

Running for Municipal Council

What You Need to Know

What do I need to know?

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.

Being elected to council requires a time commitment. If elected, you will serve a four-year term. During that time, you should plan to attend the following:

- Meetings of council;
- Meetings of council committees;
- Meetings of other boards and agencies as a representative of council;
- Conferences, seminars, workshops, and conventions for training and discussion; and
- Events that promote the municipality.

Key Standards and Values for Council Members

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

It is not crucial to have education or experience in a government setting to run for council. You likely have skills, knowledge and abilities that are transferable to the council member's role. You may want to take a self-assessment of

your skills by thinking about your volunteer experience, community involvement, work experience, membership in different organizations and family life. Often these experiences teach you how to work as part of a team, organize and prioritize, make decisions, debate and lead.

What is the purpose of a municipality and the role of council?

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.

A municipality is a level of government. It is governed by, and acts through, the elected council. 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 municipal administrator (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.

What are the responsibilities of a council member?

If you become a member of council, you 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, you must complete and sign a Public Disclosure Statement which is also required at the time of filing your nomination paper. (See “How do I file my nomination” for further details.) This statement must be reviewed annually and updated when required.

Your 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 or reeve, 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.

What is the municipal election cycle?

Saskatchewan has three types of municipalities.

- Urban (cities, towns, villages and resort villages);
- Rural; and
- Northern (towns, northern villages, northern hamlets and the District).

General elections in urban municipalities are held every four years. The council of an urban municipality has a mayor (elected at large) and at least two councillors. Some urban municipalities are divided into wards and voters elect at least one councillor for each ward.

Each rural municipality is divided into numbered divisions. The council of a rural municipality has a reeve (elected at large) and a councillor for each division. Members of council are elected to four-year terms. General elections in rural municipalities are held every two years on a rotational basis.

In the 2020 general election, elections will be held for Reeves and odd-numbered division councillors. In 2022, elections will be held for even-numbered division councillors.

Northern municipalities hold elections every four years. The election dates may vary; therefore, contact the administrator of your northern municipality for further information.

You can find more information by searching “municipal elections” on www.saskatchewan.ca.

How do I run for council?

Am I eligible?

To be a candidate in a municipal election, you must be:

- 18 years of age on election day;
- A Canadian citizen;
- Not disqualified from being a candidate; and
- Eligible to be nominated as provided for in *The Local Government Election*

How do I file my nomination?

Obtain a nomination paper and a public disclosure statement form, from your municipality. 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. You can obtain further information on public disclosure statements from your municipality or at www.saskatchewan.ca.

Other attachments to the nomination paper that may be required are:

- A criminal record check if your municipality has passed a bylaw requiring its submission.
- A deposit of \$100 either in cash, a certified cheque or a money order payable to the municipality (if your municipality has a population of 20,000 or more).

Once your municipality publishes a *Notice of Call for Nominations*, you can file your completed nomination paper and all required attachments with the returning officer or nomination officer at the location, during the time specified in the notice. If you need assistance with the form or have questions, contact your municipality.

Different types of municipalities have different requirements for signatures on the nomination form.

In an urban or northern municipality with a population below 20,000, the following applies:

- If you are running for mayor, your nomination form must be signed by five voters from the municipality at large.
- If you are running for councillor and the municipality is divided into wards, your nomination form must be signed by five voters from the ward that you are considering running in.
- If you are running for councillor and the municipality is not divided into wards, your nomination form must be signed by five voters from the municipality at large.

In an urban municipality with a population over 20,000, the following applies:

- If you are running for mayor, your nomination form must be signed by 25 voters from the municipality at large.
- If you are running for councillor and the municipality is divided into wards, your nomination form must be signed by 25 voters from the ward that you are considering running in.
- If you are running for councillor and the municipality is not divided into wards, your nomination form must be signed by 25 voters from the municipality at large.
- You must provide a \$100 deposit when you submit your nomination form. In certain cases, the deposit may be refunded.

