

Village of St. Louis – Election Memo

To: All Candidates

From: Robin Boyer, Returning Officer

Subject: 2025 Municipal By-Election

Date: April 14, 2025

Introduction

The purpose of this memo is to provide you with a guideline as to the key dates and procedures you must take between now and By-Election Day, as well as some of your duties and responsibilities as a Candidate.

Candidate's Qualifications

- At least 18 years of age on Election Day
- Canadian citizen on Election Day
- Resident of Saskatchewan for at least 6 months on Election Day
- Resident of the Village for at least 3 months on Election Day

Elector's Qualifications

- At least 18 years of age on Election Day
- Canadian citizen on Election Day
- Resident of Saskatchewan for at least 6 months on Election Day
- And, either one of the following:
 - Is a resident of the Village for at least 3 months on Election Day
 - Is the owner of assessable land within the Village for at least 3 months on Election Day

Nomination Papers

Nominations may be filed during working days from 9:00 AM – 4:30 PM, beginning Thursday, April 24, 2025 until Tuesday, May 13, 2025 and on Wednesday, May 14, 2025 between the hours of 9:00 AM and 4:00 PM.

The nomination form has a front and back portion and candidates must ensure that the following has been entered:

- The candidate's name and civic street address (not mailing address) must appear on the front of the nomination form together with the office they are running for (Mayor or Councillor)
- Five (5) eligible electors who meet the qualifications noted above must sign the front of the form complete with civic street address or legal land description (not mailing address)
- The back of the form must show the name of the candidate, as it will appear on the ballot, as well as the office that they are running for

- The back of the form must be dated and signed by the candidate in the presence of two (2) witnesses
- The witnesses do not have to be electors or residents of the community – they must be of legal age (18 or older)

The candidate must also complete a Public Disclosure Statement as provided with the nomination form package. This statement must be completed in full and submitted with a completed Nomination Form.

Nomination Withdrawals

A candidate may withdraw his nomination by filing a written notice with the returning officer or the nomination officer any time after they have filed their nomination until 4:00 PM, Thursday May 15, 2025.

Advance Poll

An advance poll will be held at the St. Louis Community Hall on June 11, 2025 between the hours of 6:00 PM and 9:00 PM.

By-Election Day

By-Election Day is Wednesday, June 18, 2025 with the polls open from 9:00 AM until 8:00 PM. Voting will take place at the St. Louis Community Hall.

Candidate / Agents

All candidates and their agents may arrive or depart from the advance poll or the Election Day poll at any time from opening until closing of the polls. Any candidate and no more than two (2) of their agents may be present at any one time.

All candidates and their agents must register with the Deputy Returning Officer and sign a form when attending at the polls. Seating will be assigned at the polling place, from which to observe the vote.

Candidates or agents shall not:

- Question electors or attempt to influence their voting decision in any way
- Make their objection directly to the elector, if they object to that elector voting – the objection must be made to the Deputy Returning Officer, after the ballot has been presented to the elector
- Attempt to determine how an elector has voted or will vote, or communicate to anyone how an elector has voted or will vote
- Canvass or solicit votes in, or within 100 metres of the polling place

At the counting of the ballots, only the candidate or one (1) agent may be present and they must be in the polling place prior to 8 PM.

Post Election Procedures

- Ballots will be counted and those elected will be determined on June 18, 2025.
- Official results will be announced on June 19, 2025 at 10:00 AM

- The first Council meeting following the by-election will be held on Wednesday July 9, 2025 at the St. Louis Office at 4:30 PM.
- All elected candidates will be required to sign an oath and another public disclosure statement prior to assuming their duties

Advertising

Please ensure that each advertisement states who authorized the ad. If posters are being put up, please contact the Village Office to determine where they may be placed. Keep all campaign materials at least 100 metres from the St. Louis Community Hall (the polling place)

Persons Entitled to be in Polling Area

- Election officials
- Each candidate
- Not more than two authorized agents of a candidate
- Any person acting as an escort of a voter who is blind or otherwise incapacitated
- Elector waiting to cast his ballot

Further Information

If you require further information, please contact the Village Office at 422 – 8471.

FORM I (FRONT)

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

Nomination

We the undersigned, being voters of the:

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

nominate _____ , _____
 (Name)

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

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

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

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

* require at least

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

FORM I (BACK)
[Clauses 67(3)(a)(b)(c)(d)(g) & (h) of the Act]
[Subsection 37(1) of the Regulations]

Candidate's Acceptance

I, _____,
(Name as it will appear on the ballot)

a(n) _____,
(Occupation)*

a candidate nominated for the office of: (complete as applicable)

Mayor/Reeve: _____ of _____
(Municipality)

Councillor: _____ of _____
(Municipality)

Ward/Division No. _____ (If applicable)

declare that:

- ☐ 1 I am the full age of 18 years or will attain the full age of 18 years on or before election day;
- ☐ 2 I am a Canadian citizen;
- ☐ 3 If elected, I will accept the office for which I was nominated; and
- ☐ 4 I am not disqualified by *The Local Government Election Act, 2015* or any other Act from holding the office for which I am a candidate;

For municipalities – excluding rural municipalities and resort villages

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

Candidate's preferred contact information

(Candidates must provide at least one of the following)

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Other Contact Information: _____

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

(Signature of Candidate)

(Witness)

(Witness)

**VILLAGE OF ST. LOUIS
PUBLIC DISCLOSURE STATEMENT
Form 1**

Name: _____

Address: _____

Disclosure of Employer, etc.:

Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act*, I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

Disclosure of Corporate Interests:

Pursuant to subclause 142(2)(a)(ii) of *The Municipalities Act*, I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

Pursuant to subclause 142(2)(a)(iii) of *The Municipalities Act*, I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

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

Disclosure of Other Involvements:

Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose²; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Property Holdings:

Pursuant to clause 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

Pursuant to clause 142(2)(c) of *The Municipalities Act*, I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the Village of St. Louis, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ____ day of _____, 20____.

Witness

Signature of Declarant

Date Received: _____