Elections Saskatchewan

A Guide for the Candidate
to *The Election Act, 1996*

May 2015
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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. Under a legal mandate established by the Legislative Assembly of Saskatchewan, Elections Saskatchewan plans, organizes, conducts, and reports on provincial electoral events.

Under The Election Act, 1996 (the Election Act), Elections Saskatchewan administers provincial electoral events and oversees registered political parties’ administration of their electoral finances.

This guide has been prepared to help candidates participate in provincial elections and fulfill their responsibilities under the Election Act. It describes how a candidate may:

- appoint a business manager, an auditor, and candidate’s representatives;
- promote his or her candidacy;
- prepare and file a nomination package;
- withdraw his or her nomination;
- manage campaign income and expenses; and
- vote.

It also describes the reimbursement of election expenses process.

This guide has no legislative authority. For specific statutory responsibilities, please refer to 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 www.elections.sk.ca/candidates-political-parties/forms-and-guides/.

Candidates may want to review the following guides, which are also available on Elections Saskatchewan’s website:

- A Guide for the Business Manager to The Election Act, 1996;
- A Guide for the Auditor of a Candidate; and
2. **Background**

In Saskatchewan, any person who meets the requirements of the Election Act may become a candidate for election to the Legislative Assembly of Saskatchewan.

There are two processes by which a person may be nominated as a potential candidate for election to the Legislative Assembly of Saskatchewan: nomination outside the writ period and in-writ nomination.

### 2.1 Nomination Outside the Writ Period

Between elections (i.e., outside the writ period), if you are interested in becoming a potential candidate, you must complete Form E-401, Appointment/Consent of the Business Manager of a Candidate and Form E-403, Appointment/Consent of the Auditor of a Candidate.

- If you are an independent candidate (i.e., not a member of any registered political party), you must submit both forms to Elections Saskatchewan.
- If you are endorsed by or affiliated with a registered political party, you must submit both forms to your party. Your party leader will complete Form E-516, Notice of Selection of a Candidate by a Registered Political Party and submit all three forms (E-401, E-403, and E-516) to Elections Saskatchewan. Once you are registered as a potential candidate, your party leader must complete Form E-517, Declaration of a Candidate’s Political Affiliation or Form E-517C, Declaration of a Candidate’s Political Affiliation Composite and submit it to Elections Saskatchewan. See *A Guide for the Party Leader to The Election Act, 1996*.

### 2.2 In-Writ Nomination

Once the writ of election is issued, you and every other potential candidate must prepare Form E-405, Nomination Paper (a collection of forms that make up your nomination package) in which you submit information about your business manager and auditor as well as your political affiliation. You must prepare and submit a Form E-405 nomination package even if you were registered as a potential candidate before the writ was issued.

The information you submit in your Form E-405 nomination package becomes the official record and supersedes any information you provided outside the writ period.
3. Who May Be a Candidate?

Once the writ of election is issued, if you wish to register as a potential candidate for a provincial election in Saskatchewan, you must:

1. be eligible to be a candidate (see below);
2. appoint a business manager and an auditor (if you have not already appointed them);
3. prepare Form E-405, Nomination Paper; and
4. submit Form E-405 to the constituency returning officer 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 encourages candidates to submit Form E-405 as soon as possible once the writ is issued. If you wait until nomination day to file it, you may not have time before the close of nominations to rectify any issues the constituency officer might find, and in that case, your nomination package could be rejected.

3.1 Eligibility Criteria for Candidates

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 (see page 4);
- 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 election day (also called 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 election day; or
- disqualified by The Legislative Assembly and Executive Council Act, 2007 or any other act.
Election Officer

In this guide, the term “election officer” includes:

- the Chief Electoral Officer;
- the Assistant Chief Electoral Officer;
- returning officers, including supervisory and deputy returning officers;
- election clerks;
- poll clerks;
- enumerators;
- automation coordinators;
- revising agents; and
- registration officers.
4. Appointing a Business Manager

When you declare your candidacy, you must appoint a business manager to manage and administer your campaign finances.

4.1 What Does a Business Manager Do?

While a business manager may have other responsibilities, he or she is primarily responsible for keeping the financial records for your campaign and ensuring those records are complete and accurate. Your business manager’s financial responsibilities include:

- opening and maintaining the campaign account;
- accepting and recording all contributions received for the campaign;
- authorizing and paying campaign-related expenses;
- keeping proper records of all campaign bills, invoices, vouchers, and receipts; and
- preparing financial statements, reports, and other documents required under the Election Act. The most important of these documents is Form E-412, Candidate's Return of Election Expenses, which must be prepared within three months after election day, audited by your auditor, and submitted to Elections Saskatchewan.

Your business manager is also responsible for:

- requesting a recount if you are tied with one or more of the other candidates for the most number votes, and the returning officer declares a tie vote in the election (you are the only other person who may request the recount);
- working with Elections Saskatchewan throughout the audit and reimbursement of election expenses processes.

Because of his or her financial responsibilities, your business manager should work with your auditor to establish an effective accounting system.

Your business manager’s responsibilities end once the audit and reimbursement of election expenses processes are complete.

4.2 Eligibility Criteria for Business Managers

Your business manager must be eligible to vote under sections 16 and 17 of the Election Act, and may not be an election officer (see page 4) or a candidate. However, a business manager may serve as the business manager of more than one candidate.
4.3 Notifying the Chief Electoral Officer

The Chief Electoral Officer must be notified of your business manager’s appointment within 10 days of the appointment.

- If you appoint your business manager between elections (i.e., outside the writ period), complete Form E-401, Appointment/Consent of the Business Manager of a Candidate and submit it to Elections Saskatchewan (if an independent candidate) or to your party leader (if affiliated with a registered political party). See Chapter 2.
- If the writ of election has been issued when you appoint your business manager, complete Form E-405, Nomination Paper. See chapters 2 and 7.

If your business manager’s appointment ends for any reason, you must immediately appoint another, complete Form E-401 again, and submit it to your party leader or Elections Saskatchewan.
5. Appointing an Auditor

After you appoint a business manager, you must appoint an auditor to help you and your business manager meet your financial reporting responsibilities under the Election Act.