In rural municipalities the following applies:

- If you are running for reeve, your nomination form must be signed by at least two voters from the municipality at large.
- If you are running for councillor, your nomination form must be signed by at least two voters from the division you are considering running in.

When do I need to file my nomination?

For general elections, nomination dates and times are legislated as follows:

- Resort villages: by 2 p.m. on the fifth Saturday before election day.
- Rural and urban municipalities: by 4 p.m. on the fifth Wednesday before election day.
- Northern municipalities: by 4 p.m. on the fifth Wednesday before election day. As the election day varies, please contact the administrator of your municipality for further information.

Nomination day for all municipalities is identified in the *Notice of Call for Nominations*. The nomination officer or returning officer will review the nomination paper to ensure it is complete, including all required attachments. Only completed nomination forms will be accepted. If it is complete, you will be issued a 'Receipt of Nomination and Candidate's Acceptance' form.

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

Further information on municipal elections can be obtained by contacting a municipal advisor at:

Ministry of Government Relations
Advisory Services and Municipal Relations
Phone: 306-787-2680
Email: muninfo@gov.sk.ca

Appendix C

FORM I (FRONT)

[Clauses 67(3)(a),(b),(c),(d),(g) & (h) and subsections 67(3), (4) & (5) of the Act]
[Subsection 37(1) of the Regulations]

Nomination

We the undersigned, being voters of the:

_____ of _____ (Municipality)
Ward/Division No. _____ (If applicable)

nominate _____ , _____
(Name)

of _____ , to be a candidate at the election
(Street/road address or legal description of land)

to be held on the _____ day of _____ , 20 _____ for the office of:
(Complete one)

Mayor/Reeve: _____ of _____ (Municipality)
--

Councillor: _____ of _____ (Municipality)
Ward/Division No. _____ (If applicable)

Signature *	Name (printed)	Street/Road Address or Legal Description of Land

* require at least

- 25 signatures for a municipality with a population of 20,000 or more (except for Rural Municipalities);
- 5 signatures for a municipality with a population of less than 20,000 (except for Rural Municipalities); or
- 2 signatures for Rural Municipalities.

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/Reeve: _____ of _____
(Municipality)

Councillor: _____ of _____
(Municipality)

Ward/Division No. _____ *(If applicable)*

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 If elected, I will accept the office for which I was nominated; and
- 4 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;

For municipalities – excluding rural municipalities and resort villages

5 I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted; and

6 I have resided in the municipality, or on land now in the municipality, for at least three consecutive months immediately preceding the date on which this nomination paper is submitted.

For rural municipalities

5 I am eligible to vote in the municipality;

6 I am a resident of Saskatchewan;

For resort villages only

- 5** I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted; and
- 6** I: *(indicate one of the following)*
- (a) have resided in the resort village, or land now in that resort village, for three consecutive months immediately preceding the date on which this nomination paper is submitted;
- (b) have been the assessed person with respect to property in the resort village, or property now situated in the resort village, pursuant to section 207 of *The Municipalities Act*, for at least three consecutive months immediately preceding the date on which this nomination paper is submitted;
- (c) am the spouse of a person mentioned in clause (a) or (b).

Dated at _____, this _____ day of _____, 20 _____.

(Signature of Candidate)

(Witness)

(Witness)

**Can be removed from the form, unless otherwise required by bylaw of the municipality pursuant to clause 9.1(2)(c) of the Act*



TOWN OF DUCK LAKE
BYLAW NO 2015 - 3

A BYLAW OF THE TOWN OF DUCK LAKE, IN THE PROVINCE OF SASKATCHEWAN, TO
REQUIRE CRIMINAL RECORD CHECKS WITH NOMINATION FORMS.

The Council of the Town of Duck Lake in the Province of Saskatchewan enacts as
follows:

1. Every candidate for municipal office shall obtain a criminal record check at their own expense.
2. The criminal record check shall be included with and form part of the nomination form submitted by the candidate for municipal office.

THIS BYLAW must be passed at least 90 days prior to a general election.

The criminal record check must be in the form prescribed by the minister and it will include the form issued by the RCMP or local police department.

