments, of which one-third is non-taxable. The Mayor's indemnity is established at 35% of the previous years' salary for a Member of the Legislative Assembly.

### ***COUNCILLOR OF THE CITY OF MELFORT***

All Councillors are elected for a term of four (4) years and, effective January 1, 2017, receive an annual indemnity of \$11,782.00 paid in quarterly installments, of which one-third is non-taxable. The Councillor indemnity is set at 35% of the Mayor's indemnity.

Councillors are appointed to the Standing Committees of Council and each member also sits on several other boards and committees that require city representation. The City has three standing Committees (Works & Utilities, Community Services and Legislative & Finance), consisting of two Councillors (one as Chairman and one member) and the Mayor as an ex-officio voting member.

Each Councillor will be appointed Deputy-Mayor for two months of the year, to assume the responsibilities of the Mayor in his/her absence and to act as Chairman for the Committee of the Whole.

The per diem rate for Council members attending authorized business of the City that is not part of their regular duties is \$25.00 per hour (exceeding 3 hours), to a maximum of \$200.00 per day.

## **QUALIFICATIONS OF CANDIDATES**

### **MUNICIPAL CANDIDATES**

A person is qualified to be nominated as a candidate for the position of Mayor or Councillor if that person:

1. is at least eighteen (18) years of age or older on election day; and
2. is, at the time he or she submits the nomination paper,:
  - a) a Canadian citizen, and
  - b) has resided in the City of Melfort for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper, and
  - c) has resided in the Province of Saskatchewan for at least six consecutive months immediately preceding the date on which he or she submitted the nomination paper.

None of the following persons are eligible to be nominated or elected to hold office as a member of council:

- (a) a judge of a court; or
- (b) an auditor or solicitor of the municipality.

No person is disqualified from being nominated for office as a member of council by reason of having an interest in a contract with the City. Any employee of the City of Melfort, who may be interested in being nominated for the office of Mayor or Councillor, must first obtain a leave of absence in accordance with clause 2-54(1)(a) of *The Saskatchewan Employment Act*. If an employee on leave of absence is successfully elected, the employee is deemed to have resigned from his or her position on the day before the day on which he or she is declared elected.

Note: Please consult Sections 42 and 43 of *The Local Government Election Act, 2015* for purposes of interpretation of these requirements.

## **NOMINATION OF CANDIDATES**

### **APPLICATION**

Nomination papers for all offices may be obtained from the City Clerk's Office, City Hall.

To be nominated for an elected position a person must file a nomination paper with the Returning Officer or his/her designate, either personally, or by agent during the specified nomination period.

### **REQUIREMENTS**

- The nomination paper must state the name and address of the person being nominated and the office for which they are being nominated.
- For the office of Mayor, the application must be signed by at least **five (5)** electors of the City accompanied by the name and address of each nominator.
- For the position of Councillor, the application must be signed by at least **five (5)** electors of the City, accompanied by the name and address of each nominator.

- The nomination paper is not valid unless the candidate's acceptance statement is signed by the person being nominated and witnessed by two persons.

### **RELEVANT PROVISIONS**

- Only one person can be nominated for the election on each nomination paper.
- An elector may sign the nomination papers of more than one person.
- No candidate can nominate himself/herself.
- The onus to file a bona fide nomination paper is on the person being nominated.
- No person can be nominated as both Mayor and Councillor of the City.
- A receipt for nomination will be issued at the time the form is filed at City Hall.

### **FILING OF NOMINATION PAPERS**

Nomination papers may be filed with the Returning Officer or her designate at the Clerk's Office, City Hall, 202 Burrows Avenue West at any time during normal office hours (Monday to Friday, 8:00 a.m. to 4:30 p.m.) during the nomination period, which starts Tuesday, September 6, 2016, and runs until Nomination Day, Wednesday, September 21, 2016, from 8:00 a.m. until **4:00 p.m.**, when nominations close. Please see the "Nomination Papers" Section for important information on the form and content of Nomination Papers.