It is important that you, your business manager, and your auditor have a clear understanding of your respective financial reporting responsibilities. Under the Election Act, your auditor is entitled—at reasonable times throughout and immediately after your campaign—to have access to all the financial records, documents, books, accounts, and vouchers associated with your campaign and to ask you and your business manager for the explanations and information he or she considers necessary to conduct an audit of your campaign finances.

5.1 What Does an Auditor Do?

An auditor must apply generally accepted accounting and auditing principles in conducting an examination or in making a report pursuant to the Election Act.

Your auditor’s responsibilities include:

- working with you and your business manager to set up an effective accounting system;
- auditing the election expenses return your business manager will prepare for you when the election campaign is over;
- auditing your campaign financial records, documents, books, accounts, and vouchers;
- preparing the written report that must accompany your election expenses return when your business manager submits it to Elections Saskatchewan.

Your auditor’s report will state whether or not:

- your election expenses return fairly represents the financial transactions in your campaign accounting records;
- your business manager and you gave him or her all requested information and explanations; and
- your business manager kept proper accounting records.

Your auditor’s responsibilities end once his or her report is sent to your business manager, but Elections Saskatchewan may contact him or her after your election expenses return is filed.
5.2 Eligibility Criteria for Auditors

Under the Election Act, the auditor may be an individual or a firm. The auditor or at least one member of the auditor’s firm must be a member in good standing of the Institute of Chartered Professional Accountants of Saskatchewan.

However, the following individuals may not serve as your auditor or participate in the examination or preparation of the auditor’s report:

- an election officer (see page 4);
- a candidate;
- the business manager of a candidate;
- the chief official agent of a registered political party; and/or
- a partner (business, married, or common-law partner), employee, or student of these individuals.
5.3 Notifying the Chief Electoral Officer

The Chief Electoral Officer must be notified of your auditor’s appointment.

- If you appoint your auditor between elections (i.e., outside the writ period), complete Form E-403, Appointment/Consent of the Auditor of a Candidate and submit it to Elections Saskatchewan (if an independent candidate) or to your party leader (if affiliated with a registered political party). See Chapter 2.
- If the writ of election has been issued when you appoint your auditor, complete Form E-405, Nomination Paper. See chapters 2 and 7.

If your auditor’s appointment ends for any reason, you must immediately appoint another, complete Form E-403 again, and submit it to your party leader or Elections Saskatchewan.
6. Promoting Your Candidacy

When you, your party, business manager, and campaign manager develop your campaign strategy and promote your candidacy, you must comply with the Election Act’s standards for advertising and using voters lists.

6.1 Advertising

Under the Election Act, an “advertisement” includes:
- any visual publication, display or representation consisting of images or text;
- any audio publication or representation;
- any handbill, placard, poster, circular letter, or pamphlet;
- any electronic or digital display; and
- any radio or television broadcast.

All advertisements must be authorized.

Your business manager must authorize all your advertisements.

Before an advertisement promoting a particular registered political party or candidate may be distributed, one of the following statements must be clearly displayed in or on the advertisement:
- authorized by the business manager for... (name of the candidate); or
- authorized by the business manager for the candidate (if the name of the candidate will be visible on the advertisement).

If these statements are not included in or on your advertisements, the advertising expense is not reimbursable, and you may be in violation of the Election Act.

It is a violation of the Election Act to destroy election materials or a candidate’s advertising.

No one is allowed to remove, cover up, mutilate, deface, or alter an election proclamation, notice, or other document or another candidate’s advertisement.
There are special rules for advertising on election day.

- No one is allowed to post or display any campaign literature, emblems, ensign, badge, ribbon, label, flag, banner, card, poster, or device that could be interpreted as support for a candidate or political party or group:
  - in any polling place;
  - on a hall, window or door of a polling place or of the building in which a polling place is situated; or
  - in or within fifty feet of a polling place.
- No one is allowed to use a public address system or other loudspeaker device to promote or secure a candidate’s election.
- No one is allowed to organize or participate in a parade or demonstration for the purpose of promoting or securing a candidate’s election.
- No one is allowed to bring a cellular phone or other communications device into any polling place or use or possess a cellular phone or other communications device in any polling place. Any person who does so may be excluded from a polling place.
- Your candidate’s representative may wear a badge inside the polling place if the badge has been approved by the Chief Electoral Officer, identifies your representative’s function, and specifies the party endorsing you or your independent status (if you are an independent candidate).

6.2 Using Voters Lists

Under section 177 of the Election Act, voters lists are not open to public inspection, but the Chief Electoral Officer may enter into an agreement with a registered political party or candidate who wishes to use them for electoral purposes only.

Contact Elections Saskatchewan for more information about using voters lists.
7. Preparing An In-Writ 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; and
- a $100 deposit (in the form of a postal money order or certified cheque).

Form E-405, Nomination Paper is a compilation of the following documents and forms:
- Consent of Candidate;
- Affidavit of Attestation by Witness to Signature of Candidate;
- Voter Acceptance;
- Affidavit of Attestation by Witness to Nominator Signatures;
- Consent of Business Manager;
- Affidavit as to Absence of Candidate from Saskatchewan (if you will be absent from Saskatchewan and unable to submit your nomination package on or before nomination day, your business manager may prepare and submit it for you, but must also complete this affidavit);
- E-406, Certificate Respecting Nomination Paper and Deposit (the constituency returning officer will complete and return this form to you); and
- E-517, Declaration of a Candidate’s Political Affiliation.
7.1 Consent of Candidate

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

C A N D Y D A T E

Given name or names, initial(s), i.e. Jane, John Darcy, Mary J. Etc:

C A N D Y I

Family Surname, i.e. Smith, Doe, etc

D A T E

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

Educator

Occupation, i.e. 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.
7.2 Naming Your Business Manager and Auditor

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.

