

2024 MUNICIPAL ELECTION

SWIFT CURRENT
VOTES



CANDIDATE INFORMATION GUIDE

Prepared by the Office of the City Clerk



ELECTION
2024





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INTRODUCTION

This booklet has been prepared as a guide to assist individuals who are interested in serving as a candidate for Mayor or City Council or as a Trustee of the Public or Separate School Board.

We are pleased to provide an overview of the election process within the City of Swift Current and a summary of the steps required to run as a candidate.

Information in this guide is general and for information purposes only. Candidates should refer to and be familiar with all relevant legislation, regulations and bylaws, including:

- [The Local Government Elections Act, 2015 \(LGEA\)](#);
- [The Local Government Elections Regulations, 2015](#);
- [The Cities Act](#);
- [The Education Act, 1995](#);
- [General Election Bylaw No. 7 – 2020](#);
- [Procedure Bylaw No. 15 – 2007](#);
- [Temporary Sign Bylaw No. 1 – 2013](#); and
- [Code of Ethics Bylaw for Members of City Council and Council Committees No. 4 – 2023](#).

A copy of the above stated Acts and associated Regulations may be obtained from the King's Printer at <http://www.gp.gov.sk.ca/> or by contacting the Office of the City Clerk.

Bylaws may be obtained through the Office of the City Clerk or online at www.swiftcurrent.ca under the Government tab.

Prospective candidates must satisfy themselves through their own determination that they are qualified to seek elected office. Continued compliance with the [The Local Government Elections Act, 2015 \(LGEA\)](#); and all other regulations and bylaws is the responsibility of the candidate.

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 granted through the [LGEA](#).

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

Jackie Schlamp
Returning Officer and City Clerk
City of Swift Current
(306) 778-2768
j.schlamp@swiftcurrent.ca

Sandra Kern
Associate Returning Officer
City of Swift Current
(306) 778-2798
s.kern@swiftcurrent.ca

Term of Office The term of office for Mayor and Council, as well as both Public and Separate School Board Trustees, is four (4) years.

Offices to be elected on November 13, 2024

City of Swift Current Mayor: 1 position
Councillor: 6 positions

For further information regarding the above positions, please contact Jackie Schlamp, Returning Officer and City Clerk.

Public School Board Trustee Chinook School Division No. 211, Subdivision No. 8, three (3) positions at large.

For further information regarding these positions please contact:



Sharie Sloman, Returning Officer
Chinook School Division No. 211 Board Office
(306) 778-9200 ext. 3211
ssloman@chinooksd.ca

Separate School Board Trustee Holy Trinity Roman Catholic Separate School Division No. 22, Swift Current Subdivision one (1) position at large.

For further information regarding this position please contact:

Curt Van Parys, Returning Officer
Holy Trinity Roman Catholic Separate School Division No. 22
(306) 691-2407
curt.vanparys@htcsd.ca



Candidates for school board offices are encouraged to contact the appropriate School Division to obtain information on the duties and responsibilities of a member.

Changes to Election Rules: Changes to the [LGEA](#) took effect in January 2024. Please contact the Returning Officer should you have any questions or need clarification.

INTRODUCTION TO 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. People look to you to represent their best interests and make informed decisions that will benefit the City and local education system.

Any challenges with being an elected official are outweighed by the benefits of being able to respond to the needs of our diverse community in a way that benefits all.

TIME COMMITMENT

As a member of Council or School Board Trustee, there will be demands on your time, energy and commitment. Please note there are specific dates and/or times that attendance is mandatory. As such, you must have significant flexibility with your employer if you plan to be employed elsewhere during your term.

NOTE: The Swearing in Ceremony of the newly elected City Council is scheduled for November 18, 2024 at 6:30 p.m.

MEETINGS & TIME COMMITMENT (MEMBERS OF CITY COUNCIL)

Meetings are primarily held during afternoons and evenings throughout the week. If you are elected, you must have a flexible schedule.

NOTE: A governance and leadership orientation is scheduled for November 19 and 20, 2024 from 9:00 a.m. to 5:00 p.m. and is mandatory for all Candidates elected to City Council.

FOR CITY COUNCIL

In addition to regular meetings, you will be required to attend budget deliberations, strategic planning sessions, special meetings, committee and board meetings, as well as various public engagements, functions and conferences. Most Board and Committees meet monthly, often excluding the summer months. The list below illustrates the meetings you will be expected to attend:

- SC Ag & Ex Association
- SC Chamber of Commerce
- Compliance Committee
- Comprehensive Community S.C. Inc. (*Riverview Village Estates*)
- Drug Strategy Action Committee
- Elmwood Golf Course Board
- Living Sky Community Development
- Corporation Board
- Murals Advisory Board
- Newcomer Welcome Centre Board
- Prairie Pioneer Independent Housing
- Public Library/Chinook Regional Library Board
- RCMP Advisory Committee
- Southwest Multicultural Association
- Truth & Reconciliation Planning Committee
- Southwest Municipal Government Committee
- Stream Stewardship Board
- Street/Facility Naming Advisory Board
- Swift Current Broncos
- Tourism Board

ELIGIBILITY

CANDIDATES IN A MUNICIPAL ELECTION

In accordance with subsection 42(1) of *The Local Government Elections Act, 2015 (LGEA)*, to be eligible to be nominated and to hold office as a member of council the person must:

- be at least 18 years of age on election day;
- be a Canadian citizen on the day on which nomination papers are submitted;
- have resided in Swift Current for at least three (3) consecutive months immediately preceding the date on which nomination papers are submitted;
- have resided in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which nomination papers are submitted; and
- are not disqualified under the *LGEA* or any other Act.

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; or
- undertaking the duties of a volunteer firefighter on behalf of the municipality.

Any **employee** of the City of Swift Current, who may be interested in being nominated for the office of Mayor or Councillor must first obtain a leave of absence before seeking nomination to Council. Notwithstanding subsection 2-54 of *The Saskatchewan Employment Act*, if elected, that employee is deemed to have resigned from his/her employment on the day before declared elected, unless the results of the election are overturned.

INELIGIBILITY TO RUN

Neither a judge of a court nor an auditor or solicitor of the municipality are eligible to be nominated, elected or hold office as a member of a Council.

