

# Village of Elbow – Election Memo

To: All Candidates

From: Brandy Losie, Returning Officer

Subject: **November 13, 2024 Election for (1) Mayor & (4) Council**

Date: Monday, September 9, 2024

## Introduction

The purpose of this memo is to provide you with a guideline as to the key dates and procedures that must happen between now and the Election.

## Candidate's Qualifications

- At least 18 years of age on Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 months.
- Resident of the Village of Elbow for at least 3 months.

## Voter's Qualifications

- At least 18 years of age on Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 months.
- **AND** one of the following:
  - A resident of the Village of Elbow for at least 3 months; OR
  - An owner of assessable land within the Village of Elbow for at least 3 months on Election Day.

## Nomination Papers

Nominations may be picked up (*or downloaded & printed from our website link*) and filed at the Elbow Village Office during normal office hours (9 a.m. – noon & 1 – 5 p.m.) from **Monday, September 9, 2024 until Tuesday, October 8, 2024** and on Wednesday, **October 9, 2024 at the Elbow Village Office** between the hours of 9 a.m. – 4 p.m.

- The nomination form has 2 pages, and candidates must ensure that the following has been entered:
  - The candidate's name and address must appear on the first page 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;
  - The 2<sup>nd</sup> page of the form must show the name and occupation of the candidate, as it will appear on the ballot, as well as the office that they are running for. If you are retired – your occupation is "retired"; not retired engineer for example;
  - This form must be dated and signed by the candidate in the presence of two (2) witnesses;
  - And the witnesses do not have to be electors or residents of the community – they must be of legal age (18 or over).
- The public disclosure statement has 3 pages and all must be filled out, witnessed and signed by the candidate.

\*Village office employees will not be the witness to any of these forms.

### Nomination Withdrawals

A candidate may withdraw his/her nomination by filing a written notice with the returning officer or the nomination officer any time during normal office hours after they have filed the nomination, and on **Thursday, October 10, 2024** from 9:00 a.m. until 4 p.m.

### Election Day

Election Day is Wednesday, November 13, 2024 with the polls open from 9:00 a.m. until 8:00 p.m. Voting will take place at the **HARBOR GOLF COMMUNITY CENTER #1 LAKESIDE ROAD.**

### Advance Poll

An Advance Poll will be held on **Thursday, November 7, 2024** from 4 – 7 p.m. at the **Elbow Village Office.**

### Mail-in Ballots

A voter who desires to vote by mail shall apply in person, or by submitting via mail no later than 30 days (Friday, October 11, 2024) before election day (Wednesday, November 13, 2024).

This means you must register to receive your mail in ballot package **by Friday, October 11, 2024.**

It is your responsibility to ensure your mail in ballot package is returned to the Village Office by **Wednesday, November 13, 2024.** You are able to bring the package to either the advance or regular polls, or vote there instead of using the package if you are able. Ballots received after 8 pm on **Wednesday, November 13, 2024** are deemed spoiled.

### Candidate / Agents

All candidates and their agents may arrive or depart from the advance poll or the election day poll at any time from opening until closing of the polls. Any candidate and no more than two (2) of their agents may be present at any one time.

- All candidates and their agents must register with the Deputy Returning Officer and sign a form when attending at the polls.
- Seating will be assigned at the polling place from which to observe the vote
- Candidates or agents shall not:
  - question electors or attempt to influence their voting decision in any way
  - make their objection directly to the elector if they object to that elector voting – the objection must be made to the Deputy Returning Officer, after the ballot has been presented to the elector
  - attempt to determine how an elector has voted or will vote, or communicate to anyone how an elector has voted or will vote
  - canvass or solicit votes in, or within 100 meters of, the polling place
  - At the counting of the ballots, only the candidate or one (1) agent may be present.

### Post-Election Procedures

- Ballots will be counted, and those elected will be determined/posted on **November 14, 2024** (or later **November 13, 2024** barring any unforeseen situation)
- Council Meetings are typically the 2<sup>nd</sup> Monday of each month.
- All elected candidates are required to sign on oath prior to assuming their duties, as well as complete a second Public Disclosure document.

### Advertising

Please ensure each advertisement states who authorized the ad. During the hours that the poll is open, all campaign materials must be at least 100 meters from the Elbow Village Office for the advance poll, and the Harbor Golf Community Center #1 Lakeside Road on Election Day (the polling place).