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

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

---

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

I declare that the name and address of my business manager is: 

Sam Timman  
40 Main Avenue  
Regina, SK S4X 1B1  
Phone #: 306-523-2165  
Email: stheun@gmail.com

I declare that the name and address of my auditor is:  

John Honest  
1610 Parker Street  
Regina, SK S4W 3Z2  
Phone #: 306-352-4567  
Email: jhonest@sasktel.net

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 Controversial Elections Act, namely:

Regina Parkview Campaign Office  
300 Victory Street  
Regina, SK S4N 0Y0

Signed before me on the ______th day of October, 2014.

_________________________  ____________________________
Printed Name of Candidate  Signature of Candidate

_________________________
Signature of Witness
7.3 Affidavit of Attestation by Witness to Signature of Candidate

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.

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**AFFIDAVIT OF ATTESTATION BY WITNESS TO SIGNATURE OF CANDIDATE**

I, ________________, of ________________, in the Province of Saskatchewan, make oath and say (or solemnly affirm) that I know ________________, 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 ________________ of ________________, in the Province of Saskatchewan this ___________ day of ________________, 20__

__________________________

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

__________________________

Commissioner of Oaths or Notary Public
7.4 Voter Acceptance

Print:
- the name of your constituency;
- your first and last names;
- your political affiliation;
- your occupation; and
- your address.

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

Ask your witness(es) to sign the form.

![Voter Acceptance Form](image-url)
7.5 Affidavit of Attestation by Witness to Nominator Signatures

Ask the witness(es) to your voters’ signatures (on page 5 of Form E-405) to complete this affidavit in the presence of a commissioner of oaths or notary public.

If different people witnessed your voters’ signatures, each witness must complete one of these affidavits.

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

![Affidavit of Attestation by Witness to Nominator Signatures]

7.6 Consent of Business Manager

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

![Consent of Business Manager]
7.7 Affidavit As to Absence of Candidate from Saskatchewan

Your business manager is to complete this affidavit only 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.

If your business manager completes this affidavit, he or she must do it in the presence of a commissioner of oaths or notary public, and he or she must:

- Print his or her first and last names; his or her city, town, or village; and your name.
- Describe the reason you are absent.
- Sign the affidavit.
- Ensure the commissioner of oaths or notary public records the location and date and signs the affidavit.

[Image of the Affidavit form]

Sworn (or solemnly affirmed) before me in

The Province of Saskatchewan this Day of ___________ 20__.

Signature of person attesting
7.8 Form E-517, Declaration of a Candidate’s Political Affiliation

Candidate Endorsed by a Registered Political Party

- If your party’s leader or chief official agent has already completed this form or Form E-517C, simply include a copy of the form he or she completed in your nomination package when you submit it to the constituency returning officer.
- If your party’s leader or chief official agent has not already completed this form or Form E-517C, complete Part A. Your party leader or official designate must sign this declaration.

Independent Candidate

- If you are registering as an independent candidate, but do not want the word “Independent” to appear on the election ballot and documents, complete Part B.
- If you are registering as an independent candidate and wish to be identified as such, do not complete this form. The word “Independent” will appear on the election ballot and documents.

### DECLARATION OF A CANDIDATE’S POLITICAL AFFILIATION

**Part A – Candidates who are endorsed by a Registered Political Party**

This certifies that ___________ being a candidate in the constituency of ___________ for the election being held on ___________ is the Candidate endorsed officially to represent the ___________.

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.

**DATE:** October 5, 2015  

__________  

Signature of Party Leader/Designated Representative

**Part B – Candidates who are not endorsed by a Registered Political Party**

If this part of Form E-517 is completed no designation will appear on related election documents, including ballots.

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.

**DATE:** ___________  

__________  

Signature of Candidate
7.9 Submitting Your Nomination Package

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

A $100 deposit must accompany your nomination package. The constituency returning officer cannot accept cash, so prepare a postal money order or certified cheque in Canadian currency payable to the Saskatchewan Minister of Finance. This deposit will be returned to your business manager if your business manager submits your elections expenses return to Elections Saskatchewan by the three-month deadline.

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

Certificate of Receipt

After the constituency returning officer receives your nomination package and deposit and confirms their validity, he or she will complete Form E-406, Certificate Respecting Nomination Paper and Deposit and give 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 it.
8. Withdrawing a Nomination

You may withdraw your nomination any time before the close of polls on election day. If you do, you forfeit your nomination deposit to the Minister of Finance, and any votes cast for you on election day will be declared void.

8.1 Preparing Form E-407, Withdrawal of Candidate

Print:
- the name of your constituency;
- your first and last names;
- the name of the city, town, or village; and
- the date.

Sign the form.

Deliver it to the constituency returning officer—in person, if possible.

8.2 Death of a Candidate

After you are nominated, if you were to die before the close of polls on election day, the constituency returning officer would fix a new nomination day and a new election day and notify the Chief Electoral Officer [section 53 of the Election Act].
9. Managing Campaign Income

You and your business manager are responsible for administering and accounting for campaign finances.

9.1 What Are Political Contributions?

Much of your campaign income will come from political contributions—donations of money and donations in kind.

Donations of money include:
- gifts of money, including unsolicited money from drop-ins, mail-ins, and other sources;
- loans;
- advances;
- deposits;
- monetary equivalents issued by the contributor (e.g., a cheque); and
- transfers of money between a party and its constituency associations or candidates when used to finance campaign expenses.

Donations in kind include:
- the commercial value of services provided by a contributor;
- the services of a contributor’s employee (paid for by the contributor);
- the commercial value of goods provided by a contributor; and
- discounts on goods or services provided by any person.

Volunteer Labour

When a person donates time or services to your campaign and receives no form of compensation, the donation is volunteer labour. Volunteer labour is not considered a political contribution and may not be included as an election cost.

Examples
The donor takes a day of vacation to work in your campaign office. (volunteer labour)
The donor pays an employee to canvass voters the day before the election. (donation in kind)
Transfers Between a Party and Constituency Associations or Candidates

Transferring money between a party and its constituency associations or candidates is a common and acceptable method of financing political activities.

During an election campaign, transfers of money to finance a candidate’s campaign must be recorded as a contribution to the candidate.