ADDITIONAL INFORMATION

Specific circumstances such as bankruptcies, past criminal histories, or indebtedness to the City may cause voters to question a Candidate's eligibility; however, Candidates are not disqualified because of these factors.

SCHOOL BOARD

Section 45 of the *LGEA* sets the eligibility criteria for School Board Trustee Candidates. A person is eligible to be nominated as a candidate for and to hold office as a board trustee based upon the following:

Public School Board Trustee, if, on the day of election:

- You are a voter of the school division;
- You are a Canadian citizen at the time of submitting nomination papers; and
- You have resided within the School Division for at least three (3) consecutive months and in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which the nomination paper is submitted.

Separate School Board Trustee, if, on the day of election:

- You are a voter of the school division;
- You are a Canadian citizen at the time of submitting nomination papers;
- You have resided within the School Division for at least three (3) consecutive months and in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which the nomination paper is submitted; and
- You are of the religious faith of the minority that established the Separate School Division.

An **employee** of the Public or Separate School Division may be a candidate for the school division where he or she is employed but must be placed on a leave of absence immediately upon nomination (see *The Saskatchewan Employment Act*). If elected, that employee will be deemed to have resigned from employment on the day before declared elected.

Questions regarding positions of Public School Trustee or Separate School Trustee can contact the respective Returning Officers as set out on page 2.

IMPORTANT DATES

CALL FOR NOMINATIONS

The Returning Officer will place a call for nominations beginning on September 9, 2024, by posting notice at City Hall, to the City's website and various social media channels, and shall include advertisements in The Southwest Booster newspaper editions of September 12 and 19, 2024.

NOMINATION DAY

Wednesday, October 9, 2024, is the last day to submit nomination papers. On this day, nomination papers will be accepted between the hours of 9:00 a.m. and 4:00 p.m., at which time, nominations will be closed.

DATE	ITEM
September 23, 2024	Nomination Period Commences Nomination papers for all candidates may be filed Monday to Friday 8:00 a.m. to 4:00 p.m.
September 29, 2024	Election signs/posters First day election signs can be placed. Bylaw No. 1 – 2013.
September 30, 2024	Mail in Ballot Application process begins.
October 9, 2024	Nomination Day All nomination papers must be received by 4:00 p.m.
October 10, 2024	Withdrawal Deadline Candidates wishing to withdraw their nomination, must do so prior to 4:00 p.m. on this day.
October 29 to November 1, 2024	Mail In Ballot registration and pick up at City Hall
November 1 – 4, 2024	Advance Polls Open
November 5 – 8, 2024	Special Polls by Location

ELECTION DAY

November 13, 2024	Polls open from 9:00 a.m. to 8:00 p.m. Everyone in the polling place or waiting for admission into the polling place at 8:00 p.m. will be permitted to vote.
	Hospital Poll at Cypress Regional Hospital will be open from 10:00 a.m. to 12:00 a.m.

ELECTED CANDIDATES FOR MAYOR AND COUNCIL

November 15, 2024	Declaration of Official Results
November 18, 2024	Swearing in Ceremony of the newly elected Council
November 19 & 20, 2024	Mandatory Governance and Leadership Council Orientation
November 20, 2024	Last day for election signs/posters to be removed
November 25, 2024	Inaugural Council Meeting
December 13, 2024	Due date for Public Disclosure Statement to the City Clerk

BECOMING AN ELECTED OFFICIAL

The Province of Saskatchewan, through various forms of legislation, sets out the purpose of cities and the powers of municipal government. City Council's main powers are set out in Sections 65 and 66 of *The Cities Act* and, to a lesser extent, *The Planning and Development Act, 2007*.

Local legislation is in the form of bylaws passed by Council and remain in effect until they are amended or repealed. Section 8 of *The Cities Act* gives Council the general power to pass bylaws.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if the majority of Council votes in favor of the matter at a Council meeting.

COUNCIL'S ROLES & RESPONSIBILITIES

City Council consists of a Mayor and six (6) Councillors. As one of these members, you will have the opportunity to significantly influence the future of your community. All decisions must be made at meetings, held in public, at which a quorum is present. As a participant in these meetings, it is important to listen to other members of Council and to collectively reach decisions that are in the best interest of the municipality. The Council as a whole may perform and exercise the duties and powers imposed and conferred by legislation only by passing Council resolutions.

City Council is required to carry out its business in a way that is transparent, accountable, and responsible for encouraging and enabling public participation in the government process, while maintaining a high level of confidentiality. The jurisdiction of Council is exercisable only within the boundaries of the City of Swift Current unless otherwise expressed by legislation. All actions of City Council are not limited to but must be for one (1) or more of the following purposes in accordance with subsection 4(2) of *The Cities Act*:

- To provide good governance;
- To provide services, facilities, and other things that, in the opinion of Council, are necessary and desirable for all or part of the city;
- To develop and maintain a safe and viable community;
- To foster economic, social and environmental well-being; and
- To provide wise stewardship of public assets.

Council's role is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council set are the guidelines for administration to follow as they perform the day-to-day operations of the City.

HOW THE MUNICIPALITY IS ADMINISTERED

The Chief Administrative Officer is the administrative head of the municipality. The Chief Administrative Officer's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.

As a member of Council, it will be your duty to establish policy for your municipality. It is the job of administration to implement the policy. The City of Swift Current has a competent and dedicated senior leadership team who will support, advise, and provide beneficial assistance in helping you to be an effective member of Council. Their training, experience, and understanding of how and why things have developed will be an important resource to you.

It is incumbent upon City Council to work with the Chief Administrative Officer to stay informed on what the municipality is doing and rely on administration to provide them with information so that they can make sound decisions. Abstaining from the day-to-day operations of the municipality allows Council to concentrate on policy making. Members of Council do not have the power to perform a duty that is specifically assigned to the Chief Administrative Officer.

MAYOR

The role of Mayor is a full-time position. In addition to performing the general duties of a Councillor, as outlined below, the Mayor also:

- Presides when in attendance at a council meeting, unless any Act or a bylaw of council provides that a Councillor is to preside;
- Performs any duty imposed on a Mayor by any Act or by bylaw or resolution; and
- Signs all bylaws, along with the City Clerk, which City Council passes, as well as many contracts and agreements established by the City.

