Elections Saskatchewan

Guide to Preparing and Filing a Candidate's Nomination Package

October 2024



Office of the Chief Electoral Officer (Elections Saskatchewan) #301-3303 Hillsdale Street, Regina, Saskatchewan S4N 6B2 Canada

Phone: 306-787-4000 / Toll-free: 1-877-958-8683 Fax: 306-787-4052 / Toll-free: 1-866-678-4052

Email: info@elections.sk.ca
Website: www.elections.sk.ca



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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/candidates-political-parties/



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 nominationday.

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;
- are a federal or provincial court judge;
- are ineligible to vote because of a conviction for engaging in corrupt practices under the Election Act:
- are in a correctional facility, jail, or prison on polling day because of a conviction for an offence against any provincial or federal act;
- are subject to the disposition of a review board under section 672.38 of the Criminal Code on polling day; or
- have failed to file an election expenses return by the required deadline (or any applicable extensions) as a candidate in a previous election;
- are a chief official agent of a registered political party; or
- have been disqualified by The Legislative Assembly Act, 2007 or any other act.

If it is discovered that a false declaration was made on the E-405 nomination form in regards to any of the above, the candidate's nomination will become void.



3. Preparing Your Nomination Package

To prepare your nomination package, you will need:

- Form E-405, Nomination Paper;
- a financial agent;
- Form E-401, Appointment/Consent of the Financial Agent of a Candidate;
- an auditor;
- Form E-403, Appointment/Consent of the Auditor of a Candidate;
- at least four voters from your constituency to nominate you;
- at least one witness;
- a commissioner for oaths or notary public; and
- a deposit of \$500 in Canadian currency, in either a money order or certified cheque.

If you are affiliated with a registered political party, you will also need Form E-517 (or E-517C), Declaration of a Candidate's Political Affiliation.



3.1 Candidate Information (page 3)

Print your name as you want it displayed on the ballot paper and your legal first and last names.

Titles and/or occupations, such as Dr., Rev., or Esq., may not be included in your name on the ballot.

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3.2 Candidate's Consent (page 4)

Print:

- your first and last names;
- your Address of Service, where Elections
 Saskatchewan can reach you by mail;
- your Public Address which can be published alongside candidate details (optional);
- an email address; and
- your contact information.

Read and confirm that you meet the eligibility requirements.

Select the first statement if you are affiliated with a political party.

If you are an independent candidate, select either the second or third option.