Read a FIRST time this 14th day of April, 2015

Read a SECOND time this 14th day of April, 2015

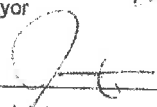
Read a THIRD time this 14th day of April, 2015

SEAL






Mayor



Administrator

CERTIFIED TRUE COPY of Bylaw
No. 2015-3
14th April 2015




FORM B.1
[Clause 6.1(1)(a)]

RESULTS OF CRIMINAL RECORD CHECK FOR CANDIDATE FOR ELECTION			
NAME OF CANDIDATE: _____			
Last Name	Given Name	Middle Name	
PREVIOUS NAME and/or ANY OTHER NAMES USED: _____			
ADDRESS: _____			
Apt.#	Street/Avenue		
City/Town	Province/Postal Code	Telephone Number	
DATE OF BIRTH: _____		PLACE OF BIRTH: _____	
Year/Month/Day			
GENDER: Male / Female			
MUNICIPALITY: _____ of _____			
(town, northern village, northern hamlet)		(name of municipality)	
NAME OF LOCAL POLICE SERVICE THAT CONDUCTED CHECK: _____			
CRIMINAL RECORD CHECK ATTACHED: Yes / No			
<p><i>Note: The criminal record check from the local police service must be attached to this form to be acceptable for submission with the nomination paper and must have been completed not more than 30 days before the date of submission.</i></p>			
STATEMENT OF CONSENT:			
<p><i>I consented to a search of all records available at the time the search was conducted, including charges before the courts (including active alternative measures, stays of proceedings entered within one year of this request and findings of unfit to stand trial), findings of guilt or convictions (including youth records accessible under subsection 119(2) of the Youth Criminal Justice Act) and court orders (including peace bonds, restraining orders and recognizances under sections 810.01, 810.1 or 810.2 of the Criminal Code) registered in my name in the National Repository and local records available to the police service. I understand that if a possible record existed, it would not be disclosed until identification was confirmed by either myself or by fingerprints. I also understand that apprehensions, orders or other records relating to The Mental Health Services Act or The Youth Drug Detoxification and Stabilization Act were not disclosed.</i></p>			
<p><i>I understand criminal record checks submitted pursuant to section 89.1 of The Municipalities Act:</i></p> <ul style="list-style-type: none"> • <i>are not considered to be for a volunteer position;</i> • <i>are not considered to be for a position with the vulnerable sector;</i> • <i>do not require fingerprint verification for the sake of submission with the nomination paper and it was my option to submit a fingerprint verification to confirm my identity and record or lack of a record;</i> • <i>do not require a release of information to a third party because I received the results personally; and</i> • <i>are not required to include copies of the records themselves.</i> 			
Dated this _____ day of _____ 20____. Signature: _____			

Public Disclosure Statement Tips

Advisory Services Information Bulletin – January 2020

Introduction

The mandatory public disclosure statement helps to assure the public that, when you are elected to office, council's decisions are made in the best interests of the municipality. The public disclosure statement does not include specific financial details such as salary, the value of holdings or number of shares. 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.

Candidates who are running for municipal office and elected council members can refer to this fact sheet when filling out their public disclosure statement. Please note that this document has no legal authority. It is intended to be used for reference purposes only and not as a replacement to the actual legislation. Public disclosure provisions can be found in:

- Section 116 of *The Cities Act*;
- Section 142 of *The Municipalities Act*; or
- Section 160 of *The Northern Municipalities Act, 2010*.

Key Definitions

"private interest" does not include interest in a decision that is of general public application or that affects a person as one of a broad class of persons. More generally, a private interest is involvement in a business or personal matter where your participation on council in a municipal decision may be seen as influencing or benefitting from the outcome. As a voter and council member, your private interest does not include your participation in setting mill rates for property taxes or bylaws that apply to all properties or businesses.

"council, council committee, controlled corporation, or other body" includes any committee or subcommittee of a committee, as well as any board, agency or commission, appeal board or other body that a council member serves in his or her capacity as a member of council.