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

An office at City Hall is provided for the Mayor, along with the shared services of an Executive Assistant. As of January 1, 2024, the Mayor received an annual base salary of \$86,833.57 plus travel and other expenses.

COUNCILLORS

Councillors are considered part-time; however, being a member of Council requires significant commitment with demands on your time and energy. Attendance is required at meetings which are often scheduled during regular daytime business hours. Refer to the meeting section to gain a broader sense of this commitment.

General duties of Councillors are:

- 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, Governance and Priorities Committee meetings, and meetings of other bodies to which they are appointed by the Mayor/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; and
- To perform any other duty or function imposed on Councillors by any Act or by the Inaugural Meeting of Council.

Additional time commitments also include attendance and/or civic greetings at public events, various committee meetings and an appointment as Deputy Mayor for two (2) months each year to assist the Mayor in his or her absence. These commitments will include evenings or weekends. Councillors are also expected to attend conferences, seminars, conventions and workshops during their four (4) year term, including out-of-town travel.

Councillors are provided the opportunity to book office space at City Hall, as requested, to conduct Council business, in addition to utilizing support staff through the Office of the City Clerk. Councillors are provided with the sum of \$600 per year as a subsidy for electronic devices.

As of January 1, 2024, each Councillor received an annual base salary of \$32,996.76 plus travel and other expenses.

COUNCIL MEETINGS

City Council meets every second Monday at 6:30 p.m. in Council Chambers at City Hall (adjusted for Statutory Holidays). All meetings are conducted in accordance with [Procedure Bylaw No. 15 - 2007](#).

Governance and Priorities Committee meetings are held monthly, whereas Special Meetings of Council are called as required. Other meetings held throughout the year consist of Strategic Planning meetings or Budget Deliberations and are scheduled by the Chief Administrative Officer and City Clerk. In addition, members of Council will be required to spend adequate time reviewing materials provided by Administration to adequately prepare for meetings, to make informed decisions.

The remaining 2024 Council Meetings are scheduled for November 25, December 9 and 23, 2024.

2025 Council Meeting Dates

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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23	24	25	26	27	28	

March						
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30	31					

April						
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27	28	29	30			

May						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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13	14	15	16	17	18	19
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27	28	29	30	31		

August						
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17	18	19	20	21	22	23
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31						

September						
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28	29	30				

October						
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November						
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30						

December						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Council Meetings
- Proposed GPC
- Stat Holidays

- Admin/ CNCL Mtgs: Strategic Planning - April 9, 2025
Budget Meetings - October 8 & 9, 2025
- Conferences
SUMA - April 13 - 16, 2025
FCM - May 28 - June 1, 2025

*Council's Facility Tour dates TBD in early 2025

CODE OF ETHICAL CONDUCT & INTEGRITY COMMISSIONER

The *Code of Ethics Bylaw for Members of City Council and Council Committees No. 4 - 2023*, outlines basic ethical standards and values. 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. All members of Council are expected to abide by the same.

The Integrity Commissioner is responsible for carrying out the duties as outlined within *Bylaw No. 4 - 2023*. These duties include, but are not limited to, investigation into violations by members of Council, reporting, advising and providing recommendations to Council on appropriate disapproval, sanctions, or corrective actions, if applicable.

STRATEGIC PLAN

Our current Strategic Plan was developed alongside our community to create a vital and thriving community in which to live, work, visit and play. Guided by our core values of Integrity, Unity, Responsibility, Leadership and Play, the City of Swift Current strives to be a vibrant community with healthy, engaged citizens. Realization of this strategy is measured by effective financial oversight, future-forward investments with efficient operations, enhanced services and streamlined processes all supported by a proud, engaged team.

PUBLIC DISCLOSURE

Section 116 of *The Cities Act* requires Council members to file a Public Disclosure Statement with the City Clerk, within 30 days after being elected.

Thereafter, Public Disclosure Statements are required to be submitted annually. Additionally, each member of Council who has any change to information is to notify the City Clerk within 30 days after the material change has occurred.

The City Clerk is required to make each Public Disclosure Statement available for public inspection during regular business hours.

SAFE PLACES

Safe Places - Youth Certified is a community-wide initiative designed to support quality programming while reducing potential risks to children and youth.

By becoming youth certified, you are demonstrating to your community that you take your responsibility as a person in a position of trust seriously. You're demonstrating to the youth you encounter - and to their loved ones - that you have the training and background that makes you worthy of their trust.

The City of Swift Current is a Youth Certified Employer and therefore, you must be eligible to become Youth Certified as an elected official.

SCHOOL BOARD TRUSTEE

Both the Public and Separate School Boards are established by Provincial legislation, which exercises its authority within *The Education Act, 1995* and its Regulations.

The role of the Trustee is to contribute to the Board as it represents the public voice in Pre-kindergarten to Grade 12 educational governance.

Information on the general duties of School Board Trustees is available by referring to Sections 85 and 87 of *The Education Act, 1995*. Also, additional resources are available from the Saskatchewan School Boards Association website at www.saskschoolboards.ca.

For additional information, please visit www.chinooksd.ca or www.htcsd.ca or contact the Returning Officer for the respective school division as listed on page 2 of this Guide.

Does Governance interest you?

Nomination deadline for the 2024 Municipal Election is October 9, 2024

NOMINATION PROCESS

To be nominated for an elected position, a person must file nomination papers with the Returning Officer during the nomination period.

The Nomination Package may be obtained from the Office of the City Clerk or downloaded from www.swiftcurrent.ca/election

As you prepare to become a candidate for election, your nomination papers and the process to file them with the Returning Officer are very important to your initial success

NOMINATION PERIOD

The nomination period is Monday, September 23, 2024, to Wednesday, October 9, 2024.

NOTE: **It is the candidate's responsibility to inform all persons endorsing their nomination that the information provided will be made public.**

APPLICATION CRITERIA

All forms are in prescribed format and must be completed in full.

