

Elections Saskatchewan

Guide to Preparing and Filing a Candidate's Nomination Package

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1. Introduction

Elections Saskatchewan (referred to in legislation as The Office of the Chief Electoral Officer) is the province's independent, impartial, election management body. Elections Saskatchewan is responsible for administering provincial electoral events and for overseeing registered political parties' administration of their electoral finances under *The Election Act, 1996* (the Election Act).

Elections Saskatchewan has prepared this guide to help you prepare and file a candidate's nomination package for a provincial election in Saskatchewan.

This guide has no legislative authority. For specific statutory responsibilities, please refer to sections 40 through 56 and 238 of the Election Act. In case of a discrepancy between the Election Act and this guide, the Election Act will apply.

Copies of the Election Act and this guide are available on Elections Saskatchewan's website at <http://www.elections.sk.ca/lloydminsterbyelection/>.

2. Candidate Eligibility

To register as a candidate for a provincial election in Saskatchewan, you must:

1. be eligible to be a candidate;
2. prepare a nomination package; and
3. file your nomination package with your constituency returning officer after the writ of election is issued, but before 2 p.m. on the day fixed for the close of nominations, i.e., nomination day. The writ of election will specify nomination day.

Elections Saskatchewan strongly encourages you to file your nomination package as soon as you can once the writ is issued. If you wait until nomination day and there is an issue with your package, you may not have time to rectify it, and the constituency returning officer may reject your nomination package.

2.1 Eligibility Criteria

To be eligible to be a candidate for a provincial election in Saskatchewan, you must:

- be at least 18 years old;
- be a Canadian citizen;
- have resided in Saskatchewan for at least six months before the writ of election is issued;
- be eligible to vote under sections 16 and 17 of the Election Act; and
- not be disqualified by section 42 of the Election Act.

Under section 42 of the Election Act, you are **not eligible** to be a candidate if you are:

- an election officer, including the Chief Electoral Officer and Assistant Chief Electoral Officer;
- a federal or provincial court judge;
- ineligible to vote because of a conviction for engaging in corrupt practices under the Election Act;
- in a correctional facility, jail, or prison on polling day because of a conviction for an offence against any provincial or federal act;
- subject to the disposition of a review board under section 672.38 of the *Criminal Code* on polling day; or
- disqualified by *The Legislative Assembly and Executive Council Act, 2007* or any other act.

3. Preparing Your Nomination Package

To prepare your nomination package, you will need:

- Form E-405, Nomination Paper;
- a business manager;
- an auditor;
- at least four voters from your constituency to nominate you;
- at least one witness; and
- a commissioner of oaths or notary public.

Form E-405, Nomination Paper is a compilation of the following documents and forms:

- Consent of Candidate (required);
- Affidavit of Attestation by Witness to Signature of Candidate (required);
- Voter Acceptance (required);
- Affidavit of Attestation by Witness to Nominator Signatures (required);
- Consent of Business Manager (required);
- Affidavit as to Absence of Candidate from Saskatchewan (required only if you will be absent from Saskatchewan and unable to file your nomination package on or before nomination day);
- E-406, Certificate Respecting Nomination Paper and Deposit (not required; the constituency returning officer will complete and return this form to you); and
- E-517, Declaration of a Candidate's Political Affiliation (required for candidates who are endorsed by a registered political party OR for candidates who are not endorsed by a registered political party, but do not wish to be identified as "Independent" on the ballot).

If you will be absent from the province and unable to prepare and file your nomination package with the constituency returning officer before 2 p.m. on nomination day, your business manager may prepare and file it for you. He or she must complete the Affidavit as to Absence of Candidate from Saskatchewan included in the nomination package.

3.1 Consent of Candidate (page 2)

Print:

- your name as you want it displayed on the election ballot;
- your first and last names; and
- your occupation.

CONSENT OF CANDIDATE

Name to be shown on the ballot paper

CHRIS CANDIDATE

Given name or names, initial(s), ie. Jane, John Darcy, Mary L. Etc.

