



ELECTIONS HANDBOOK

June 2026

Disclaimer:

All information included in this document is simplified information taken from the following documents: Council Member's Handbook for Municipalities, The Municipalities Act, The Local Government Election Act, 2015 and The Local Government Elections Regulations, 2015. This information is used as a guide to work through the election process and duties and responsibilities of council. It is no way meant to substitute or replace any of the above-mentioned documents.

Purpose of a Municipality

The municipal council makes decisions that will affect the municipality as a whole. Decisions made by municipal council members affect the services that people rely on every day. These services include: municipal roads and road allowances, bridges, and culverts and for the Special Service Area known as Antler: water, sewer, garbage, streets and sidewalks.

In addition to service provisions, municipalities develop and maintain a safe and sustainable community; and provide wise stewardship of public assets.

Role of Council and Duties of Office

Council is elected to make decisions for the municipality about services, policies and bylaws. Council members have an equal voice at a table - every council member has one vote. A majority vote is required to make a council decision. A council decision is the decision of the municipality. All council members must respect the decision, even when they did not vote in favor.

Duties and Responsibilities for:

Individual Council Members:

An effective council member is objective, open minded and willing to listen. They must look at each issue in light of what is the best course of action for the municipality, regardless of what they personally feel.

- To represent the public and to consider the well-being and interests of the municipality.
- To participate in developing and evaluating the policies, services and programs of the municipality.
- To participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by council.
- To ensure that administrative practices and procedures are in place to implement the decisions of council.
- To keep in confidence matters discussed in private or to be discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- To maintain the financial integrity of the municipality.
- To perform any other duty or function imposed on councillors by any Act or by the council.

Reeve:

The Reeve has the same legislated duties and responsibilities as all other councillors, however, the head of council has some legislated duties.

- To preside when in attendance at a council meeting unless an Act or bylaw of council provides that another councillor is to preside.
- To perform any other duty imposed on a reeve by an Act or by bylaw or resolution.
- The reeve is a member of all council committees and all bodies established by council, unless the council provides otherwise.
- Votes on all resolutions and bylaws brought before council.

Commitments of a Council Member

Becoming a Councillor is a 4 year commitment.

As a Council member you are required to attend one (1) council meeting monthly, special meetings of council if required, and commit to committees of council that you are appointed to. Examples of committees of council are the Recreation Board, Tourism, Health Foundation, Shop Committee, Road Committee, etc. The committees of council may or may not have monthly meetings but have high need times throughout the year and regular attendance is required.

Candidates in a Municipal election (who can run for office)

A person is eligible to be nominated as a candidate in a municipal election and to hold office as a member of council if the person:

- Is at least 18 years of age on the day of election;

- Is not disqualified pursuant to The Local Government Election Act, 2015 or any other act;
- Is a Canadian citizen at the time he or she submits the nomination paper;
- Has resided in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which he or she submitted the nomination paper and
- Has resided in the municipality, or own land in that municipality; for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper;
- In a rural municipality, subject to subsection 72(1) of the Local Government Election Act, 2015;
 - o Resides in Saskatchewan; and
 - o Is eligible to vote in the rural municipality.

Call for Nominations

NOMINATION DAY is October 5th, 2026. Nomination Forms must be received by 4:00 p.m. that day. After that time, the nominated candidates have 24 hours where they could withdrawal their forms if they so wish. Following the period of withdrawal of nominations, the Returning Officer must assess the outcome for each office.

General Elections

General elections are held for each office every four years. RM's hold an election every two years, however, each council member holds office for a four-year term. The 2026 General Election is for Divisions 2, 4, and 6. ELECTION DAY (voting if necessary) is Monday, November 9th, 2026 and polls will be open from 9:00 a.m. to 8:00 p.m. There will be an advanced poll before Election Day with a date to yet be determined.

Nomination Paper (what needs to be included)

- A person may be nominated as a candidate for election by submitting a nomination paper to the returning officer or nomination officer on a day during the hours outlined in the call for nominations.
- Nomination papers may be submitted personally or by agent by personal service, registered mail, by ordinary mail, by fax, by email or as otherwise specified by the returning officer.
- The nomination paper to be submitted must:
 - o **In a rural municipality, a nomination paper must be signed by two (2) eligible voters of the division the candidate is seeking office.**
 - o **Every nomination paper must now include a Criminal Record Check**
 - o **Every nomination paper must include: The name of the nominee; Occupation of the nominee; The nominees' street address or the legal description of the land located within the municipality on which the nominee's eligibility to vote is based; The nominee's acceptance, in the prescribed form, of the nomination statement.**
- **No nomination is complete or shall be accepted by the returning officer unless it is:**
 - o **Signed by the person nominated;**
 - o **Signed by 2 voters in the division you are running for;**
 - o **Witnessed by two (2) individuals;**
 - o **Accompanied by a completed version of the municipality's public disclosure statement;**
 - o **Accompanied by a Criminal Record Check. Criminal Record checks can be obtained through the RCMP detachment in Carlyle at 502 Railway Ave W. Contact them at (306)453-6707 to setup an appointment. Appointments are available Tuesdays and Thursdays. You will have to bring 2 pieces of ID (1 piece must be photo ID). There is no charge for this service. Your criminal record check cannot be more than 30 days old at the time of submission.**