The nomination paper must be signed as follows:

- For the position of Mayor or Councillor, by five (5) voters of the municipality. No person can be nominated as both Mayor and Councillor of the same municipality.
- For the position of School Board Trustee, by ten (10) voters of the respective subdivision. Each nominator must be an elector of the school division for which the person is being nominated. An elector of the school division may be nominated in a subdivision in which he/she does not reside.

OTHER CRITERIA

The nomination paper is not considered complete unless the nominee's acceptance statement is:

- Signed by the person being nominated;
- Witnessed by two (2) people; and
- Accompanied by a completed Criminal Record Check for Election Candidate and Public Disclosure Statement;
- Only one (1) person can be nominated for election on each nomination paper;
- A voter may sign the nomination paper for more than one (1) person; and
- Candidates cannot nominate themselves.

NOTE: The **General Election Bylaw No. 7 – 2020** requires a **Criminal Record Check for Election Candidate to be filed with nomination papers. This form is to be taken to the local RCMP detachment for completion. The Criminal Record Check must be issued within thirty (30) days of filing of nomination papers.**

PUBLIC DISCLOSURE STATEMENT

A Public Disclosure Statement is required by *The Cities Act* for all candidates running for Mayor or Council and must be attached to and submitted with the nomination form. A Public Disclosure Statement will be included in the Nomination Package. Candidates who are elected must file an updated Public Disclosure Statement within 30 days of being elected.

For assistance in completing this form, please visit the Ministry of Government Relations, Public Disclosure Statement Tips at <https://publications.saskatchewan.ca/#/products/77531>.

Nomination papers for:

Mayor and Council requires an accompanying Criminal Record Check and a Public Disclosure Statement.

Chinook School Division Trustee require an accompanying Criminal Record Check.

Separate School Board Trustee requires an accompanying Criminal Record Check and must include their occupation for listing on the ballot.

NOTE: The **Returning Officer is not eligible to witness the nomination statement.**

SUBMITTING NOMINATION PAPERS

The Returning Officer shall ensure the nomination papers submitted are completed in full. It is the candidate's responsibility to make sure information contained in the nomination papers is correct and truthful.

Please Note:

- Only one (1) person can be nominated for election on each nomination paper;
- A voter may sign the nomination paper of more than one (1) person; and
- Candidates cannot nominate themselves.

FILING OF NOMINATION PAPERS

Nomination papers shall be filed with the Returning Officer at City Hall any time from 8:00 a.m. to 4:00 p.m. Commencing on Monday, September 23, 2024, to Wednesday, October 8, 2024, and on Nomination Day between 9:00 a.m. to 4:00 p.m. only.

When the nomination paper is filed with the Returning Officer, it shall be reviewed and, if found in order, a receipt shall be issued to the Candidate or their agent.

CHANGE OF MIND... HOW TO WITHDRAWAL (LGEA SECTION 76)

A person who has been nominated may withdraw their nomination at any time during the nomination period, up to the close of nomination or PRIOR to **4:00 p.m. on October 10, 2024**.

To withdraw, simply file a written request to the Returning Officer signed by the nominee and two (2) witnesses or the Returning Officer.

CANDIDATES NAME ON BALLOT

Names of all duly nominated Candidates will be listed by order of surname as withdrawn from a receptacle for the offices of Mayor, Council and Chinook School Division.

The Separate School Board has requested that the names of all duly nominated Candidates be listed in alphabetical order.

A Candidate may request that the ballot display in brackets a name by which they are more commonly known.

NOTE: Candidates' information printed on the ballots will be based on the information provided on the Candidate's Acceptance Form. It is the Candidate's responsibility to ensure this information is accurate and complete.

EXAMINATION AND POSTING OF NOMINATION PAPERS

Copies of all nomination papers, including attachments filed with the Returning Officer, will be posted in the lobby of City Hall and are open for inspection by any person, during regular business hours (Monday – Friday 7:45 a.m. to 4:30 p.m.) until the close of polls on Election Day.

A copy of these documents shall be provided to anyone who requests the same from the Returning Officer.

CANDIDATE PROFILE

Candidates have the option of submitting a candidate profile with their nomination papers. These profiles may include a recent head and shoulders photograph and contact information. Profiles are intended to promote a candidate's policies and priorities if elected. Profiles will be captured as submitted, published in the local newspaper, and posted on the City of Swift Current's website at swiftcurrent.ca/candidates.

Candidates choosing not to provide a profile and/or photograph will have no further information accompanying their name except for the text "Candidate information not available" and/or "Photo not available".

YOUR CANDIDATE PROFILE MAY INCLUDE:

- A statement 150 words or less, written in English, printed and signed, accompanied by an electronic version. Statements must be confined to information about the Candidate, any organization endorsing the Candidate, and the Candidate's platform. Once submitted, the statement cannot be changed.
- A head-and-shoulders photograph of the candidate. By submitting a photograph, the Candidate confirms full authority of the copyright and is granting permission to the Returning Officer to publish the photograph for election purposes.

Images must be:

- A recent head and shoulders shot of the candidate alone;
- No larger than 2 inches wide x 3 inches high (portrait ORIENTATION);
- In color; and
- JPEG format.

Contact information (not included in the 150-word count) with a limit of two (2) telephone numbers, one (1) email address, and two (2) social media accounts.

Please Note:

- **Candidate Profiles must be submitted at the same time as nomination papers.**
- **Written submissions and printed photos will not be accepted.**
- **The Returning Officer will not edit profiles for spelling, grammar, or errors.**
- **Profiles must be free of vulgar language, hate speech, and defamatory remarks.**
- **The Returning Officer reserves the right to refuse any statement deemed to be obscene or offensive.**

The storage device on which the candidate profile statement and photo is submitted (preferably USB) must be clearly labeled with the Candidate's first and last name and include a phone number. If submitted via email, the body of the email must contain the aforementioned information.

If a candidate statement or photograph, in the sole opinion of the Returning Officer, does not reasonably comply with the criteria above or is otherwise unsuitable for publication, the Returning Officer will request that the candidate resubmit such information. The Candidate will then have two (2) business days for resubmission to the satisfaction of the Returning Officer. However, such resubmission shall be no later than the nomination deadline of 4:00 p.m. on October 9, 2024.

