



Candidate Guide

2024 Municipal Election

This resource is provided to assist individuals interested in seeking election in the upcoming general municipal election. The information provided is a general overview, and candidates are still responsible for complying with all relevant provisions of *The Local Government Election Act, 2015*, *The Local Government Election Regulations, 2015* and *The Municipalities Act*. Copies of the Acts may be obtained online at saskatchewan.ca.

Questions about any of the material included in these guidelines, or any other matters related to the election, can be directed to Allen Mullen, Returning Officer at: cao@pilotbutte.ca or 306-781-3409.

Role of Elected Officials

Saskatchewan municipalities need citizens to take on leadership roles as elected officials (council members) to represent the people in the community and provide direction on the policies and programs that will lead to better quality services.

Serving in an elected position is not easy, but being a member of council offers a lot of personal satisfaction; as it is an opportunity to help shape the future of the municipality.

A municipality is the "front-line" level of government. The municipality's purpose is to:

- Provide good government;
- Provide services and facilities that council feels are necessary and desirable for all or part of the municipality;
- Provide wise stewardship of public assets;
- Develop and maintain a safe and viable community; and
- Foster economic, social and environmental well-being.

The council of the Town of Pilot Butte is composed of a mayor and six councillors elected by their fellow residents to represent and respond to their needs at a local level.

As an elected official, you will:

- Bring your perspective to the decision-making table;

- Influence changes that benefit your community and ensure its sustainability;
- Put forward new ideas for debate and implementation;
- Make a positive difference in the quality of life in your community; and
- Provide a voice for your community with other levels of government.

Council members make decisions by passing resolutions or enacting bylaws. Bylaws are the laws of the municipality. Council establishes policies about what services to provide, how those services will be delivered and at what levels. The Chief Administrative Officer (or administration) is then charged with implementing those policies. Council relies on the support, advice and assistance of the administration through the decision-making process.

Key Standards and Values for Council Members

- Honesty
- Objectivity
- Transparency and Accountability
- Confidentiality
- Responsibility
- Leadership and Public Interest
- Respect

How do I make a decision to run?

If you are considering running for Council, but haven't made up your mind yet, consider some of the following:

- Attend and observe council meetings to familiarize yourself with the local process;
- Meet with employees of the Town to learn about what they do;
- Talk to current and former councillors to find out more about the commitments and responsibilities that are involved in the role;
- Contact the Returning Officer to learn more about the election process and important dates.

What is the time commitment of being on Council?

Being elected to Council requires a time commitment. Terms are four years, with the next general election scheduled for fall of 2028.

The mayor and all members of council are expected to attend regular meetings of council, which normally fall on the 2nd and 4th Monday of every month, committee of the whole meetings on the 1st and 3rd Wednesday of every month, as well as meetings of any boards or committees they may be appointed to, community events, meeting with residents and community organizations, and other Town business such as conferences, seminars, workshops, and conventions for training and discussion.

What are the responsibilities of a council member?

Members of council must take an Oath of Office in the prescribed form prior to carrying out any power, duty or function as a member of council.

Within 30 days of being elected to council, a Public Disclosure Statement must be completed and signed which is also required at the time of filing the nomination paper. This statement must be reviewed annually and updated when required.

The Oath of Office and Public Disclosure Statement are accessible public documents.

All decisions of council must be made at a meeting open to the public with a majority of council members present. At these meetings, it is important for council members to listen to each other and collectively reach decisions that are in the best interest of the municipality. A member of council, including the mayor, does not have the authority to make independent decisions on behalf of the municipality, such as committing the municipality to expenditures or directing the activities of municipal employees.

What are Conflict of Interest rules for council members?

A conflict of interest occurs when a council member's private interests, or a closely connected person's interests may, or may appear to, be affected by a council decision. A financial interest is always a conflict of interest. If as a council member you think you may have a conflict of interest, you must:

- Declare the nature of the interest before any discussion occurs;

- Leave council chambers; and
- Not vote or discuss the matter with other council members before, during, or after the matter is considered or decided.

You can find more information on conflict of interest rules by searching "conflict of interest" on www.saskatchewan.ca.

General Election Information

This year's municipal election will be held on Monday, November 13th, 2024. Elections will be held for the office of mayor (1) and councillor (6). All terms are for four years.

Candidate Eligibility

- A candidate in a municipal election is at least 18 years of age on election day; and
- At the time the nomination is submitted:
 - Is a Canadian citizen;
 - Has been a resident of Pilot Butte for at least 3 consecutive months; and
 - Has been a resident of Saskatchewan for at least 6 consecutive months.

In addition, the following are disqualified from being nominated or elected to hold office as a Councillor:

- A judge of a court;
- A person engaged as an auditor or solicitor of the municipality; or
- An employee of the Town who has not first obtained a leave of absence.

Elector Eligibility

To vote and/or to nominate a candidate, on election day an elector must be:

- At least 18 years of age;
- A Canadian citizen;
- A resident of Saskatchewan for at least 6 months; and
- Either one of the following:
 - A resident of the Town for at least 3 months on election day; or
 - The owner of assessable land within the Town for at least 3 months on election day.

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 they reside and to which, when they are absent from that place, that person has the intention of returning. The place they typically call “home”.
- A person does not lose residency if they are 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 their 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.

Nomination Process

Nomination Papers

Nominations may be filed from 9:00 am to 5:00 pm from Tuesday, September 24th until Wednesday, October 9th, 2024.

The nomination form has a front and back portion and candidates must ensure that the following has been entered:

- The candidate’s name and street address must appear on the front of the nomination form together with the office they are running for.
- Five (5) eligible electors who meet the qualifications noted above must sign the front of the form and include their street address (or the street address of the land owned within the Town).
- The back of the form must show the name of the candidate, as it will appear on the ballot, as well as the office that they are running for.

Ballots will be printed alphabetically by surname. Titles will not be placed on the ballot.

- The back of the form must be dated and signed by the candidate in the presence of two (2) witnesses. Please ensure that this is completed before handing the form. Incomplete forms will not be accepted.
- The witnesses do not have to be electors or residents of the community - however they must be of legal age (18 or over).

New for 2024: Candidates are required to submit a public disclosure statement with their nomination form. The public disclosure statement identifies the name and nature of employment, financial interests or other involvement that may be seen to affect fairness in making a municipal decision. Further information on public disclosure statements can be obtained from the Returning Officer or at www.saskatchewan.ca.

New for 2024: Candidate’s occupations will no longer be listed on the ballot.

Nomination papers may be submitted:

- in person at the Town Office at 222 Diamond Place, Pilot Butte SK;
- by mail to PO Box 253, Pilot Butte SK S0G 3Z0;
- by fax to 306-781-4547; or
- by email to general@pilotbutte.ca

The Nomination Officer or Returning Officer will review the nomination paper to ensure it is complete, including the public disclosure statement. Only complete nomination forms will be accepted. If complete, a ‘Receipt of Nomination and Candidate’s Acceptance’ form will be issued.

PLEASE NOTE: Once nomination papers have been filed, they may be reviewed by any member of the public.

Nomination Withdrawals

A candidate may withdraw his or her nomination by filing a written notice with the returning officer or the nomination officer any time after they have filed their nomination until 4:00 pm, Thursday, October 10th (24 hours after the close of the nomination period).

For more information, search
“election procedures for
municipalities” on
www.saskatchewan.ca.