CHRISTOPHER ALLAN

Family Surname, ie. Smith, Doe, etc.

CANDIDATE

I request that my occupation be indicated on the ballot paper in the following form:

Electrician

Occupation, ie. Farmer, Educator, Health Care Consultant, etc.

I request that my political affiliation be shown on the ballot paper as set forth in accordance with the information contained on Form E-517.

3.2 Consent of Candidate (page 3)

Print:

- your first and last names;
- your business manager's name, address, phone number, and email address;
- your auditor's name, address, phone number, and email address; and
- the mailing address where all election-related documents are to be delivered.

I, CHRIS CANDIDATE, nominated in the foregoing nomination paper hereby consent to such nomination.

I declare that the name and address of my business manager is: ROBERT SMITH
56 SUMMER LANE
LLOYDMINSTER, SK S9V 1A2
 Phone #: 306-825-1234
 Email: rsmith@home.ca

I declare that the name and address of my auditor is: SUSAN TESTING
789-3rd STREET
LLOYDMINSTER, SK S9V 2B1
 Phone #: 306-825-5678
 Email: stesting@company.ca

I designate the following as my address for service of all notices, documents or other papers required to be served on me pursuant to either The Election Act, 1996 or The Controverted Elections Act, namely:

1234 MAIN STREET
LLOYDMINSTER, SK
S9V 3A4

Signed before me on the 9th day of MAY, 2014.

CHRIS CANDIDATE
 Printed Name of Candidate

C. Candidate
 Signature of Candidate

[Signature]
 Signature of Witness

Print and sign your name in the presence of your witness.

Ask your witness to record the date and sign his or her name.

3.3 Affidavit of Attestation by Witness to Signature of Candidate (page 4)

Ask your witness to complete this affidavit in the presence of a commissioner of oaths or notary public. He or she is acknowledging he or she knows you and knows you consented to be a candidate in the election.

Ensure the commissioner of oaths or notary public records the location and date and signs the affidavit.

AFFIDAVIT OF ATTESTATION BY WITNESS TO SIGNATURE OF CANDIDATE

I, ARLENE WITNESS of LLOYDMINSTER in the Province of Saskatchewan, make oath and say (or solemnly affirm) that I know CHRIS CANDIDATE, nominated as a candidate in the foregoing nomination paper, and that he or she signed his or her consent to the nomination in my presence.

Sworn (or solemnly affirmed) before me at the CITY of LLOYDMINSTER, in the Province of Saskatchewan this 9th day of MAY, 2014.

Bob Atkinson
Signature of person attesting (person attesting must live in the constituency)

Cam Commissioner
Commissioner of Oaths or Notary Public

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3.4 Voter Acceptance (page 5)

Print:

- the name of your constituency;
- your first and last names;
- your political affiliation;
- occupation; and
- the mailing address where all election-related documents are to be delivered.

Print the name, home address (post office box numbers are not acceptable), and occupation of each voter nominating you. Ask these voters to sign the form in the presence of your witness. Each signature may have a different witness.

Ask your witness to sign the form.

VOTER ACCEPTANCE

Constituency: LLOYDMINSTER

Candidate name: CHRIS CANDIDATE

Political Affiliation: REGISTERED POLITICAL PARTY

Occupation: ELECTRICIAN

Address of Candidate: 1234 MAIN STREET, LLOYDMINSTER, SK S9V 3A4

Is person being nominated absent from Saskatchewan? yes ☒ no

We, the undersigned voters for the above mentioned constituency do hereby nominate the person whose name appears above as a Candidate at the election about to be held for a member to represent this constituency in the Legislative Assembly of Saskatchewan.