All profiles and photographs must be received by the Returning Officer on or before the close of Nominations (Wednesday, October 9, 2024 at 4:00 p.m.). The Returning Officer will not return photographs and cannot guarantee the quality of reproduced images.

SHARING INFORMATION

Please note that information received by School Board Candidates will be shared with the respective School Divisions for election purposes only.

CAMPAIGNING AND ELECTION ADVERTISING

ADVERTISING

In accordance with section 182 of the *LGEA* any person wishing to distribute or cause to be distributed any advertisement that promotes the candidacy of a particular person **must include on the face of the advertisement the name of the candidate and the name of the person who has authorized its printing, display and distribution.**

“Advertisement” as defined in section 182 means, in reference to any election or the promotion of the candidacy of a particular person, a visual publication, display or representation consisting of images or text, any audio publication or representation, any advertisement, hand bill, placard, poster, circular or circular letter pamphlet, any electronic or digital display and any radio or television broadcast. Persons convicted of failing to abide by these provisions may be subject to a fine or imprisonment or both.

USE OF LOGOS

The use of the City’s logo, crest or seal, Election 2024 logo, other City of Swift Current identification or either School Division logo by Candidates for campaign advertising purposes is strictly prohibited.

SOCIAL MEDIA

Candidates are strictly prohibited from campaigning on the specific pages and social media accounts of the City of Swift Current, for example Facebook, Instagram, Twitter and YouTube, etc.

Every person who contravenes the above is guilty of an offence and is liable on summary conviction to a fine and/or imprisonment.

CODE OF ETHICS BYLAW FOR MEMBERS OF CITY COUNCIL AND COUNCIL COMMITTEES

In accordance with Part 4 of the above *Bylaw (No. 4 - 2023)*, Council Members must not:

- Issue City-funded mass email distributions between nomination day and election day;
- Use City postage or other resources for mass mailings of any kind between nomination day and election day;
- Place City information updates in community newsletters or social media between nomination day and election day;
- Use any City communications facilities or services for their campaign; including the use of media addresses, email addresses and distribution lists, the City's photo library, website development, writing or print material services;
- Use website and email distribution lists that are used for official duties for campaign activities and communications;
- Refer to themselves in election campaign advertisements as "Councillor" or "Mayor";
- Utilize the services or advice of City staff or make use of City data as a part of election campaigns or fundraising events unless those data sources are publicly available; and
- Use City resources to promote or oppose the candidacy of any person elected office in any Municipal, Provincial or Federal campaign.

ELECTION SIGNS

No Sign Permit is required however, election signs must comply with all requirements and provisions of the *Temporary Sign Bylaw No. 1 - 2013*.

Election signs cannot:

- Be placed on any City land, buffer strip, public property or on any City structure, including buildings, fences, retaining walls, utility poles and traffic signals;
- Impede, impair, disrupt or disturb traffic, both pedestrian and/or vehicular; and
- Cause any visual impairment or obstruction that may be considered a safety hazard.

Election signs and posters may be placed 45 days before the election (September 29, 2024) and must be removed within seven (7) days following the date of the election (November 20, 2024).

An election sign deemed to be in violation will be removed and retained by the City for ten (10) business days. Following that period, the City may dispose of any unclaimed signs without notice.

For further information, please contact (306) 778-2714 to speak with Bylaw Enforcement.

CANDIDATES AND CANDIDATE'S AGENTS

Section 103 of the *LGEA* identifies each person entitled to be present in a polling place with respect to each polling area. Among others, each candidate is entitled to be present in the polling place in each polling area along with no more than two (2) duly authorized agents of a candidate during voting hours.

After the close of polls each candidate or one (1) of their agents is entitled to be present during the count of the votes as outlined within section 134 of the *LGEA*.

APPOINTMENT OF A CANDIDATE'S AGENT

Candidates wishing to appoint an agent must complete the prescribed form for each agent. The agent must present this form to the Supervising Deputy Returning Officer at the polling station on Election Day and is required to take an Oath of Secrecy before being permitted to exercise their function as an agent.

IDENTIFICATION OF CANDIDATES AND AGENTS

Candidates and their agents should wear their candidate's badge (provided when nomination papers are filed), 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.

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; and
- 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 *LGEA*.

INSIDE THE POLLING STATION

Candidates and their agents must situate themselves in the designated location in a polling place, as determined by the Deputy Returning Officer, and may observe the conduct of the election:

- A candidate or agent may object to the entitlement of any person intending to vote;
- Candidates and their agents may enter and leave as they please during the hours that the poll is open, provided that no candidate has more than the allowable number of agents present at a given time;
- Candidates and their agents must not engage with voters in the polling location. Subject to the requirements of section 176 of the *LGEA*, they are free to leave the location if they wish to speak with a voter;
- Candidates and their agents do not have the right to question the voters or to influence their voting decision in any way; and
- 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 who would show it to the candidate or their agent; this would occur in the designated area.

BALLOTS MAY ONLY BE HANDLED BY DEPUTY RETURNING OFFICERS

There is no instance in which it would be acceptable for a candidate or agent to touch a ballot during an election other than casting their own vote.

AFTER VOTING HOURS

The City uses automated vote counting equipment. Doing so allows for quick counting of ballots, as they are not counted by hand. Candidates and/or their agents can, however, observe all 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 return envelopes and declarations certificates at the Elections Swift Current Office during normal business hours, starting on October 29, 2024, and ending at the close of polls on Election Day.

Ballots received at the special poll, mobile polls and mail-in ballots will be officially scanned at City Hall beginning at 1:00 p.m. on November 12, 2024. No tally report, however, will be triggered until after the close of polls on Election Day at 8:00 p.m. Candidate representatives will be entitled to be present at and observe this process as well. To do so, they should consult the Returning Officer prior to 12:00 p.m. on November 12, 2024 to indicate their intention to be present and obtain information regarding where these ballots will be scrutinized.

VOTER QUALIFICATIONS

An elector must vote in the municipality and school division in which they reside or must be the owner of assessable land situated within the municipality.