Income from Meetings and Fundraising Events

The income from meetings and fundraising events held by or on behalf of a candidate must be recorded as contributions; this includes:
- income from any tickets sold for dinners, rallies, public meetings, conferences, and conventions;
- contributions collected at the meeting or event; and
- all proceeds from the sale of pins, buttons, flags, hats, and other items.

The expenses incurred for the meeting or fundraising event must be deducted from the gross income with the resulting net proceeds reported as the contribution to the candidate.

9.2 Accepting Political Contributions

Only your business manager may accept contributions.

Contributions Through an Agent

Your business manager may accept contributions made through an agent as long as the agent discloses the name of the original contributor.

Anonymous Contributions

If a contributor’s identity cannot be determined, the contribution is considered anonymous. Your business manager may not accept an anonymous contribution of more than $250; he or she must report and forward it to Elections Saskatchewan. The contribution will then be forfeited to the Minister of Finance.

Contributions from Non-Canadians

Your business manager may not accept a contribution from a non-Canadian no matter what the non-Canadian’s place of residence. (He or she may accept contributions from Canadian citizens living outside of Canada. See Classification of Contributors on page 25.)
9.3 Recording Political Contributions

Under the Election Act, your business manager must record all contributions. In addition, in your election expenses return, the business manager must disclose the names of all contributors whose aggregate contributions to your campaign total more than $250.

Elections Saskatchewan recommends business managers record the following information for every contribution received:

- name of the contributor;
- class of contributor (see Classification of Contributors on page 25);
- date received; and
- amount contributed (the dollar value of the money received, the commercial value of the goods or discount provided, and the salary or wages the contributor paid for any services provided).

Contributions from the following contributors must be recorded on specific statements:

- trust funds (see page 26);
- constituency associations (see page 26);
- registered political parties (see page 26); and
- corporations, when the corporation acts as an agent (see page 27).

The following forms are not mandatory, but they may be used to assist with recordkeeping:

- Record of Contributions Fundraising - to record contributions collected at fundraising events (see page 31);
- Record of Contributions Meeting - to record contributions collected at meetings (see page 32);
- Record of Contributions General - to record all other contributions (see page 33).
### Classification of Contributors

The following table describes how the Election Act classifies contributors.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>A person who normally resides in Saskatchewan. This includes:</td>
</tr>
<tr>
<td></td>
<td>- a person serving in the armed forces, diplomatic corps, or similar employment outside Saskatchewan;</td>
</tr>
<tr>
<td></td>
<td>- a person attending full-time study outside the province;</td>
</tr>
<tr>
<td></td>
<td>- a deceased person’s estate.</td>
</tr>
<tr>
<td>Corporation</td>
<td>A business entity that meets any of the following criteria:</td>
</tr>
<tr>
<td></td>
<td>- a corporation that is incorporated under <em>The Business Corporations Act (Saskatchewan)</em> (the Business Corporations Act) and maintains</td>
</tr>
<tr>
<td></td>
<td>its registered office in Saskatchewan;</td>
</tr>
<tr>
<td></td>
<td>- a corporation that regularly executes contracts in the province through its officers, employees, or agents;</td>
</tr>
<tr>
<td></td>
<td>- a corporation that conducts business in and outside the province and is registered under section 262 of the Business Corporations Act;</td>
</tr>
<tr>
<td></td>
<td>- a corporation that is taxable in Saskatchewan under <em>The Corporations Capital Tax Act (Saskatchewan).</em></td>
</tr>
<tr>
<td>Trade Union</td>
<td>A trade union under the <em>Trade Unions Act</em>; a formal body, temporary or permanent, formed to regulate relations between</td>
</tr>
<tr>
<td></td>
<td>workers and management.</td>
</tr>
<tr>
<td>Unincorporated organization</td>
<td>A business or not-for-profit organization that does not possess a legal identity separate from its owner(s).</td>
</tr>
<tr>
<td>or association</td>
<td></td>
</tr>
<tr>
<td>Other person or group of</td>
<td>Any contributor who is not an individual, corporation, trade union, or unincorporated organization or association.</td>
</tr>
<tr>
<td>persons</td>
<td></td>
</tr>
</tbody>
</table>
Monetary Contributions

All monetary contributions must be recorded as they are received and deposited into the candidate’s bank, trust company, or credit union account. If a contribution is received in a currency other than Canadian dollars, the contribution must be recorded in the Canadian equivalent based on your party’s policy on exchange rates.

Your business manager must prepare and sign a Statement of Contribution Corporation, Trust Fund or Constituency Association for every contribution from:

- trust funds;
- constituency associations; and
- corporations, if the corporation is acting as an agent.

The statement must identify the total amount of the contribution and the name of the person who authorized the contribution. For contributions from trust funds, constituency associations, and corporations acting as agents, the statement must identify the name of each person who contributed more than $250 to the funds contributed and the amount each contributed.

![Statement of Contribution Corporation, Trust Fund or Constituency Association](image-url)
For every contribution from a federally registered political party, your business manager must prepare and sign a Statement of Contribution Registered Party. The statement must identify the name of each person who contributed more than $250 to the funds contributed and the amount each contributed.

![Statement of Contribution Registered Party](image_url)
Donations in Kind

All donations in kind (excluding volunteer labour) must be recorded at their commercial value. Commercial value considerations can apply to goods and services donated in their entirety or provided to a candidate’s campaign at less than their commercial value. Commercial value is the lowest amount that commercial suppliers of the goods or services would charge for them at the time they are donated. (The commercial value of a donation in kind is an election expense as well as a contribution; it must be reported in your election expenses return as a contribution and an expense.)

The commercial value of goods and services valued at more than $25 must be established by independent means, e.g., by a commercial supplier in a written estimate.