Printed Name of Voter	Signature of Voter	Residential Address	Occupation of Voter	Signature of Witness**
Allan Alpha	<i>Allan Alpha</i>	25 Main St. Lloydminster	Contractor	<i>[Witness Signature]</i>
Sarah Lee	<i>Sarah Lee</i>	123 1st. Ave. Lloydminster	Student	
Jamal Smith	<i>Jamal Smith</i>	7151 Treelined Ave. Lloydminster	Waiter	
Toni Simpson	<i>Toni Simpson</i>	101 44th St. Lloydminster	Teacher	

**Note: Several signatures of voters may be bracketed and a witness need only sign once opposite the bracket for the whole series of signatures that he or she witnessed

3.5 Affidavit of Attestation by Witness to Nominator Signatures (top of page 6)

Ask your witness(es) to complete this affidavit in the presence of a commissioner of oaths or notary public. If different people witnessed the signatures on the previous page, **each witness must complete one of these affidavits.**

AFFIDAVIT OF ATTESTATION BY WITNESS TO NOMINATOR SIGNATURES

I, Fred Fox trot of Lloydminster in the Province of Saskatchewan, make oath and say (or solemnly affirm) that I know the nominators whose signatures to the foregoing nomination paper I have witnessed and that they are duly qualified voters in the constituency of Lloydminster at the election about to be held.

Each of the above signed nominators signed the foregoing nomination paper in my presence.

Sworn (or solemnly affirmed) before me at the City of Lloydminster in the Province of Saskatchewan this 10th day of May, 2014.

[Signature]
Signature of person attesting (person attesting must live in the constituency)

[Signature]
Commissioner of Oaths or Notary Public

*** If additional affidavits of attestation are required by reason of more than one voter signing as a witness please photocopy this page, complete and submit with this Nomination paper.

Ensure the commissioner of oaths or notary public records the location and date and signs the affidavit.

3.6 Consent of Business Manager (bottom of page 6)

Ask your business manager to complete and sign this portion of the form.

CONSENT OF BUSINESS MANAGER

I, ROBERT SMITH of LLOYDMINSTER, being a qualified voter in the Province of Saskatchewan, hereby consent to my appointment to act as business manager for CHRIS CANDIDATE, the candidate nominated at the election about to be held of a member to represent the constituency of LLOYDMINSTER in the Legislative Assembly of Saskatchewan.

Dated at the CITY of LLOYDMINSTER, in the Province of Saskatchewan this 9th day of MAY, 2014.

[Signature]
Signature of Business Manager

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3.7 Affidavit As to Absence of Candidate from Saskatchewan (page 7)

This affidavit is to be completed only if the candidate is absent from the province and unable to prepare and file the nomination paper with the constituency returning officer before 2 p.m. on nomination day.

The business manager who prepares and files the nomination paper must complete this affidavit in the presence of a commissioner of oaths or notary public.

Print your first and last names; your city, town, or village; and the name of the candidate.

Describe the reason for the candidate's absence.

Sign the affidavit.

Ensure the commissioner of oaths or notary public records the location and date and signs the affidavit.

AFFIDAVIT AS TO ABSENCE OF CANDIDATE FROM SASKATCHEWAN	
I, _____, of _____ in the Province of Saskatchewan, make oath and say (or solemnly affirm):	
1. That I know the said _____ nominated as a Candidate in the foregoing nomination paper, and 2. That to the best of my knowledge and belief the said Candidate is absent from the Province of Saskatchewan and that such belief is based upon _____ _____ _____	
Sworn (or solemnly affirmed) before me in _____ in The Province of Saskatchewan this _____ Day of _____, 20____. Commissioner of Oaths or Notary Public	} Signature of person attesting _____

3.8 Form E-517, Declaration of a Candidate's Political Affiliation (page 9)

If your party is endorsing you, but your party's chief official agent has not already completed this form or Form E-517C, complete Part A – Candidates who are endorsed by a Registered Political Party. Your party leader or his or her official designate must sign this declaration.

If you are not endorsed by a party, but do not want the word "Independent" to appear on the election ballot and documents, complete Part B – Candidates who are not endorsed by a Registered Political Party.

Do not complete this form:

- if you are registering as an independent candidate and wish to be identified as such; or
- if your party's chief official agent has already completed this form or Form E-517C. A copy of the E-517 or E-517C form the chief official agent completed must be included in your nomination package when it is filed with the constituency returning officer.

