

Elections Saskatchewan

Guide to Preparing and Filing a Candidate's Nomination Package

April 2023



Office of the Chief Electoral Officer
(Elections Saskatchewan)
#301-3303 Hillside 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/>

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;
- 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.



3.3 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.

	E-405 The Election Act, 1996 Sections 31, 44 and 238 <small>April 2023</small>
AFFIDAVIT OF ATTESTATION BY WITNESS TO SIGNATURE OF CANDIDATE	
I, <u>Annie Witness</u> of _____ <small>(Name of Witness)</small>	
<u>La Ronge</u> in the Province of Saskatchewan, make oath	
and say (or solemnly affirm) that I know <u>Chris Candidate</u> , nominated <small>(Name of Candidate)</small>	
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 in <u>La Ronge</u> in	
the Province of Saskatchewan this <u>17</u> day of <u>April</u> , <u>2023</u>	
<u>Car Commissioner</u> <small>(Commissioner for Oaths or Notary Public)</small>	<u>Annie Witness</u> <small>(Signature of person attesting)</small>

3.4 Nomination by Voters (page 6)

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, home address, and occupation 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.

	E-405 <small>The Election Act, 1996 Sections 31, 44 and 238</small> <small>April 2018</small>
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NOMINATION BY VOTERS

Constituency: Cumberland

Candidate Name: Chris Candidate

Political Affiliation (if any): Political Party

Address of Candidate: 1234 Main Street
Air Ronge, SK

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*
<i>Tony Voter</i>	123 1st Street, Air Ronge	} <i>Tony Witness</i>
<i>Jane Citizen</i>	456 4th Street, La Ronge	
<i>Frank Corado</i>	789 Avenue A, La Ronge	
<i>Bonnie Saab</i>	123 Avenue C, Air Ronge	

*Notes:
 1. Residential address must be street address or land location, P.O. Boxes or other mailing only addresses are not acceptable.
 2. Signatures of several 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. Each 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.



E-405
The Election Act, 1996
Sections 31, 44 and 238
April 2018

AFFIDAVIT OF ATTESTATION BY WITNESS TO NOMINATOR SIGNATURES

I, Jenny Witness of _____
(Name of witness)

La Ronge 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 Cumberland at the election about to be held and that each of them signed the foregoing nomination paper in my presence.

Sworn (or solemnly affirmed) before me in
La Ronge in _____
the Province of Saskatchewan this 17 day of April, 2023. Jenny Witness
(Signature of person attesting)

Car Commission
(Commissioner for Oaths or Notary Public)

**** If additional affidavits of attestation are required by reason of more than one voter signing as a witness please make as many copies of this page as required and complete and submit with this Nomination Paper.

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.



Request For Access to Candidate Dashboard (Optional)

E-405
The Election Act, 1996
 Subsections 18.8(1) & (2),
 and 177 (4), (5) & (6)
 April 2023

Complete this page only if you wish to be granted access to the Elections Saskatchewan Candidate Dashboard, Voters List and voting strike-off data extract. Otherwise leave this page blank. All fields are mandatory. If all fields on this page are not completed, you will not receive access to the Candidate Dashboard, Voters List or voting strike-off data extract.

In accordance with the provisions of The Election Act, 1996 including subsections 18.8(1) & (2) and 177(4) & (5), I acknowledge, undertake and agree as follows with respect to the information I obtain, directly or indirectly, from the Elections Saskatchewan Candidate Portal, Voters List and voting extract data:

- I agree that I will use the Candidate Dashboard, Voters List and/or voting strike-off data extract only for electoral purposes.
- I agree that I will not use the Candidate Dashboard, Voters List and/or voting strike-off data extract, or permit the Candidate Dashboard and/or voting strike-off data extract to be used, for any other purpose (including for commercial purposes).
- I agree that I will accept responsibility for the use, safety and security of the Candidate Dashboard, Voters List and/or voting strike-off data extract.
- I will not share my access to the Candidate Dashboard, Voters List and/or voting strike-off data extract with any other person.
- Printed and electronic copies of the Voters List and/or strike-off data will be secured and protected from loss, disclosure or unauthorized access by industry standard methodologies and tools.
- Reasonable policies and procedures will be enforced to maintain administrative, technical and physical safeguards as will protect against reasonably anticipated threats or hazards to the security of, loss of, or unauthorized access to the Candidate Dashboard, Voters List and/or voting strike-off data extract.
- If there is reason to believe that any information contained in the Candidate Dashboard, Voters List and/or voting strike-off data extract has been compromised, I will immediately contact Elections Saskatchewan and report the breach.
- It is understood and agreed that access to the Candidate Dashboard, Voters List and/or voting strike-off data extract will be retained only for as long as necessary for the purposes identified above and access will thereafter be terminated and any data obtained from the Candidate Portal, Voters List and/or voting strike-off data extract will be securely destroyed or disposed of in a manner that will protect the confidentiality of the data.