### **WITHDRAWAL OF NOMINATION**

A person who has been nominated may withdraw his/her nomination within 24 hours of the close of nominations by filing with the Returning Officer a written request to that effect signed by the nominated person and by either two witnesses or the Returning Officer and the Nomination Officer.

A request to withdraw a nomination must be filed with the Returning Officer between 8:00 a.m. to 4:00 p.m. on the day following Nomination Day, the Withdrawal Period, on Thursday, September 22, 2016.

### **ADVERTISING**

The following sections of *The Local Government Election Act, 2015* apply concerning promotional materials:

- "176 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:
  - (a) canvass or solicit;
  - (b) persuade or compel a person to vote or refrain from voting;
  - (c) make any communication to a person regarding any matters relating to voting or the election, other than through the deputy returning officer; or
  - (d) 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 this Act."
  
- "177 No person shall directly or indirectly induce a person to display his ballot in a manner that reveals how he has voted."
  
- "182(2) No person shall distribute or cause to be distributed any advertisement that promotes the candidacy of a particular person unless there is included in, or unless there appears on the face of the advertisement:
  - (a) the name of the candidate on behalf of whom the advertisement is distributed; and
  - (b) the name of the person who has authorized its printing, display and distribution.

- (3) Every person who distributes an advertisement in a manner that is not in accordance with subsection (2) is guilty of an offence and liable on summary conviction to a fine or not more than \$5,000, to imprisonment for a term of not more than two years or to both.”

“184 Every person who contravenes any provision of this Act or the regulations for which no other penalty is provided is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or both.”

Please note that candidates and agents must also comply with the Section 7 – Sign Regulations of the City of Melfort Zoning Bylaw and any other bylaws that may be applicable:

- 7(7)(l) Election signs shall not be placed on City owned or controlled properties and all election signs must be removed within seven (7) calendar days following the day of election.

## **VOTER QUALIFICATIONS**

### ***IN MUNICIPAL ELECTIONS***

A person is qualified to vote in a municipal election for the offices of Mayor and/or Councillor if that person:

1. is at least eighteen (18) years of age or older on election day; and
2. is a Canadian citizen (on election day); and
3. is a Saskatchewan resident and has so resided for at least six consecutive months immediately preceding the day of the election; and
4. has resided in Melfort for at least three consecutive months immediately preceding the day of the election; **OR** is the owner of assessable land in the City for at least three consecutive months immediately preceding the day of the election.

Note: Please consult Section 36 of *The Local Government Election Act, 2015* for purposes of interpretation of these requirements.

### ***VOTER IDENTIFICATION REQUIREMENTS***

All voters must provide identification to be able to vote, in order to prove identity and residency. Government-issued photo ID that shows your photo, name and civic (street) address is the best option, but there are other acceptable photo and non-photo identification options. A list of identification options is available on the City website or from the City Clerk.

### ***RULES OF RESIDENCE***

The following is a summary of the rules of residence, as set out in *The Local Government Election Act, 2015*:

- The residence of a person is the place at which he or she resides and to which, when he or she is absent from that place, that person has the intention of returning. The place they typically call “home”.
- A person does not lose residency if he or she is temporarily absent.
- As long as the person remains in Saskatchewan, a person does not lose residency until they acquire another residence.
- A person who is not a full time student cannot have more than one residence in Saskatchewan. If they have more than one home in Saskatchewan, the person shall elect one of those as his or her residence.

- Active members of the Canadian Armed Forces are deemed to have ordinary residence at the place where they reside, or at the place they have moved from if that place is in Saskatchewan, for the duration of their service.
- Full time students are deemed to have residence at the place where they study and the place they have moved from when the places are in Saskatchewan.

Note: Please consult Sections 3 and 4 of *The Local Government Election Act, 2015* for purposes of interpretation of these rules.

### **COMMONLY ASKED QUESTION ABOUT THE ELIGIBILITY TO VOTE**

Although the general rule is “one vote per voter”, one exception to this rule occurs where a person is a qualified elector of a municipality in which he or she resides and is an elector of another Saskatchewan municipality in which he or she has been the owner of assessable land for at least three consecutive months, immediately preceding the day of the election. This person may vote in both municipalities.

A full time student may vote in both the place where they study and the place they have moved from when the places are in Saskatchewan.