"family" means the spouse and dependent children of a council member. This does not include siblings, parents or grandparents.

"controlling interest" means an interest that a person has in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the corporation carrying more than 25 per cent of the voting rights attached to all issued shares of the corporation.

"senior officer" means the chairperson or vice chairperson of the board of directors, the president, any vice president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any of those offices.

1. Disclosure of Employer, etc.

Quote from the Ministry of Government Relations' sample disclosure form:

*"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."*

- Only the 'name' of the employer is required to be disclosed, not the actual amount of any money paid for work or a service. The disclosure could include:
 - appointments to boards where money is received (e.g. per diems, honorariums, expenses, or other compensation);
 - involvement in a volunteer fire service where fees for services are paid; or
 - contracts with the municipality to provide certain services, such as electrician, excavating or other trades.
- Examples may include a regional park board, public utility board or housing authority.

2. Disclosure of Corporate Interests

Quote from the ministry's sample disclosure form:

"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."

- Controlling interest is defined as having 25 per cent or greater of the voting shares, but does not include investments such as mutual funds, limited partnerships or real estate investment trusts.
- Corporations outside of Saskatchewan are included if a controlling interest is held.
- A council member may consider consulting with an accountant or lawyer to verify that 25 per cent or greater of voting shares are held.

3. Disclosure of Partnerships

Quote from the ministry's sample disclosure form:

"I hereby disclose the name of each partnership or firm of which I or someone in my family is a member."

- Do not confuse "member" with having a membership with a local Co-op or Credit Union.
- Includes partnerships or firms established for business purposes that may, or may not, be incorporated such as:
 - a law firm where a group of lawyers share the same office space, but operate independently;
 - a medical clinic where a group of doctors share the same clinic space, but operate independently; or
 - farming or ranching in partnership with others.

4. Disclosure of Business Arrangements

Quote from the ministry's sample disclosure form:

"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; or*
- c) is prescribed."*

- Item "a" is meant to include any other business-related involvement that is not already covered under the other sections of the disclosure statement that transacts business with the municipality.
 - o This could include retailers who routinely provide certain goods such as fuel to a municipality.
 - o This might include professional associations if these associations transact business with the municipality or, if through these associations, the member is connected with individuals and businesses that transact business with the municipality.
- Item "b" enables council to develop a policy regarding the types of business arrangements that a council member must disclose in this section of the disclosure form.
- Item "c", there is nothing currently prescribed in legislation or regulations, but may be required by the Government of Saskatchewan at a later date.

5. Disclosure of Property Holdings

Quote from the ministry's sample disclosure form:

"I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- a) me or someone in my family; or*
- b) 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."*

- Property generally means real property having an address and location, principally land and improvements.
- "Improvement" includes buildings, resource production equipment of any mine, petroleum oil or gas well, and any pipeline on or under land.
- Property does not include material holdings. Some examples would include:
 - o vehicles; or
 - o farm equipment.
- An adjoining municipality includes:
 - o urban municipalities within a rural municipality (RM);
 - o RMs that share a common border, including the corner (i.e. a square shaped RM could have eight adjoining RMs); and
 - o a RM surrounding an urban municipality.
- Property located in an adjoining municipality would not include property within:
 - o municipalities located outside of Saskatchewan; or
 - o provincial or regional parks.

6. Disclosure of Contracts and Agreements

Quote from the ministry's sample disclosure form:

"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."

- Some examples could include:
 - o lease agreements for any land or improvements located in the municipality;
 - o agreements for sale of property; or
 - o a contract or agreement with a developer in the area.

TOWN OF DUCK LAKE

PUBLIC DISCLOSURE STATEMENT

Form 1

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:

My Name or Name of Family Member	Payer	Nature of Relationship

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:

My Name or Name of Family Member	Name of Corporation

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:

My Name or Name of Family Member	Name of Partnership or Firm

Disclosure of Other Involvements:

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; 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:

- (a) me or someone in my family; or
- (b) 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

DECLARATION

I, _____, of the The Town of Duck Lake, 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. 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: _____