A person can be registered to vote if he/she:

- Is a Canadian citizen and at least 18 years of age on the day of the election;
- Has resided in the City or on land now in the City for at least three (3) consecutive months immediately preceding the day of the election; or
- Is the owner of assessable land situated in the City or of land now situated in the City for at least three (3) consecutive months immediately preceding the day of the election; and
- Is a Saskatchewan resident for the past six (6) months immediately preceding the day of the election.

Electors may vote only once in a single municipality; however, a person who is eligible to vote in more than one municipality may do so.

In the case of a school division, a person can be registered as a voter if he/she:

- Is a Canadian citizen and at least 18 years of age on the day of the election;
- Has resided in the school division or on land now in the school division for at least three (3) consecutive months immediately preceding the day of election; and
- Has resided in Saskatchewan for at least six (6) months immediately preceding the day of the election.

A person who is registered as a voter in a Public School Division is not qualified to be registered as a voter in any other School Division.

In the case of a Separate School Division, in addition to the requirement set out above, voters must be of the religious faith of the minority that established that separate school division.

VOTER IDENTIFICATION

Voters are required to produce valid and original identification that clearly shows their name and place of residence prior to completing a Voter's Declaration Form. A full list of all acceptable forms of identification can be found at the end of this guide.

VOTERS LIST

The City of Swift Current does not maintain a voters list. All eligible voters are required to make a declaration at the polls.

OPPORTUNITIES TO VOTE

An **advance poll** will be available for all electors to vote prior to Election Day on the following dates and times:

LOCATION	DATE	TIME
InnovationPlex	Friday, November 1	3:00 PM – 8:00 PM
	Saturday, November 2	12:00 p.m. – 5:00 p.m.
	Sunday, November 3	12:00 p.m. – 5:00 p.m.
	Monday, November 4	3:00 p.m. – 8:00 p.m.

Special Polls will be established for the residents and/or those receiving care at the facilities listed below during the specified dates and times:

LOCATION	DATE	TIME
Willow Creek Manor	Tuesday, November 5	9:00 a.m. – 11:00 a.m.
Riverview Village Estates	Tuesday, November 5	11:30 a.m. – 3:30 p.m.
Cypress House	Wednesday, November 6	9:00 a.m. – 11:00 a.m.
The Meadows	Wednesday, November 6	11:30 a.m. – 1:30 p.m.
Pioneer Manor (PPIH)	Thursday, November 7	9:00 a.m. – 11:00 a.m.
The Bentley	Thursday, November 7	2:00 p.m. – 5:00 p.m.
Golden West Manor	Friday, November 8	9:00 a.m. – 11:00 a.m.
Heritage Towers	Friday, November 8	12:00 p.m. – 2:00 p.m.
Prairie View Lodge	Friday, November 8	3:00 p.m. – 5:00 p.m.
Cypress Regional Hospital	Wednesday, November 13	10:00 a.m. – 12:00 p.m.

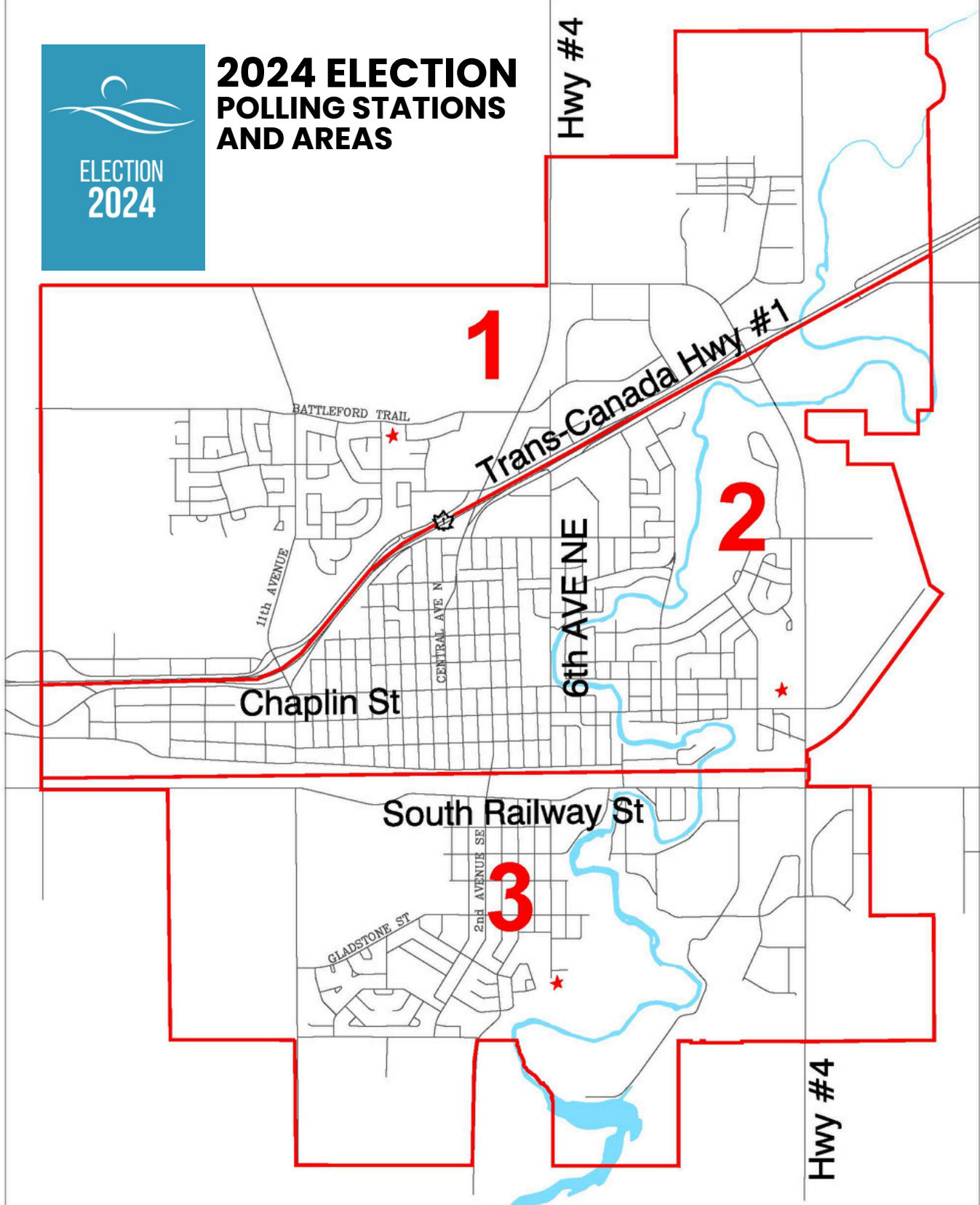
Homebound or Mobile Polls will be conducted between November 1 to November 8, 2024. Applicants will be advised of a specific date and time when two (2) election officials will attend their residence should they be unable to vote at a regular polling station. All applications are at the discretion of the Returning Officer.