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

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

X	E-405 The Election Act, 19: Sections 31, 44 and 2
Elections SK	April 2
CANDIDATE'S CONSENT	
L Chris Candidate	
(Name of Candidate)	
nominated in the following nomination paper hereby consent	t to such nomination.
I designate the following as my address for service of all notices, documents or other papers required to be served upon me pursuant to either The Election Act, 1996 or The Controverted Elections Act, namely:	I designate the following as my public address, to be published with candidate details by Elections Saskatchewan. If no public address is provided, address of service will be used.
Address of Service (must be active post-election)	Public Address (can be campaign office)
Box 999	1234 Main Street
La Ronge, SK	Air Ronge, SK
S0J 1L0	S0J 1L0
(200) 422 4507	(306) 555 5555
Email Addrece (Mandatory): chris@candidatesrus.com I confirm that I am at least 18 years old; I am a Cana six months before the writ of election was issued.	(Neake) (Neake) Idlan citizen; and I have resided in Saskatchewan for at lease
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Confirm that I am at least 18 years old; I am a Cana six months before the writ of election was issued. I confirm that I am at least 18 years old; I am a Cana six months before the writ of election was issued. I confirm that I am not a federal or provincia courtly in corrupt practices under The Election Act, 1900; I a convicted of an offence against any provincial or federal or previous provincial election; I am not a chief official officer. I understand that if this declaration is proven CHOOSE ONE: I am endorsed by a registered political party and ack paper as set forth in accordance with the information.	indicated in Saskatchewan for at least dige; I am not ineligible to vote due to a conviction for engage am not in a correctional facility, jail or prison because of being act; I am not subject to the disposition of a review boan of failed to file an election expenses return as a candidate in agent for a registered political party; and I am not an election to be faise, my nomination will become void. Introduced that my political affiliation will be shown on the bar contained on Form E-517 or Form E-517C.
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Continue Continue	idian citizen; and I have resided in Saskatchewan for at least dige; I am not ineligible to vote due to a conviction for engag am not in a correctional facility, jail or prison because of beir serial act, I am not subject to the disposition of a review boan trailed to the an election expenses return as a candidate in agent for a registered potitical party; and I am not an election to be faise, my nomination will become void. Introducing that my political affiliation will be shown on the batcontained on Form E-517 or Form E-517C. and I for not wids to be referred to in all related election DEPENDENT candidate. 2023 Chric Cerbilists
Interest Chris@candidatesrus.com Chris@candidatesrus.com Confirm that I am at least 18 years old; I am a Cana six months before the writ of election was issued. Confirm that I am not a federal or provincial courtly in corrupt practices under The Election Act, 1900: I a convicted of an offence against any provincial or led under section 672.38 of the Criminal Code; I have no previous provincial election; I am not a chief official a officer. I understand that if this declaration is proven CHOOSE ONE. I am endorsed by a registered political party and ack paper as set form in accordance with the Information I am not affiliated with any registered political party and documents, including on the ballot paper, as an "INC Signed before me on the 17 day or April	idian citizen; and I have resided in Saskatchewan for at least dogs; a m not ineligible to vote due to a conviction for engage m not in a correctional facility, jail or prison because of bein of taled to fite an election expenses return as a candidate in agent for a registered political party; and I am not an election to be faise, my nomination will become void. Introduced that my political affiliation will be shown on the bar contained on Form E-517 or Form E-517C. Interpretability of the properties of the p
Continue Continue	idian citizen; and I have resided in Saskatchewan for at least dige; I am not ineligible to vote due to a conviction for engag am not in a correctional facility, jail or prison because of beir serial act, I am not subject to the disposition of a review boan trailed to the an election expenses return as a candidate in agent for a registered potitical party; and I am not an election to be faise, my nomination will become void. Introducing that my political affiliation will be shown on the batcontained on Form E-517 or Form E-517C. and I for not wids to be referred to in all related election DEPENDENT candidate. 2023 Chric Cerbilists



3.3 Affidavit of Attestation by Witness to Signature of Candidate (page 5)

Ask your witness to complete this affidavit in the presence of a commissioner for 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 for oaths or notary public records the location and date and signs the affidavit.

X		E-405 The Election Act, 199 Sections 31, 44 and 2
actions SK		April 20
AFFIDAVIT OF ATTESTATION I	BY WITNESS TO SIGNATU	RE OF CANDIDATE
I, Annie Witness	of	
(Name of Witness)		
La Ronge	in the Province of	Saskatchewan, make oa
	Chris Candidate	
and say (or solemnly affirm) that I know	(Name of Candidate)	, nominate
Sworn (or solemnly affirmed) before m	ne in	
La Ronge	in	
the Province of Saskatchewan this 17	in	testing)
the Province of Saskatchewan this 17	Areis Witness (Signature of person at	testing)



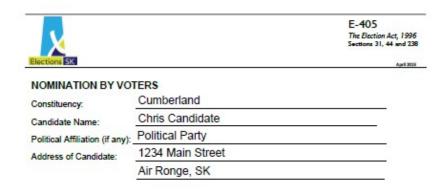
Nomination by Voters (page 6) 3.4

Print:

- the name of your constituency;
- your first and last names;
- your political affiliation; and
- the public address listed on the Candidate's Consent page (page 4).

Print the name and home/residnetial address of each voter nominating you. Post office box numbers are not acceptable; voters must include their residential address or legal land description on this form. Ask these voters to sign the form in the presence of your witness. Each voter signature may have a different witness or the same voter can witness all signatures.

Ask your witness(es) to sign the form.



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 to represent this constituency in the Legislative Assembly of Saskatchewan.

Signature of Voter	Residential Address*	Signature of Witness'
Tony Voter	123 1st Street, Air Ronge	•
Jano Citizan	456 4th Street, La Ronge	The state of
Fronk Conada	789 Avenue A, La Ronge	Jerry Witness
Bornio Sack	123 Avenue C, Air Ronge	
		7

- atures of several voters may be bracketed and a witness need only sign once opposite the bracket for the whole of signatures that he or she witnessed. In witness must sign an affidavit of attestation (see page 7).