Further, a voter is deemed to be a “natural person”, not a corporation.

## **VOTING AND ELECTION DAY**

### **POLLING FACILITIES**

Accessibility is an important issue and all polling facilities will be wheelchair accessible. Two types of polls will be used during the upcoming election:

#### **Regular Polls:**

This is where most voters will cast their ballots on Election Day. In the City of Melfort, all polling stations will be located at the Kerry Vickar Centre, 206 Bemister Avenue East. **Election Day is Wednesday, October 26, 2016**, and all Regular Polls will be open from 9:00 a.m. to 8:00 p.m.

#### **Advance Polls:**

Advance polls will be conducted on the following dates:

Saturday, October 15, 2016	2:00 pm to 6:00 pm	Kerry Vickar Centre	206 Bemister Avenue E
Monday, October 17, 2016	8:30 am to 10:00 am	Diefenbaker Place	201 Park Avenue
Monday, October 17, 2016	10:30 am to 11:30 am	Caskey Place	419 Burns Avenue E.
Thursday, October 20, 2016	4:00 pm to 8:00 pm	Melfort Mall	1121 Main Street

### **FORM OF BALLOTS**

The ballot for all offices will contain the names and occupations of all duly nominated candidates arranged in alphabetical order of their surnames.

*The Local Government Election Act, 2015* requires that if a candidate requests, the ballot shall show in brackets:

- (i) a name by which the candidate is commonly known; and
- (ii) with respect to a municipal election, his or her affiliation with a voters’ organization or the word “Independent”.

***The information printed on the ballots respecting the candidates will be based on the information provided on the candidate's acceptance form. In order to ensure ballots are printed correctly, candidates are requested to ensure they properly complete the acceptance form.***

## **MAIL-IN BALLOTS**

Qualified City of Melfort voters who are unable to vote on Election Day or during the advance polls can participate in the 2016 municipal election by mail-in ballot.

Starting September 6, 2016, qualified electors can apply to vote using a mail-in ballot. **Application must be made in person** at the City Clerk's office, City Hall. Applicants must complete a voter's registration form and produce the necessary voter identification.

In order to be counted, mail-in ballots must be received by the Returning Officer by 8:00 p.m. on October 26, 2016. Return postage is the responsibility of the voter.

## **CANDIDATES' AGENTS**

The candidate and up to two of his or her agents may be present in each polling place during the hours the poll is open. The candidate or one of his or her agents is allowed to be present in the poll during the count of the vote.

An "Appointment of Candidate's Agent" form must be completed by candidates for each agent. A sample copy of the form is included with this booklet. Extra copies of the forms are available from the City Clerk's Office in City Hall. The agent must present the appointment form to the Supervisor at the poll, and then make a declaration before the Supervisor. Once the agent makes the required declaration, he or she is permitted to be at the poll in an area designated by the Supervisor where he or she may observe the conduct of the election.

An agent is permitted to observe, but in no way interfere with, the process of the election. An agent may, when the polls are open, object to the entitlement of any person intending to vote if the agent has reason to believe the person is not entitled to vote. The deputy returning officer in such cases will re-confirm with the voter that the information he or she has sworn on the registration/poll book form is correct.

If the voter indicates that the declaration is correct: (a) the objection raised by the agent will be noted in the poll book along with the name of the agent raising the objection, and (b) the entry will be initialed by the deputy returning officer. Should the voter indicate that he or she made a mistake in completing the registration form and is not entitled to vote:

- (a) the information will be noted on the registration/poll book form, and
- (b) the voter will not be issued any ballots and will forfeit the right to vote.

At the close of the poll, a candidate or his or her agent may only observe the counting of the ballots, but shall not assist or handle the ballots in any way. An agent may object to the rejection or the refusal of the deputy returning officer to reject any ballot found in the ballot box, but it is the deputy returning officer who determines whether or not the ballot is to be counted.

In the case of an objected to ballot, the deputy returning officer shall:

- (a) number the objected to ballot on the reverse side, and
- (b) record the number of the objection in the registration/poll book form,
- (c) indicate that the ballot was the subject of an "objection to the rejection" of the ballot or to the "counting of the ballot" which ever is applicable; and
- (d) shall also note whether the ballot was accepted or rejected.

