



# CANDIDATE INFORMATION GUIDE

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Election Day:  
November 13, 2024

## City of Melville

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Melville, SK S0A 2P0

(306) 728-6840  
[cityhall@melville.ca](mailto:cityhall@melville.ca)



# General Information

Every four years, City of Melville voters decide who will represent their interests and lead their community by electing members of their municipal Council. The Province of Saskatchewan sets out common rules that all Candidates and voters must follow; however, municipalities are responsible for conducting elections for Mayor and City Council. This guide contains information about rules that are for all municipal elections.

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

## Offices to be Elected in 2024

1 Mayor  
6 Councillors

## Changes to Election Rules

Changes to The Local Government Election Act, 2015 took effect in January 2024. Those familiar with rules for the 2020 municipal elections should be aware of changes to the legislation. Please visit <https://publications.saskatchewan.ca/#/products/73891> to view all changes.

## Term of Office

The term of office for Mayor and Council is four years.

# 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 Melville, 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.

## Key Dates

- |   |                                   |
|---|-----------------------------------|
| • Call for Nominations for General Election | September 23, 2024                |
| • Nomination Day                            | October 9, 2024 9:00AM to 4:00PM  |
| • Withdrawal Deadline                       | October 10, 2024 at 4:00PM        |
| • Advance Poll                              | November 5, 2024 6:00PM to 9:00PM |
| • Advance Poll                              | November 7, 2024 6:00PM to 9:00PM |
| • Advance Poll                              | November 9, 2024 1:00PM to 4:00PM |
| • Election Day                              | November 13, 2024                 |
| • Election Results                          | November 14, 2024                 |
| • Inaugural Meeting                         | November 18, 2024                 |

## Becoming an Elected Official

Becoming a member of Council is a challenging and rewarding experience. As an elected official, you will have the opportunity to influence the future of your community. You will be expected to represent the local community and act on its behalf. As a member of Council, there will be demands on your time and energy, as well as an expected level of commitment. In addition to regularly scheduled meetings, you will be required to attend special meetings, committee and board meetings, and various public meetings and functions. Meetings will take place the first and third Monday of each month at 6:00PM, with some exceptions for Statutory Holidays. As such, you must have flexibility with your employer if you plan to be employed elsewhere during your term. If elected as a member of Council, you will be expected to serve a four-year term. Your term of office begins at the first meeting of the Council and continues until the first meeting of the Council following the next general election. The inaugural meeting of the City of Melville is November 18, 2024.

## Responsibilities of Office

### City Council

City Council consists of a Mayor and six 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 Mayoral position is not officially classified as either full time or part time. The level of service and time commitment is determined by the successful candidate. 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

The Mayor is a voting member of all committees and all bodies established by Council under *The Cities Act*, unless the Council provides otherwise.

## 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. 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 at least once during the four year term 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 and appropriate resources to conduct Council business during and after business hours.

## Meeting & Time Commitment

Meeting Type	Meeting Schedule	Attendees
Two Types of Council Meetings: 1. Regular Council 2. Workshop	At 6:00p.m. the 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month, with exceptions for Statutory Holidays	All Members of Council
Committee Meetings (12)	At least 4 times a year	Appointed Council Members
Other Council Meetings	Various, typically 6:00p.m.	All Members of Council

## Council Code of Ethics

Bylaw No.13/2020, *A Code of Conduct and Ethics for Members of Council*, was passed in 2020 to establish common law that Members of Council must abide by. It also describes a procedure for the investigation and enforcement of these standards and values.

[Bylaw 13/2020](#)

## 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 = 5 Nominators
- Councillor = 5 Nominators

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.

## Dual Roles Clarification

No person can be nominated:

- as both Mayor and Councillor of the same municipality

A person who is eligible to be nominated as a Candidate and hold office in more than one municipality is eligible to be nominated and hold office in each of those municipalities.

## Public Disclosure Statements

A public disclosure statement as required pursuant to *The Cities Act* must be attached to and submitted with the nomination package. This is a 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 or Councillor, 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.

2024 Municipal Election Office  
420 Main Street  
Box 1240  
Melville, SK S0A 2P0  
Phone: (306) 728-6849  
Fax: (306) 728-5911

Nomination papers and public disclosure statements will be available at the Election Office Monday to Friday between 9:00 am and 4:00 pm from September 23, 2024 until October 9, 2024. Nomination day is October 9, 2024 at 9:00 am 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 October 10, 2024 from 9:00 am to 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.

## 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. Candidate information printed on the ballot will be based on information provided in the Candidate Acceptance Form (provided in Candidate package).

## Candidate Profiles

Candidates submit profile information to the Returning Officer for review following the submission of completed nomination papers, 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 City of Melville website. 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).

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 to accept the submission.

## 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 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 Behavior

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 meters of the building in which the poll is held:

- canvass or solicit votes
- persuade or compel a person to vote or refrain from voting
- make any communication to a person regarding any matters relating to voting or the election, other than through the deputy Returning Officer
- display, distribute, or post a campaign sign, a specimen ballot for a person whose name is on the ballot for election, or any other material purporting to explain how to vote, or leave any of the preceding materials in a voting compartment, except as provided by the LGEA

### Inside the Polling 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

After 8:00 pm on Election night, Election workers will count all ballots and tally the votes. A Candidate or Agent may request to be present during the count.

## 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 after the close of polls on Election Day. Unofficial results will be broadcast following the close of the polls at 8:00 pm on election night, November 13, 2024. Live results will also be posted on the City's website. Official results will be formally declared by the Returning Officer by November 14, 2024 at 12:00 pm, City Clerk's Office, City Hall.

## Recount of Ballots

Subject to requirements of the LGEA, after the Returning Officer has declared the official results of a vote, any voter or Candidate in the municipality may request a recount by delivering to the Returning Officer, within 10 business days after the declaration of the results of the vote, a notice in the prescribed form requesting a recount. 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 T: Appointment of Candidate's Agent
- Public Disclosure Form