DECLARATION OF A CANDIDATE'S POLITICAL AFFILIATION	E-517
<p>*** Please be advised that if Form E-517 is not completed or submitted with the nomination paper, the candidate will be referred to in all related election documents, including ballots, as an "Independent" Candidate.</p>	
<p>Part A – Candidates who are endorsed by a Registered Political Party</p>	
<p>This certifies that <u>CHRIS CANDIDATE</u> being a candidate in the constituency of <u>LLOYMISTER</u> for the election being held on <u>MONTH, DAY</u>, <u>2014</u> is the Candidate endorsed officially to represent the <u>REGISTERED POLITICAL PARTY</u>.</p>	
<p>Said party is a registered political party in the Province of Saskatchewan. Please indicate the candidate's political affiliation in all related election documents, including ballots.</p>	
<p>DATE: <u>MAY 10, 2014</u></p>	
<p><u>Party Leader</u></p> <p><small>Signature of Party Leader/Designated Representative</small></p>	
<p>*** A Registered Political Party who wishes to endorse several candidates on a single document may use Form E-517C, Declaration of a Candidate's Political Affiliation Composite, instead of this form. If using Form E-517C it must be submitted at the same time as the Candidate's nomination paper.</p>	
<p>Part B – Candidates who are not endorsed by a Registered Political Party</p>	
<p>If this part of Form E-517 is completed no designation will appear on related election documents, including ballots.</p>	
<p>I, _____ the undersigned candidate in the constituency of _____ for the election to be held on _____, _____ state that I DO NOT wish to use the word "Independent" on all related election documents, including ballots.</p>	
<p>DATE: _____</p>	
<p>_____ <small>Signature of Candidate</small></p>	

4. Filing Your Nomination Package

After the writ of election is issued, you have until 2 p.m. on nomination day to file your nomination package with the constituency returning officer. The writ of election will specify nomination day.

A \$100 deposit must accompany your nomination package when you file it. The constituency returning officer **cannot** accept cash, so prepare a money order or certified cheque in Canadian currency payable to the Saskatchewan Minister of Finance. This deposit will be returned to your business manager once your E-412, Candidate's Return of Election Expenses has been filed after the electoral event.



Deliver your nomination package and deposit **in person**. In an emergency, you may fax your nomination package to the constituency returning officer. You must then deliver the original nomination package and deposit to the constituency returning officer within 48 hours of close of nominations.

5. Certificate of Receipt

After the constituency returning officer receives your nomination package and deposit, he or she will:

1. confirm their validity;
2. complete Form E-406, Certificate Respecting Nomination Paper and Deposit; and
3. deliver it to you or your business manager.

Your nomination is not official until the constituency returning officer formally accepts your nomination package including the deposit. You should not leave the constituency returning office without receiving a copy of Form E-406 from the returning officer. If the returning officer cannot accept your nomination, please make sure you understand what you need to do to address the issue(s) and the deadline for doing so.

 <small>SASKATCHEWAN</small>	Certificate Respecting Nomination Paper and Deposit	E-406 <small>The Election Act, 1996 Sections 31, 44 and 238 (Revised 2011)</small>	<small>Form TT</small>
<p>Constituency <u>LLOYDMINSTER</u></p> <p>I, <u>KATHY RETURNING</u>, Returning Officer for the Constituency of <u>LLOYDMINSTER</u> acknowledge receipt of a valid nomination paper filed on behalf of <u>CHRIS CANDIDATE</u> nominating him/her as a Candidate in the Election now about to be held as a member to represent the above constituency in the Legislative Assembly of Saskatchewan.</p> <p>I also acknowledge receipt of a \$100 deposit made on his/her behalf.</p> <p>Dated at <u>LLOYDMINSTER</u>, Saskatchewan, this <u>12th</u> day of <u>MAY</u>, 20<u>14</u>.</p> <p style="text-align: right;">  <small>Returning Officer</small> </p> <p style="text-align: right;">8</p>			