Mail-In Ballots will be available to all eligible voters. Applications forms shall be received by the Returning Officer. Eligible voters have the option of picking up a Mail-In Ballot package or receiving a ballot package in the mail. The ballot is to be completed and returned prior to 8:00 p.m. on Election Day. Deadlines are as follows :

- **4:00 p.m., November 4, 2024** – for applications submitted electronically or by mail.
- **4:00 p.m., November 12, 2024** – for applications made in person to the Returning Officer.
- **8:00 p.m., November 13, 2024** – return of voted ballots.



2024 ELECTION POLLING STATIONS AND AREAS



ELECTION DAY POLLING STATIONS

1. TRAILVIEW ALLIANCE CHURCH from 9:00 am to 8:00 p.m.
2. INNOVATIONPLEX from 9:00 am to 8:00 p.m.
3. CHINOOK GOLF COURSE from 9:00 am to 8:00 p.m.

NOTE: On Election Day, an elector must vote at the designated polling place closest to their residence.

AT THE POLLS AND ELECTION DAY

AGENTS AT POLLS

Prior to opening of the poll, a register tape is printed from the voting machine to indicate there are no votes registered for any of the candidates, bylaws or questions. Candidates or their agents may be present to witness the printing of the register tape from the voting machine and may request a copy of the said tape

CHALLENGING A VOTER

During the time the polls are open, a candidate or their agent may object to the entitlement of any person intending to vote. If the agent believes that the voter is not entitled to vote and objects, the Deputy Returning Officer will re-confirm the information sworn on the registration form and/or poll book with the voter. If the voter indicates that the declaration is correct, the voter will be issued a ballot and may proceed to vote. The objection raised by the agent will be noted, along with the name of the agent, on the registration form, and 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, the information will be noted on the registration form and/or poll book and the voter will not be issued any ballots and will forfeit the right to vote.

ELECTION RESULTS

Each candidate or one (1) of their agents may be present to observe the process of finalizing and reporting the poll election results.

At close of advance polls, all election materials will be delivered to City Hall. These results will not be tabulated until after 8 p.m. on Election Day.

At the close of polls on Election Day, any additional mobile/homebound, special, and mail-in poll ballots will be removed from the temporary ballot box and inserted into the designated voting machine. Once this is complete, the register tape will be printed from the voting machine and results will be reported by USB Media to the host computer.

At close of regular polls, at each polling location a register tape will be printed from the voting machine and the results will be delivered and/or reported to the Returning Officer via USB media to the host computer.

CLOSE OF POLLS

Media broadcasts of election results from City Hall will occur after the close of polls on Election Day. Candidates and/or their agents, and selected media will be able to monitor this event in City Hall, and the public are able to follow the live results release on the City's website at swiftcurrent.ca/election

At the close of polls on election day, candidates and/or their agents may call (306) 778-2768 for unofficial information on election results or by following updates posted to the City's website.

RESULTS

Unofficial results will be broadcast at City Hall, following the close of the polls at 8:00 p.m. on Election Night, November 13, 2024. Live results will also be posted on the City's website and various social media platforms.

Official results will be formally declared by the Returning Officer at **11:00 a.m. November 15, 2024**, in Council Chambers at City Hall. Results will be posted on the City's website and through various social media channels/tools.

TIE VOTE

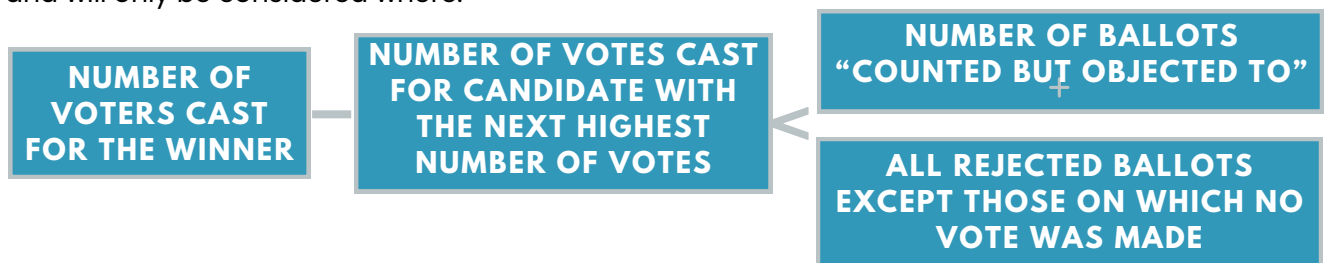
If, on the summing of the votes, two (2) or more candidates for any vacant office have an equal number of votes, the Returning Officer shall:

- (a) write the names of those candidates separately on blank sheets of paper of equal size, color and texture;
- (b) fold the sheets in a uniform manner and so the names are concealed;
- (c) deposit them in a receptacle; and
- (d) direct a person to withdraw one (1) of the sheets.

The Candidate whose name is on the sheet withdrawn shall be declared elected.