<table>
<thead>
<tr>
<th>When</th>
<th>Your Business Manager Must Obtain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods or services are donated by a contributor who is a commercial supplier of them</td>
<td>a vendor or supplier statement from the contributor. The statement must identify the vendor or supplier, state the date of donation, describe the goods or services provided, and confirm the lowest amount the vendor or supplier would charge for the goods or services on that date.</td>
</tr>
<tr>
<td>Services are donated by a contributor who is not a commercial supplier of them</td>
<td>a signed and dated service agreement; a signed and dated donor’s statement (see page 29); and a commercial supplier’s written statement or estimate of the commercial value of the services. The service agreement or donor’s statement must describe the services contributed, state the date(s) they were contributed, and specify the amount paid.</td>
</tr>
<tr>
<td>Goods are donated by a contributor who is not a commercial supplier of them</td>
<td>a signed and dated donor’s statement; and a commercial supplier’s written statement or estimate of the commercial value of the goods. The donor’s statement must describe the goods contributed, state the date(s) they were contributed, and specify the amount paid.</td>
</tr>
<tr>
<td>A trade union or business (incorporated or unincorporated) pays an individual directly to perform a service for a party</td>
<td>a written statement from the trade union or business (see page 30); and the cancelled cheque or pay stub that displays the name of the payee (volunteer) and the payer.</td>
</tr>
<tr>
<td>A trade union pays a person through an employer to perform a service for a party</td>
<td>a written statement from the trade union; verification of an authorized leave of absence from the person’s employer (see page 30); and a cancelled cheque or dated receipt from the donor to the employer.</td>
</tr>
</tbody>
</table>
Donor’s Statement

Note: A verification in the form of a receipt or cancelled cheque or a statement from an independent commercial source must be included in conjunction with this statement.

Contributor: Donna Donor
Name of Donor
Address: 654 Elm Street
Regina, SK
S4W 1T3
Postal Code

This is to confirm that the total “commercial value” of all goods or services that I donated or provided for use in the election campaign of Candy Date, in the constituency of Regina Parkview, at the election about to be held of a member to serve the said constituency in the Legislative Assembly of Saskatchewan, is as indicated below:

<table>
<thead>
<tr>
<th>Description of Good(s) or Service(s)</th>
<th>True Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Signs</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Hall Rental</td>
<td>$50.00</td>
</tr>
<tr>
<td>Meals for Workers</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

Total $3,450.00

Donna Donor
Signature of Donor

Date: April 26, 2015

Sam Theman
Signature of Business Manager
A written statement from a trade union or business must:

- be on official letterhead and dated;
- identify the name of the person paid and the amount paid; and
- be signed by the donor or the donor’s representative.

A verification of authorized leave of absence must:

- be on company letterhead;
- specify the dates of the leave; and
- be signed by the company or a company representative.
Fundraising Event Contributions

A Record of Contributions Fundraising may be used to record contributions collected at a fundraising event and to determine if the event was profitable.

The expenses incurred for the fundraising event must be deducted from the gross income with the resulting net proceeds reported as the contribution to the campaign.

<table>
<thead>
<tr>
<th>Source</th>
<th>Public Meeting with BBQ &amp; Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Held at</td>
<td>Wascana Park</td>
</tr>
<tr>
<td>Date</td>
<td>August 10, 2014</td>
</tr>
</tbody>
</table>

(A) Income

<table>
<thead>
<tr>
<th>Admission Charge (Ticket or Money Paid Per Person)</th>
<th>Note: If admission charge per person is not consistent, provide complete calculation of all ticket sales or money paid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of tickets sold</td>
<td>$10.00 per ticket</td>
</tr>
</tbody>
</table>

(B) Expenses

<table>
<thead>
<tr>
<th>Cost of Goods Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food $300.00</td>
</tr>
<tr>
<td>Beverages</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food trucks</td>
</tr>
<tr>
<td>Other (provide details)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Contribution (Surplus/Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) minus (B) $400.00</td>
</tr>
</tbody>
</table>

2. Collections Made at Function

(A) Contributions in excess of $25.00

<table>
<thead>
<tr>
<th>Name of Donor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>$100.00</td>
</tr>
<tr>
<td>Bob Peterson</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Total Amount of all Category (A) Contributions $330.00

(B) Contributions of $25.00 or Less

<table>
<thead>
<tr>
<th>Name of Donor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Jones</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Total Amount of all Category (B) Contributions $45.00

Total Contributions (Sum of Categories (A) and (B)) $375.00

(c) Miscellaneous

<table>
<thead>
<tr>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Sale of pins, buttons, flags, banners, tests, banners, literature and other materials)</td>
</tr>
</tbody>
</table>

(A) Income

<table>
<thead>
<tr>
<th>Goods Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of items sold</td>
</tr>
</tbody>
</table>

(B) Expenses

<table>
<thead>
<tr>
<th>Cost of Goods Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit price per item $2.50 X the number of units sold</td>
</tr>
</tbody>
</table>

Total Contribution (A) minus (B) $25.00

Total Contributions (Sum of Categories (A) and (B)) $300.00
Meeting Contributions

A Record of Contributions Meeting may be used to record the name of each contributor at a meeting and the amount contributed.

<table>
<thead>
<tr>
<th>Record of Contributions Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Source</td>
</tr>
<tr>
<td>Description of Meeting: <em>Official opening of campaign office</em></td>
</tr>
<tr>
<td>Held at: 214 Main Street, Regina, SK</td>
</tr>
<tr>
<td>Date: October 15, 2015</td>
</tr>
</tbody>
</table>

2. Collections Made at Meeting
(A) Contributions in excess of $25.00

<table>
<thead>
<tr>
<th>Name of Contributor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff White</td>
<td>$75.00</td>
</tr>
<tr>
<td>Jan White</td>
<td>$75.00</td>
</tr>
<tr>
<td>Gus Brown</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Total Amount of all Category A Contributions: $250.00

(B) Contributions of $25.00 or Less

Note: Report the total value of contributions received during the meeting from any person who contributed $25.00 or less that were not used toward the making of the contribution.

Total Amount of all Category B Contributions: $200.00

3. Miscellaneous
(Non-refundable donations, raffle prizes, tickets, banners, literature and other materials)
(A) Income
Goods Sold: Number of items sold: ______ at ______ per item: ______
Total (A): ______

(B) Expenses
Cost of Goods Sold: Unit price per item sold: ______ X the number of units sold: ______
Total (B): ______

Total Contribution: (A) minus (B) $300.00

Total Contributions (Sum of Categories A and B): $300.00
All Other Contributions

A Record of Contributions General may be used to record contributions that have not been recorded elsewhere.