Persons Entitled to be in Polling Area

- Election officials
- Each candidate
- Not more than two authorized agents of a candidate
- Any person acting as an escort of a voter who is blind or otherwise incapacitated
- Electors waiting to cast their ballot

LOCAL GOVERNMENT ELECTION

FORM I (FRONT)

[Clauses 67(3)(a)(b)(c)(d)(g) & (h) and subsection 67(5) of the Act]  
[Subsection 37(1) of the Regulations]

**Nomination**

We the undersigned, being voters of the:

Village of Elbow  
(City, Town, Village, Resort Village, Northern Municipality)

nominate \_\_\_\_\_  
(name)

of \_\_\_\_\_, to be a candidate at the election to be  
(street address or legal land description)

held on the \_\_\_ 13th \_\_\_ day of \_\_\_ November \_\_\_\_\_, 2024, for the office of:  
(Complete one)

Mayor: \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, Resort Village, Northern Municipality)

Councillor:  
\_\_\_\_\_ Village \_\_\_\_\_ of \_\_\_\_\_ Elbow \_\_\_\_\_  
(City, Town, Village, Resort Village, Northern Municipality)

**Signature**  
(at least five required)

**Name (printed)**

**Street address** or legal land description

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LOCAL GOVERNMENT ELECTION

FORM I (BACK)

[Clauses 67(3)(a)(b)(c)(d)(g) & (h) of the Act]  
[Subsection 37(1) of the Regulations]

**Candidate's Acceptance**

I, \_\_\_\_\_  
*(name as it will appear on the ballot)*

a(n) \_\_\_\_\_  
*(occupation)*

a candidate nominated for the office of: *(complete as applicable)*

Mayor: \_\_\_\_\_ of \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

Councillor: \_\_\_\_\_ Village \_\_\_\_\_ of \_\_\_\_\_ Elbow \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

declare that:

1. I am the full age of 18 years or will attain the full age of 18 years on or before election day;
2. I am a Canadian citizen;
3. I am not disqualified by *The Local Government Election Act, 2015* or any other Act from holding the office for which I am a candidate;
4. I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted;
5. If elected I will accept the office for which I was nominated; and
6. I have resided for at least three consecutive months immediately preceding the date on which this nomination paper is submitted in the Village of Elbow.

**Candidate's preferred contact information:**

*(Candidate must provide at least one of the following)*

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**VILLAGE OF ELBOW  
PUBLIC DISCLOSURE STATEMENT  
Form 1**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Disclosure of Employer, etc.:**

Pursuant to (subclause 116(2)(a)(i) of *The Cities Act*/subclause 142(2)(a)(i) of *The Municipalities Act*/subclause 160(2)(a)(i) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

<b>My Name or Name of Family Member</b>	<b>Payer</b>	<b>Nature of Relationship</b>

**Disclosure of Corporate Interests:**

Pursuant to (subclause 116(2)(a)(ii) of *The Cities Act*/subclause 142(2)(a)(ii) of *The Municipalities Act*/subclause 160(2)(a)(ii) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

<b>My Name or Name of Family Member</b>	<b>Name of Corporation</b>

**Disclosure of Partnerships:**

Pursuant to (subclause 116(2)(a)(iii) of *The Cities Act*/subclause 142(2)(a)(iii) of *The Municipalities Act*/subclause 160(2)(a)(iii) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

<b>My Name or Name of Family Member</b>	<b>Name of Partnership or Firm</b>

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**Note:**

1. This form must be completed within 30 days of election.
2. This form, when completed, is a public document.
3. The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.
4. The administrator will note the date on which this statement is amended.

**Disclosure of Business Arrangements:**

Pursuant to (subclause 116(2)(a)(iv) of *The Cities Act*/subclause 142(2)(a)(iv) of *The Municipalities Act*/ subclause 160(2)(a)(iv) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose<sup>2</sup>; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

**Disclosure of Property Holdings:**

Pursuant to (clause 116(2)(b) of *The Cities Act*/clause 142(2)(b) of *The Municipalities Act*/ clause 160(2)(b) of *The Northern Municipalities Act, 2010*), I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

**Disclosure of Contracts and Agreements:**

Pursuant to (clause 116(2)(c) of *The Cities Act*/clause 142(2)(c) of *The Municipalities Act*/ clause 160(2)(c) of *The Northern Municipalities Act, 2010*), I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

<sup>2</sup> Described in a municipal policy or bylaw



**DECLARATION**

I, \_\_\_\_\_, of the VILLAGE OF ELBOW, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

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

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Signature of Declarant*

Date Received: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_