3.5 Affidavit of Attestation by Witness to Nominator Signatures (page 7)

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

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





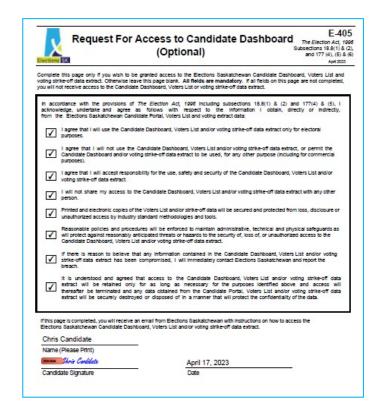
3.6 Request for Access to Candidate Portal (Optional)

Candidates may request access to Elections Saskatchewan's online Candidate Portal.

By accessing the Candidate Portal, Candidates may download copies of the voters list and extracts of strike-off data for their constituency.

Candidates will also have access to a dashboard which will display live metrics for voting activity.

Any candidate wishing to receive access to the Candidate Portal must complete this portion of the form and submit with their nomination package to the Returning Officer.





3.7 Voting by Candidate Not Resident in the Constituency (Optional - General Election Only)

Candidates are not required to be a voter in the constituency for which they are running as a candidate.

During a General Election, any voter who is not resident in the constituency for which they are running, may elect to have their name, as well as the name of any spouse or dependant who lives with the candidate, added to the voters list in the constituency in which they are running.

The candidate and any spouse or dependant who elects to vote in the constituency in which the candidate is running will be struck from the Voters List and will not be able to vote in the constituency in which they normally reside.

Note that this is applicable for General Elections ONLY.
While candidates who are not ordinarily resident in the constituency may run as a candidate in a by-election, they are not eligible to vote in the constituency.

Any candidate wishing to elect to vote in the constituency they are not resident in must complete this portion of the form and submit with their nomination package to the Returning Officer. The candidate must also keep a copy of this form, and each voter listed on the form should take a copy with them to the voting location when voting.

Elections SK	,		idate Not Re onstituency eneral Election C		E-40: The Election Act, 198 Section 16(April 20:
		a copy of this form before sul opy of this form to the polling		Officer. The voter(s) I	isted below
SECTION A					
I am a candi	date in	Cumberland	and I am	authorized to make	this application on
behalf of my	self, my sį	oouse, and my dependan	t(s) listed below who	reside with me and	d are eligible voters
order for this form	to be process	umber that can be found on your vot ed, you must include the ESK Voter ill <u>not</u> be processed and will be ret	ID for each voter listed and		
(Print Name of Candidate)	Chris Ca	ndidate	ESK Voter ID:	99999999	
(Print Name of Spouse)	Jamie Ca	ndidate	ESK Voter ID:	99999998	
(Print Name of Dependant 1)	Chris Ca	ndidate Jr.	ESK Voter ID:	99999997	
(Print Name of Dependant 2)			ESK Voter ID:		
(Print Name of Dependent 3)			ESK Voter ID:		
(Print Name of Dependent 4)			ESK Voter ID:		
		registered as 1234 Main S	Street, Prince Albert, S	K	
a voter and or	dinarily resid	le is:	(Physical Address)		
In the constitu	ency of:	Prince	Albert Northcote		
			(Name of Constituency)		
		6(5) of The Election Act, 1 above registered on the			
Constituend	y of:	Cumberland (Name of Constituency)		Polling Division:	1 (Poling Division Number)
SECTION C	:	The state of the s			
family membe	r(s) listed at	application has been process ove will be struck off the vote tuency and polling division se	rs list in the constituency		
I confirm that	all voters list	ed on this form will only vote	in the polling division list	ed above.	
	23			andidate	