If this page is completed, you will receive an email from Elections Saskatchewan with instructions on how to access the Elections Saskatchewan Candidate Dashboard, Voters List and/or voting strike-off data extract.

Chris Candidate
 Name (Please Print)

Chris Candidate
 Candidate Signature

April 17, 2023
 Date



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.

**Voting By Candidate Not Resident In
The Constituency
(Optional - General Election Only)**

E-405
The Election Act, 1996
Section 16(5)
Revised 2023

Applications processed by Elections Saskatchewan will be signed by the Chief Electoral Officer and a copy will be provided to the candidate. The voter(s) listed below should take a signed copy of this form to the polling place.

SECTION A

I am a candidate in and I am authorized to make this application on behalf of myself, my spouse, and my dependant(s) listed below who reside with me and are eligible voters.

Your ESK Voter ID is an 8-digit number that can be found on your voter profile. You can review your voter profile by visiting our [Voter Registration Portal](#). In order for this form to be processed, you must include the ESK Voter ID for each voter listed and all voters must be registered at the address provided in Section B. Incomplete forms will not be processed and will be returned to the applicant.

<small>(Print Name of Candidate)</small>	<input type="text" value="Chris Candidate"/>	<small>ESK Voter ID:</small> <input type="text" value="99999999"/>
<small>(Print Name of Spouse)</small>	<input type="text" value="Jamie Candidate"/>	<small>ESK Voter ID:</small> <input type="text" value="99999998"/>
<small>(Print Name of Dependant 1)</small>	<input type="text" value="Chris Candidate Jr"/>	<small>ESK Voter ID:</small> <input type="text" value="99999997"/>
<small>(Print Name of Dependant 2)</small>	<input type="text"/>	<small>ESK Voter ID:</small> <input type="text"/>
<small>(Print Name of Dependant 3)</small>	<input type="text"/>	<small>ESK Voter ID:</small> <input type="text"/>
<small>(Print Name of Dependant 4)</small>	<input type="text"/>	<small>ESK Voter ID:</small> <input type="text"/>

The address at which I am registered as a voter and ordinarily reside is:

In the constituency of:

Pursuant to Section 16(5) of *The Election Act, 1996*, I choose to have my name and the name(s) of my family members listed above registered on the voters list for the constituency and polling division listed below:

Constituency of: Polling Division:

SECTION C

I understand that once my application has been processed by the Chief Electoral Officer, my name and the name(s) of my family member(s) listed above will be struck off the voters list in the constituency in which they are ordinarily resident and can only vote in the constituency and polling division selected above.

I confirm that all voters listed on this form will only vote in the polling division listed above.

Chris Candidate
(Signature of Candidate)

Office Use Only

(Date received by Elections Saskatchewan) (Signature of Chief Electoral Officer)

Copy to candidate Copy to constituency in which the candidate is ordinarily resident Copy to constituency the candidate selected



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.

 **Appointment / Consent of the Financial Agent of a Candidate** **E-401**
The Elections Act, 1996
Section 43 and 236(1)
Revised: 2023

PART I: (To be completed by the Candidate)

I, Chris Candidate (Name of Candidate), having declared my candidacy at the election of a member to represent the said Constituency of Cumberland in the Legislative Assembly of Saskatchewan do hereby appoint: Frankie Finance (Name of Financial Agent) to act as my Financial Agent at the election about to be held.

I understand that if my appointed Financial Agent fails to file an election expenses return by the date required by *The Election Act, 1996*, I am subject to the following penalties:

- Forfeiture of \$500 nomination deposit;
- A late filing fee of \$25 for each day, to a maximum of 30 days, that the failure to file the return continues;
- If otherwise eligible, forfeiture of reimbursement of elections expenses.

Given under my hand this 17 day of April, 2023


(Signature of Candidate)

PART II: (To be completed by the Financial Agent)

I, Frankie Finance (Name of Financial Agent), being a qualified voter in the Province of Saskatchewan, do hereby consent to my appointment to act as Financial Agent to the above-named candidate in the election about to be held.

Box 998 (Mailing Address) Air Ronge (City/Town) SK (Province) S0J 1L0 (Postal Code)

(306) 123 9876 (Home Phone) (306) 123 6789 (Cell Phone)

frankie@finance.com (Email Address MANDATORY)

I declare that:

- I have read PAGE 1 and understand my responsibilities as set out in s.236 of *The Election Act, 1996*.
- I understand and agree to fulfill my responsibility to complete a Candidate's Return of Election Expenses using the online filing system, Electoral Management System (ELMS).
- I understand and agree to fulfill my responsibility to submit a Candidate's Return of Election Expenses (accompanied by an auditor's report unless not required in accordance with s. 261) within three months of Election Day.
- I understand that my obligations under *The Election Act, 1996* are not fulfilled until Elections Saskatchewan has completed its review of the Candidate's Return of Election Expenses. I agree to assist with the completion of this review by providing additional information and any missing documentation to Elections Saskatchewan staff within five (5) business days of receiving the request.