### Record of Contributions General

<table>
<thead>
<tr>
<th>Name of Contributor</th>
<th>Amount</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Johnson</td>
<td>$45.00</td>
<td>July 12</td>
</tr>
<tr>
<td>Dorothy Kumar</td>
<td>$50.00</td>
<td>July 18</td>
</tr>
<tr>
<td>Kerry Clark</td>
<td>$75.00</td>
<td>July 19</td>
</tr>
<tr>
<td>Tim Baker</td>
<td>$100.00</td>
<td>July 10</td>
</tr>
<tr>
<td>Laura Becker</td>
<td>$50.00</td>
<td>July 20</td>
</tr>
<tr>
<td>Jane Dyer</td>
<td>$150.00</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Pat Kline</td>
<td>$25.00</td>
<td>Aug 3</td>
</tr>
</tbody>
</table>

> $25.00 = 6
≤ $25.00 = 1

**TOTAL** = $465.00

9.4 Issuing Income Tax Receipts

Only the registered political party’s chief official agent may issue income tax receipts for contributions to your campaign.

For information about issuing income tax receipts for contributions, see *A Guide for the Chief Official Agent to the Political Contributions Tax Credit Act, 2001* and *The Political Contributions Tax Credit Act, 2001*. 
10. Managing Campaign Expenses

Under the Election Act, the expenses you incur as a candidate during an election campaign are classed as personal, campaign, or election expenses. You may be eligible for reimbursement of a portion of your election expenses. See Chapter 13.

10.1 Campaign Expenses

Campaign expenses are expenses you and others incur during the campaign period for campaign-related travel within the constituency, meals, and accommodations.

Campaign expenses must be reported in your election expenses return, but may be excluded from the calculation of election expenses— if including them means you will exceed election expense limitations.

For all campaign expenses, proof of purchase (bills, invoices, etc.) and proof of payment (receipts, cancelled cheques, etc.) must accompany your election expenses return when it is submitted to the constituency returning officer.

10.2 Personal Expenses

Personal expenses are any expenses—other than campaign expenses—that you incur during the campaign period.

Examples (not an exhaustive list) of personal expenses:
- any costs incurred for travel, meals, and accommodation outside the constituency;
- family, elder, and/or spousal care costs; and
- any disability-related costs (e.g., Paratransit or specially equipped taxis) incurred outside the campaign period.

You must record personal expenses and report them to your business manager within 90 days after election day. Your business manager must report these expenses in your elections expenses return, but may not include them in the calculation of election expenses.

For all personal expenses, the following documentation must accompany your election expenses return when it is submitted to the constituency returning officer:
- proof of purchase (bills, invoices, etc.);
- proof of payment (receipts, cancelled cheques, etc.); and
- a detailed statement of particulars, which you have certified true and correct.
10.3 Election Expenses

The Election Act defines “election expenses” as “the cost of goods and services used during an election for the purpose of promoting or opposing, directly or indirectly, a registered political party or the election of a candidate, regardless of whether those costs are incurred before, during or after the election....” It defines “during an election” as “the period commencing the day a writ is issued for an election and ending on polling day for the election.”

What Are Election Expenses?

Election expenses include all money spent or liabilities incurred to promote or oppose a particular party or candidate and the commercial value of all goods and services—except volunteer labour—donated in their entirety or provided to a candidate at less than their commercial value (i.e., at a discount).

Election expenses can be incurred before, during, or after an election period (campaign period) for goods or services used during that period. For example, money spent before an election period on goods and/or services used during the election period is an election expense, and whether they are paid for before, during, or after the election period, the value of goods or services used during an election period is an election expense.

Examples (not an exhaustive list) of election expenses:

- advertising and publicity, including production costs and ad placement;
- promotional material, including pamphlets, posters, and signs;
- postage or distribution costs of election materials;
- salaries, wages, or fees paid to campaign officials, including remittances for Canada Pension Plan and Employment Insurance;
- any costs incurred by campaign officials, including you, for campaign-related travel, meals, and accommodation within the constituency;
- rental of office and meeting spaces, including utilities, office equipment, and supplies;
- lumber and other structural support materials;
- interest accrued on loans or lines of credit taken to acquire goods and services used during the election period;
- all costs related to surveys and research conducted during an election; and
- your campaign expenses (though these may be excluded from the calculation of election expenses if including them means you will exceed election expense limits; see page 36).
Election Expense Limits

Candidates are limited to an amount they may spend during an election campaign.

For northern constituencies (Athabasca and Cumberland), the limit is whichever of these is greater:

- the base amount established in the Election Act for northern constituencies, adjusted annually for inflation according to the Consumer Price Index; or
- the number of voters on the constituency voters list multiplied by an annually adjusted amount.

For southern constituencies (all constituencies except Athabasca and Cumberland), the limit is whichever of these is greater:

- the base amount established in the Election Act for southern constituencies, adjusted annually for inflation according to the Consumer Price Index; or
- the number of voters on the constituency voters list multiplied by an annually adjusted amount.


Transfers Between a Party and Constituency Associations or Candidates

When transferred money is used to finance election expenses, the election expenses are attributable to the candidate. Your business manager must record a contribution and an expense in your election expenses return, and the party must record the transfer in the fiscal period return in which it was transferred.

Donations in Kind

The commercial values of goods and services donated to the election campaign are election expenses as well as contributions. See Donations in Kind on pages 28, 29, and 30.

Volunteer Labour

Volunteer labour may not be claimed as an election expense. See Volunteer Labour on page 22.
Expenses for Public Meetings and Rallies

Expenses incurred for public meetings and rallies held for election purposes may be claimed as election expenses as long as no tickets or fees are sold or collected for admission to or participation in the meeting or rally and the primary purpose of the meeting or rally is not fundraising.

Donations may be collected at the meeting or rally.

Expenses for Fundraising Events

Expenses incurred for raising funds may not be claimed as election expenses. They must be deducted from the gross income with the resulting net proceeds reported as the contribution to your campaign. See Income from Meetings and Fundraising Events on page 23.