RECOUNT OF BALLOTS

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 in accordance with Section 158 of the **LGEA**. A Notice of Request for Recount must be delivered to the Returning Officer, within 10 business days after the declaration of the results of the vote; such a request form may be obtained from the Returning Officer. A recount of votes shall be conducted in accordance with Part X of the **LGEA**, and will only be considered where:



CANDIDATE CHECKLIST

- Decide which office you would like to represent (Mayor, Councillor, School Board Trustee)
- Ensure you are qualified to hold office (citizenship, residency, etc.) and are not disqualified under *The Local Government Elections Act, 2015* and *The Education Act, 1995*.
- Note the requirements and deadlines for filing your nomination paper, Criminal Record Check and Public Disclosure Form (and Candidate Profile information if desired).
- Note the name and contact information of the Returning Officer.
- Attend the Candidates' Information Night on Wednesday, October 30, time is TBD.
- Attend the Orientation Session (candidates will be contacted directly once scheduled).
- Obtain a copy of the latest polling area information from the Election Coordinator.
- Familiarize yourself with voter eligibility requirements, including specific knowledge of advance, mobile, special poll and mail-in ballot voting opportunities in case you are asked by voters.
- Appoint person(s) to act as your official agent, if required, and file the appropriate form with the Returning Officer.
- Know the restrictions and statutory requirements for election signage and which political activities are not permitted at voting places on Election Day or during your campaign.
- Be prepared to commit the time necessary to fulfill the elected role you are seeking.
- File your Nomination Papers with the Returning Officer before the deadline on Nomination Day. Please contact the Returning Officer to book an appointment at 306-778-2768.
- Nomination Day is Wednesday, October 9, 2024.** Nomination Papers will not be accepted after the 4:00 p.m. deadline.
- Final date for withdrawal of Nomination Papers – Thursday, October 10, 2024, at 4:00 p.m.
- Promote and vote on Election Day: **Wednesday, November 13, 2024.** All regular polls will be open from 9:00 a.m. to 8:00 p.m.

OTHER RESOURCES

The nomination package is available through the Office of the City Clerk or on the City's website and shall include:

Mayor and Council:

- Form I: Nomination / Candidate's Acceptance Form
- Criminal Record Check for Election Candidate
- Public Disclosure Statement

Public School Board Trustee

- Form J: Nomination / Candidate's Acceptance Form
- Criminal Record Check for Election Candidate

Separate School Board Trustee

- Form J: Nomination / Candidate's Acceptance Form
- Criminal Record Check for Election Candidate

Once candidacy has been confirmed or upon request, the following resources will be provided:

- Form P: Sections 185.1, 185.11, 185.21 & 185.22 of The Local Government Elections Act, 2015
- Form T: Appointment of Candidate's Agent (2)
- Polling Map
- Copies of Legislation, Bylaws and Policies as request

ORIENTATION

An orientation session will be provided for candidates and their agents on the election process, including a demonstration of the vote counting equipment. Candidates will be contacted directly once scheduled.

Additional Useful Information Sources:

[Government Relations, Government of Saskatchewan](#)
[Saskatchewan Urban Municipalities Association \(SUMA\)](#)

[Federation of Canadian Municipalities](#)

[King's Printer – Government of Saskatchewan](#)

[Municipal World Online](#)

[Local Government Election Guide for Saskatchewan Municipalities](#)

[The Saskatchewan Employment Act](#)

ACCEPTABLE IDENTIFICATION

Information Showing Name	Information Showing Name & Address
Birth Certificate	Any document bearing the person's name and address and issued by the Government of Canada, the Government of SK, a SK municipality, a school division or Indian band in SK, the Métis Nation - SK, or an agency of one of these entities
Canadian Blood Services Donor Card	A Certification of Identity and Residence issued by the responsible authority of a shelter, soup kitchen, student residence, senior residence or long-term care facility
Canadian Passport	Letter of stay, admission form, statement of benefits, resident data sheet, Face sheet, or similar document kept on record by a shelter, soup kitchen, student residence, senior residence, or long-term care facility
Certificate of Canadian Citizenship	Bank Card Statement issued by a bank or credit union
Certificate of Indian Status (Status Card) or Secure Certificate of Indian Status	Blank cheque bearing the person's name and address
Canadian National Institute for the Blind (CNIB) client card	Credit Card Statement issued by a bank or credit union
Credit Card issued by a bank or credit union	Certified copy of title issued by the Registrar of Titles
Debit Card issued by a bank or credit union	Certificate of vehicle registration
ID issued by the Canada Border Services Authority	Correspondence issued by a post-secondary institution
ID issued by Canadian Air Transport Security Agency (CATSA)	Declaration witnessed by a notary public or Commissioner for Oaths
Identity Card issued by the Canadian Forces	Document issued or certified by a court in Canada
Employee card issued by the Government of Canada, the Government of Saskatchewan, a Saskatchewan municipality, a school division or an Indian Band in Saskatchewan, or an agency of one of these entities	Documents issued by a utility that supplies telephone, cable television, electricity, gas, or water services
Firearm Possession and Acquisition Licence or Possession Only Licence	Government cheque or cheque stub issued by the Government of Canada, the Government of SK, a SK municipality, a school division or Indian band in SK, the Métis Nation - SK, or an agency of one of these entities
Hunting, Angling and Trapping Licence	Income Tax Assessment Notice
Hospital bracelet/Hospital card	Insurance policy
Métis Nation Status Card issued by the Métis Nation – Saskatchewan	Letter from the Public Guardian and Trustee
Old Age Security (OAS) Card	Pay cheque or pay receipt issued by an employer
Pleasure Craft Operator Card	Pension plan Statement of Benefits, Contributions or Participation
Parolee identification card or other identification card issued by an institution under the authority of the Commissioner of the Correctional Service of Canada	Property Tax Assessment Notice or Tax Notice issued by a municipality
Radio Operator Card or Certificate issued by Industry Canada	Residential Lease or Mortgage Statement
SK Driver's Licence	Statement of Crop Insurance
SK Health Services Card	Statement issued by the Worker's Compensation Board
SIN Card	Statement of government benefits (EI, OAS, social assistance, disability support, or child tax benefit)
Student Identification Card issued by a post-secondary institution	Voter ID Card issued by a SK municipality that shows name and address
Union ID Card	
Veterans Affairs Canada Health ID Card	
Wildlife Habitat Certificate	
Professional or trade certification card or licence	
Any other piece of identification issued by the Government of Canada, the Government of SK, a SK municipality, a school division or an Indian Band in SK, the Métis Nation - SK or an agency of one of these entities	



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