Dated at La Ronge, Saskatchewan this 17 day of April, 2023


(Signature of Financial Agent)



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.

Appointment / Consent of the Auditor of a Candidate

E-403
The Elections Act, 1996
 Section 44 and 238
 Revised: 2023

Constituency: Cumberland ▼

PART I: To be completed by the Candidate

I, Chris Candidate (Name of Candidate), having declared my candidacy at the election of a member to represent the said Constituency in the Legislative Assembly of Saskatchewan do hereby appoint:

<u>Audit City LLP</u> (Name of Auditor as it appears on the CPA Saskatchewan Firm List)	<u>2025/12/31</u> (License Expiry Date)
<u>Box 1000</u> (Mailing Address)	<u>La Ronge</u> (City/Town)
<u>(306) 999 9999</u> (Business Phone Number)	<u>SK</u> (Province)
<u>partner@auditcity.com</u> (Email Address)	<u>SOJ 1L0</u> (Postal Code)

to act as my Auditor at the election about to be held.

Given under my hand this 17 day of April, 2023

Chris Candidate
(Signature of Candidate)

PART II: To be completed by the Candidate's Auditor

I, Amy Audit, Audit City LLP (Name of Auditor), do hereby consent to act as auditor of the above-named candidate pursuant to *The Election Act, 1996* (sections 222 and 238). I declare that:

- I, or at least one partner in my firm, is a member in good standing of the Chartered Professional Accountants of Saskatchewan, and that I am, or at least one partner in my firm is, licensed to conduct audits and financial reviews in the province of Saskatchewan.
- I understand my responsibilities as set out in section 238 of *The Election Act, 1996*.
- I understand that the Financial Agent for the candidate is required to complete the candidate's election expenses return using the online filing system, Electoral Management System (ELMS), and I agree to use the ELMS system as required to facilitate the completion of the audit and the filing of the return by the Financial Agent.
- I understand that the audit of the candidate's election expenses return requires other reporting responsibilities and agree to include a report on supplementary matters arising from an audit or review engagement (CSRS 4480) in the Audit Report for the return in accordance with interpretation bulletin ESKIB-2020-01.

Dated at La Ronge, Saskatchewan this 17 day of April, 2023

Amy Audit
(Signature of Auditor)



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.

	Declaration of a Candidate's Political Affiliation	E-517 <small>The Elections Act, 1996 Section 45 Revised: 2020</small>
NOTICE:		
Candidates who are endorsed by a Registered Political Party		
Have the registered political party complete and sign this part of the form in order for your political affiliation to appear on all election related documents, including ballot paper, and submit this form with your Form E-405 Nomination Paper.		
A Registered Political Party who wishes to endorse several candidates on a single document may use, instead of this form, Form E-517C Declaration of a Candidate's Political Affiliation Composite, and file it with the Chief Electoral Officer before 2:00 p.m. on the day fixed for the close of nominations. A copy of Form E-517C must be included with the Candidate's Nomination Papers.		
This is to certify that <u>Chris Candidate</u> being a candidate in the constituency of <u>Cumberland</u> for the election to be held on <u>May 12</u> , <u>2023</u>		
is the candidate endorsed officially to represent the <u>Political Party</u>		
in the Province of Saskatchewan. The candidate's political affiliation shall hereafter appear in all related documents, including ballot paper.		
<u>April 17, 2023</u>		<u>Linda Leader</u>
(Date)		(Signature of Party Leader / Designated Representative)



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.



5. 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.

	E-406 Form TT The Elections Act, 1996 Sections 46 and 48 Revised: 2020
Certificate Respecting Nomination Paper and Deposit	
Constituency of: <input type="text" value="CUMBERLAND"/>	
I acknowledge receipt of a valid nomination paper filed on behalf of <input type="text" value="Chris Candidate"/> <small>(Name of Candidate)</small>	
and nominating him or her as a Candidate at the election now about to be held of a member to represent the above constituency in the Legislative Assembly of Saskatchewan.	
I also acknowledge the receipt of a deposit of \$500.00 made on his or her behalf.	
Dated at <input type="text" value="La Ronge"/> , Saskatchewan this <input type="text" value="18"/> day of <input type="text" value="April"/> , <input type="text" value="2023"/>	
<input type="text" value="Elaine Election, RO Cumberland"/> <small>(Signature of Returning Officer)</small>	