10.4 Billing and Payment of Election Expenses

Creditors must submit their bill, invoice, charge, or claim to you or your business manager within 60 days after the day fixed for the return to the writ.

If a creditor dies in the 60-day period, the creditor’s legal representative has two months from the day of appointment as the legal representative to submit the bill, invoice, charge, or claim for payment.

If billing is delayed beyond the 60-day and two-month periods set out above, the account is barred and must not be paid.

Your business manager must pay all bills, invoices, charges, and claims (unless they are barred) within 90 days after election day. Any bill, invoice, charge, and claim not paid within that 90-day period is a disputed claim and must not be paid until Elections Saskatchewan or a Court of Queen’s Bench judge orders payment. You, your business manager, or the creditor, may apply for an order to pay.
Delegation of Authority to Pay

Your business manager is allowed to delegate payment of petty expenses (for small items such as stationery, coffee, toiletries, and courier charges) up to a certain amount by preparing and signing a Business Manager’s Authorization.

This document authorizes a person(s) to incur and pay for expenses up to a maximum amount on behalf of your campaign. Your business manager sets the maximum amount.

Each person authorized to make payments must submit an itemized expense claim or an itemized travel claim to your business manager.
Joint Agreements

Candidates from the same party may enter into a written agreement or arrangement with each other and their party for the purpose of jointly incurring and paying for the candidates’ election expenses.

---

Joint Agreement

We, the undersigned, being candidates or a registered political party in

Regina Parkview, Regina Southland

Name of Constituencies

constituencies at the elections about to be held of members to represent the said constituencies in the Legislative Assembly of Saskatchewan, do hereby enter into an agreement among ourselves to share jointly in certain election expenses to promote our respective candidacies pursuant to section 260 of The Election Act, 1996.

We agree to incur jointly in equal proportions the election expenses for

SaskTel charges, office rental

Description of Disbursements

and any related joint expenses,

We further agree that Sam Theman, business manager or chief official agent

Name

for Candy Date in the constituency of

Name of Candidate or Registered Political Party

Regina Parkview shall act as administrator respecting the

Name of Constituency

transactions pursuant to this agreement. It is also understood that all participants will comply with the agreed upon method of

Direct (Direct – to Supplier) or Indirect (through Administrator to Supplier)

covered by this agreement for the purpose of this election.

Dated at Regina in the Province of Saskatchewan this 20th day of October, 2015

(All Participants Sign on Reverse)

---

Signature of Candidate

Sam Theman

Signature of Candidate

Candy Date

Signature of Candidate

Yvonne Hudson

Signature of Candidate

Signature of Candidate

Signature of Candidate

Signature of Candidate

Signature of Candidate

Signature of Candidate
Joint agreements must:

- indicate who will administer the agreement (the only role the chief official agent of the party may have is administrator of the agreement);
- specify the proportion of expenses each candidate will pay;
- specify whether the candidate’s portion of election expenses will be paid to the supplier or the administrator; and
- be signed by the administrator and all participating candidates.

The administrator of the agreement keeps the original agreement and gives a copy of it to the business managers of the candidates participating in the agreement.

<table>
<thead>
<tr>
<th>If A business manager pays the candidate’s portion of election expenses directly to the supplier or vendor</th>
<th>The Business Manager Must Obtain or Keep</th>
</tr>
</thead>
<tbody>
<tr>
<td>a copy of the agreement;</td>
<td>original bills and invoices; and</td>
</tr>
<tr>
<td>original receipts and cancelled cheques proving payment to the supplier or vendor.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If The business manager pays the candidate’s portion of election expenses to the administrator of the agreement</th>
<th>The Business Manager Must Obtain or Keep</th>
</tr>
</thead>
<tbody>
<tr>
<td>a copy of the agreement;</td>
<td>copies of the bills and invoices; and</td>
</tr>
<tr>
<td>copies of the receipts or cancelled cheques proving payment to the supplier or vendor; and</td>
<td>the original receipts and cancelled cheques proving payment to the administrator.</td>
</tr>
<tr>
<td>the original receipts and cancelled cheques proving payment to the administrator.</td>
<td></td>
</tr>
</tbody>
</table>

The administrator of the agreement must submit the original joint agreement and any original bills, invoices, receipts, and cancelled cheques kept as part of the agreement to Elections Saskatchewan when he or she submits the party’s election expenses return (if he or she is the party’s chief official agent) or the candidate’s election expenses return (if he or she is a candidate’s business manager).
11. Appointing Candidate’s Representatives

Under the Election Act, you may appoint candidate’s representatives to uphold your rights and privileges at the polls on election day. In general, no more than two of your representatives may be present at any one polling place.

Remember: there are advertising restrictions on election day (see page 11) and any badge your representatives wear must:

- be approved by the Chief Electoral Officer if not supplied by Election Saskatchewan;
- identify your representative’s function; and
- specify the party endorsing you or your independent status (if you are an independent candidate).

11.1 What Does a Candidate’s Representative Do?

The responsibilities of a candidate’s representative include:

- acting as an official observer by being present on election day during the standard voting process and for the counting of ballots at the end of the day;
- observing special voting processes, e.g., mobile polls, curbside voting, and homebound voting;
- attending the final count with or on behalf of the candidate; and
- other duties as allowed or required by the Election Act.

Before people may serve as a candidate’s representative, they must swear an oath of secrecy or make a declaration of secrecy. A returning officer at the polling place where they will serve or at a central polling place will ask them to swear the oath or make the declaration. They will receive and must carry written authorization of their appointment. Elections Saskatchewan officials may ask them to produce this authorization at any time.

If a candidate’s representative takes an oath at a polling place that is later combined into a central polling place, the oath covers all the polls at the central location.
11.2 Eligibility Criteria for a Candidate’s Representatives

A candidate’s representatives must be Saskatchewan residents and 14 years of age or older.

The following people are not eligible to be a candidate’s representative:
- anyone who has been convicted for engaging in corrupt practices under the Election Act; and
- an election officer (see page 4).