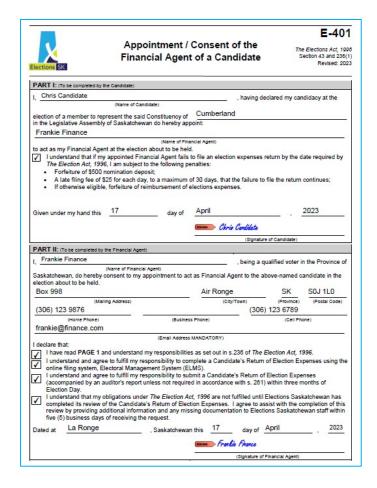


3.8 Form E-401, Consent of Financial Agent

Ask your financial agent to complete and sign this portion of the form. It is mandatory that you provide an email address. This email address will be used to provide you with important information about the Candidate's Return of Election Expenses.

If you have submitted a copy of this form to Elections Saskatchewan before the writ of election was issued and no information has changed, you can attach a copy of it with your nomination papers.

Note: Either a copy or an original E-401 must accompany your nomination papers.





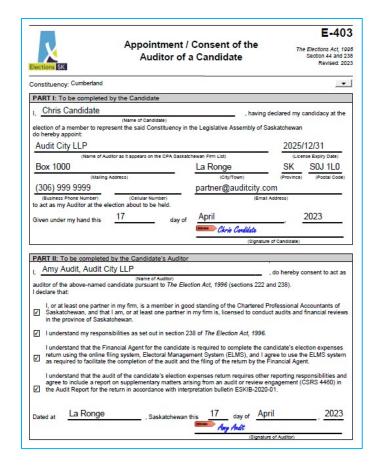
3.9 Form E-403, Consent of Auditor

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

Your auditor, or at least one member of the auditor's firm, must be in good standing of a recognized accounting profession that is regulated by an act in Saskatchewan, and your auditor, or at least one member of your auditor's firm, must be licensed to conduct audits and financial reviews in the Province of Saskatchewan.

If you have submitted a copy of this form to Elections Saskatchewan before the writ of election was issued and no information has changed, you can attach a copy of it with your nomination papers.

Note: Either a copy or an original E-403 must accompany your nomination papers.



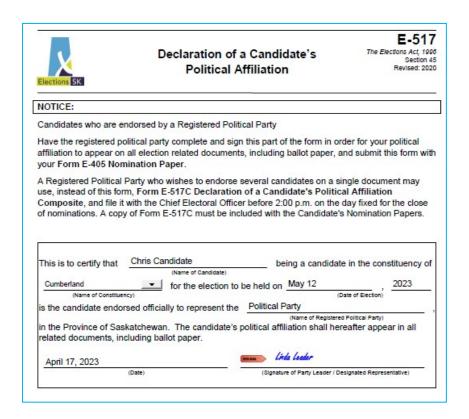


3.10 Form E-517, Declaration of a Candidate's Political Affiliation

If you are registering as an independent candidate, you do not need to complete this form.

If your party's chief official agent has already completed Form E-517 or E-517C, Declaration of a Candidate's Political Affiliation Composite, you **do not need** to complete this form, but a copy of the completed Form E-517 or E-517C must be included in your nomination package when it is filed with the constituency returning officer.

If your party is endorsing you, but your party's chief official agent has not completed Form E-517 or E-517C, complete Form E-517 and provide this to your party leader (or designate) for signature.





4. Filing Your Nomination Package

After the writ of election is issued, you have until 2:00 p.m. on nomination day to file your nomination package with the constituency returning officer. The writ of election will specify nomination day.

A \$500 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 financial agent once your E-412, Candidate's Return of Election Expenses has been filed after the electoral event.

Someone must deliver your nomination package and deposit to the returning office in **person.** In an emergency, you may submit your nomination package by fax, email, or other form of electronic submission to the constituency returning officer. Your original nomination package and deposit must be delivered to the constituency returning officer within 48 hours of close of nominations.

If you do not provide the original nomination package and \$500 deposit to the returning officer within 48 hours, your nomination package will be rejected and you will not be able to run as a candidate.



Certificate of Receipt

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

- 4. confirm their validity;
- 5. complete Form E-406, Certificate Respecting Nomination Paper and Deposit; and
- 6. give you (or your financial agent) a copy of Form E-406.

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 there is a problem with your nomination paper and 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.