Candidates and their agents must situate themselves and act in accordance with the deputy returning officer's instructions. They must not visit with voters while polls are open nor touch the ballots during counting.

## ***COUNTING OF BALLOTS***

The deputy returning officer shall, in the presence of candidates or their agents, open the ballot boxes, examine each of the ballots and reject any ballot which:

- does not have the initial of the deputy returning officer on the reverse, unless he or she is satisfied that the ballot is one that was delivered by the deputy returning officer to an elector intending to vote and the omission of the initials was inadvertent in which case the deputy returning officer shall initial the ballot and count the ballot as though it were initialed.
- has more votes indicated than the voter is entitled to make (only one mark for mayor, up to six marks for Councillor).
- has anything written or marked on it so as to identify the voter.
- has been torn or defaced or otherwise treated by the voter so as to identify the voter.
- Has no mark at all.

Ballots will not be rejected because the "X" is out of or partly out of the proper space provided for marking the "X" or if the ballot is marked with other than an "X" as **long as the mark clearly indicates an intent by the voter to vote for the candidate opposite whose name the mark is placed.**

Once all ballots have been reviewed and the rejected ballots removed, the ballots will be counted and the total number of votes for each candidate shall be placed on the "statement of results" form.

## ***REQUEST FOR RECOUNT***

Any elector or candidate in the municipality in which the vote was taken, may request a recount after the returning officer has declared the official results of the vote by delivering to the returning officer, within four days of the declaration of the results of the vote, a notice in the prescribed form requesting a recount if the difference between the number of votes cast for any elected member, and the candidate having the next highest number of votes is less than the number of ballots "counted but objected to" plus all rejected ballots (except those on which no vote was made).

## **SUMMARY OF IMPORTANT ELECTION DATES**

### ***NOMINATION PERIOD***

Tuesday, September 6, 2016, to 4:00 p.m. on Wednesday, September 21, 2016.

### ***NOMINATION DAY***

***Wednesday, September 21, 2016 – deadline is 4:00 p.m.***

### ***WITHDRAWAL PERIOD***

A person who has been nominated may withdraw his/her nomination within 24 hours of the close of nominations by filing with the Returning Officer a written request to that effect signed by the nominated person and by either two witnesses or the Returning Officer or the Nomination Officer. A request to withdraw a nomination must be filed with the Returning Officer between **8:00 a.m. to 4:00 p.m.** on the day following Nomination Day, **Thursday, September 22, 2016.**

### ***MAIL-IN BALLOT APPLICATIONS***

Applications for mail-in ballots accepted at City Hall from Tuesday, September 6, 2016, to Election Day, during the hours of 8:00 – 12:00 noon and 1:00 – 4:30 pm. In order to be counted, mail-in ballots must be received by the Returning Officer by 8:00 p.m. on October 26, 2016.

### ***ADVANCE POLL***

An advance poll will be available for eligible electors on the following dates:

Saturday, October 15, 2016	2:00 pm to 6:00 pm	Kerry Vickar Centre	206 Bemister Ave E
Monday, October 17, 2016	8:30 am to 10:00 am	Diefenbaker Place	201 Park Ave. E.
Monday, October 17, 2016	10:30 am to 11:30 am	Caskey Place	419 Burns Ave. E.
Thursday, October 20, 2016	4:00 pm to 8:00 pm	Melfort Mall	1121 Main Street

### ***ELECTION DAY***

Election Day is **Wednesday, October 26<sup>th</sup>, 2016.** Polling stations will be open from 9:00 a.m. to 8:00 p.m. at the Kerry Vickar Centre.