11.3 Preparing Form E-417, Appointment of Candidate’s Representative

Print:
- the name of your constituency;
- the date of the election;
- the name of the party endorsing you (if applicable);
- the first and last names of your representative; and
- the address of the polling place where your representative will be present.

Record the date and sign the form.

A returning officer will complete this portion of the form when he or she swears in your representative.
12. Voting

In a general election, you, your spouse, and any dependents living with you (if they are eligible to vote) may choose to be registered on the voters list in the polling division where you live or in any polling division in the constituency in which you are a candidate. The constituency returning officer or Elections Saskatchewan will provide you with the forms you require to document your choice.

Remember: no one may vote more than once or in more than one place.
13. Reimbursement of Election Expenses

Under the Election Act, candidates may be eligible for reimbursement of a portion of their election expenses.

If you qualify for a reimbursement, the maximum amount that will be reimbursed is the lesser of these:

- 60 percent of your eligible election expenses, excluding all disputed or unpaid expenses; or
- the maximum allowed under the Election Act.

However, circumstances affect the amount of the reimbursement (if any) and who receives it. See pages 47 and 48.

13.1 When Is a Candidate Eligible for Reimbursement?

To be eligible for reimbursement for a portion of your election expenses:

- you must receive 15 percent or more of all valid votes cast in the constituency;
- your business manager must prepare your election expenses return (page 2 of the return indicates must indicate who is to receive any reimbursement you qualify to receive);
- your auditor must audit your return and prepare the auditor’s report;
- Elections Saskatchewan must receive your return on or before the three-month deadline; and
- your return must be complete, accurate, and accompanied by the auditor’s report and documents or records substantiating all expenses.
13.2 What Election Expenses Are Not Eligible?

All election expenses (see page 35) except the following are eligible for reimbursement:

- a transfer of money between a party, its constituency associations, or a candidate if the party or a constituency association or another candidate is claiming the transfer as an election expense;
- the cost of nominating a candidate;
- a candidate’s nomination deposit;
- any amount claimed in a previous election expenses return;
- any amount spent on conventions and leadership campaigns;
- any donation in kind that has a commercial value of $200 or less;
- any amount spent on alcohol;
- any amount incurred or paid as an expense for a fundraising function;
- the cost or commercial value of free broadcast time if the time is available to all candidates;
- any amount not supported by a supplier document stating the expense details and a receipt or cancelled cheque as proof of payment;
- any amount for barred accounts;
- any amount claimed for the use of a privately owned vehicle (amounts claimed for oil, gas, additional insurance, or for distances travelled may be reimbursed; signed invoices or vouchers with the details of the distance travelled, locations, and dates must be submitted with your election expenses return); and
- all expenses related to election recounts or additions.
13.3 The Reimbursement Process

1. When your audited election expenses return is submitted, Elections Saskatchewan will conduct a preliminary review and calculate the reimbursement. (Unpaid expenses—disputed and undisputed claims—are not included when the reimbursement is calculated. When those expenses are paid and proof of payment is submitted, Elections Saskatchewan may authorize a supplementary reimbursement.)

2. If you qualify for a reimbursement, Elections Saskatchewan will issue a certificate authorizing the Minister of Finance to make an interim payment, usually to your business manager, for 75 percent of the estimated allowable reimbursement.

3. Within 90 days of receiving your election expenses return, Elections Saskatchewan will complete a detailed examination of it.

4. If you qualify for the remaining 25 percent of the reimbursable election expenses, Elections Saskatchewan will issue a certificate to the Minister of Finance authorizing final payment. However, if the interim payment to you exceeded the reimbursement you qualify to receive, your business manager must reimburse the Minister of Finance for the overpayment.
### 13.4 How Circumstances Affect Reimbursement

**For Candidates Endorsed by a Registered Political Party**

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The value of all contributions received exceeds election expenses</td>
<td>The Minister of Finance will pay any reimbursement to the party’s chief official agent or to your business manager (as you direct in your election expenses return).</td>
</tr>
</tbody>
</table>
| The value of all contributions received does not exceed election expenses, but the contributions plus the calculated reimbursement exceed election expenses | The Minister of Finance will pay:  
  - an amount equal to the value of the contributions and the reimbursement less your actual election expenses to the party’s chief official agent or your business manager (as you direct in your election expenses return); and  
  - an amount equal to your election expenses less the value of contributions to your business manager. |
| The value of all contributions and the Minister of Finance’s reimbursement exceed election expenses | Your business manager must pay the excess amount to the party’s chief official agent or the constituency association (as you direct in your election expenses return). |
| You die or withdraw from an election, but before your death or withdrawal, the value of all contributions exceeds election expenses | No reimbursement will be paid. Your business manager must pay the excess amount to the party’s chief official agent. |
| | If you die or withdraw before appointing a business manager, your estate must pay the excess amount to the party’s chief official agent. |
For Independent Candidates

<table>
<thead>
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<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The value of all contributions received exceeds election expenses</td>
<td>No reimbursement will be paid.</td>
</tr>
<tr>
<td>The value of all contributions received does not exceed election</td>
<td>The Minister of Finance will pay an amount equal to your election</td>
</tr>
<tr>
<td>expenses, but the contributions plus the calculated reimbursement</td>
<td>expenses less the value of the contributions to your business manager.</td>
</tr>
<tr>
<td>exceed election expenses</td>
<td></td>
</tr>
<tr>
<td>The value of all contributions and the Minister of Finance’s</td>
<td>Your business manager must pay the excess amount to the Minister of</td>
</tr>
<tr>
<td>reimbursement exceed election expenses</td>
<td>Finance.</td>
</tr>
<tr>
<td>You die or withdraw from the election, but before your death or</td>
<td>No reimbursement will be paid. Your business manager must pay the</td>
</tr>
<tr>
<td>withdrawal, the value of all contributions exceeds election</td>
<td>excess amount to the Minister of Finance.</td>
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<tr>
<td>expenses</td>
<td>If you die or withdraw before appointing a business manager, your</td>
</tr>
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<td></td>
<td>estate must pay the excess amount to the Minister of Finance.</td>
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