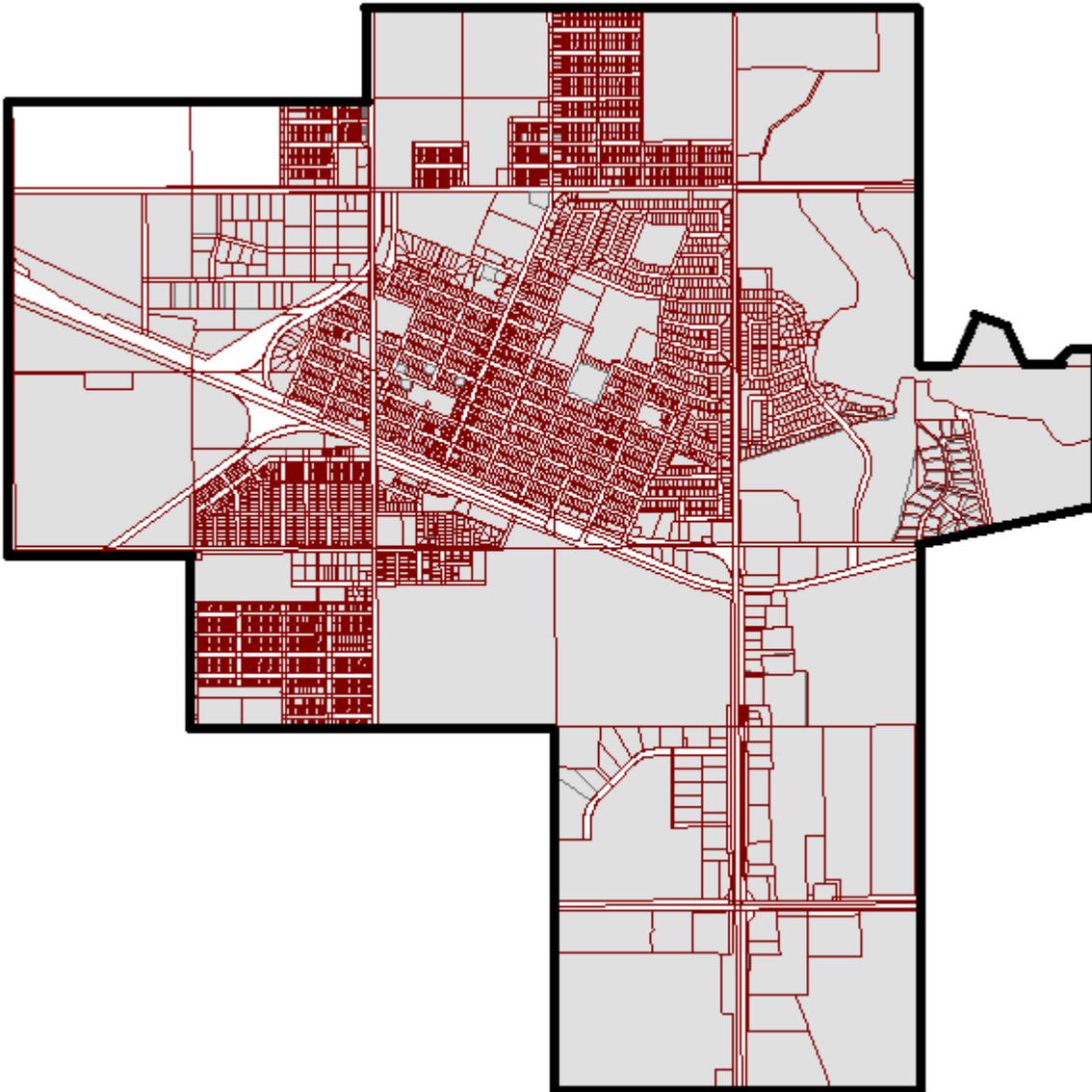
### ***ELECTION RESULTS***

Election results will be officially declared by the Returning Officer at 2:00 p.m., Thursday, October 27<sup>th</sup>, 2016.

# City of Melfort Election Poll

Polling Location

206 Bemister Avenue East – Kerry Vickar Centre



FORM T  
[Subsection 104(1) of the Act]

**APPOINTMENT OF CANDIDATE'S AGENT**

This is to certify that

\_\_\_\_\_ of  
(name)

\_\_\_\_\_  
(address)

is authorized to attend at Polling Area No. \_\_\_\_\_ located at

\_\_\_\_\_  
(address or place)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as my agent.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Candidate*