

Local Government Elections
For Rural Municipalities
In Saskatchewan
Election Day & Post Election Day
Webinar
Part 2 of 2

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The Saskatchewan Public Service Vision
The Best Public Service in Canada

Our Commitment to Excellence
Dedicated to service excellence, we demonstrate innovation, collaboration and transparency, practice effective and accountable use of resources, and promote engagement and leadership at all levels.

Our Core Values
Respect and Integrity
Serving Citizens
Excellence & Innovation
One Team

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Election Supplies

- Ballot boxes must be durable and sealable.
- Voting compartments must provide privacy for voters.
- Ensure a sufficient supply of all forms.
 - Required materials – Checklist provided in the Election Guide

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Rights of Candidates

When the Poll is open for voting the candidates have the right to:

- obtain a copy of the voters' list, if one was prepared; and
- be in the polling place to observe proceedings while voters are voting;

Each candidate may have two agents in attendance at each polling place to observe voting procedures. Candidates and agents may:

- object to the right of any voter intending to vote;
- examine a voter's evidence of identity; and
- request verification of vouching procedure.

Only the candidate or one of the candidate's agents may be in attendance to observe the ballot count.

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Advance Poll

An advance poll provides voters the opportunity to vote at a time prior to the actual Election Day.

- An advance poll is optional for rural municipalities unless:
 - a petition of at least five voters is received at least 30 days before Election Day;
- The RO shall establish one or more advance polls when:
 - directed by the council; or
 - requested by a petition

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At the Close of Advance Poll

The DRO will:

- seal the ballot box so no other ballots can be placed in the box until either:
 - the opening of poll on Election Day if the same ballot box is used for Election Day; or
 - the counting of ballots in the ballot box at the close of the polls on Election day at the place designated by the RO.
- seal all election records, supplies and materials in a locked container and provide for safe keeping until Election Day.

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Prior to Opening Polls

- The returning officer provides each DRO with the supplies required to conduct the election.
- The DRO should review the supplies received to make sure that everything they need has been provided.
- It is important to count the number of ballots.
- The polling place should be set up to ensure easy entry and exit of voters during peak times.

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Election Day

- Polls must be open from **9:00 a.m.** until **8:00 p.m.** on Election Day.
- The DRO is responsible for the polling place on Election Day.
- The DRO must arrive at least 15 mins early to prepare the polling place.

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Voting Procedures

- The voter must provide appropriate identification prior to receiving a ballot.
- Voter's Registration Form R is used unless a Voters' List has been prepared
- The voter must answer the questions and sign the form prior to receiving a ballot.
- Voting process flow chart available in the election guide.

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Identification

OPTION 1	OPTION 2	OPTION 3
Photo ID	2 non-photo ID	A qualified voter vouches for the voter with no ID
	Show name and address as in Table 1 (Appendix D)	Form B (Appendix A)
		Table 2 (Appendix D)

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Objections to a Voter

- Candidates or agents may object to the eligibility of a voter who has not yet voted.
 - Objections are directed to the DRO, not to the voter.
 - A candidate or agent is not required to provide a reason for the objection.
 - An objection does not automatically disqualify the voter.

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Special Situations

- Spoiled ballot
- Forfeiture of Vote or Declined Ballot
- Voters with a disability or limited mobility
- Interpreters
- Inaccessible polling place

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Process After the Close of Poll

- Any voters in the polling place at the time of closing (8pm) are entitled to vote.
- The DRO will prepare a non-prescribed certificate after the last name entered into the poll book indicating the number of persons who voted at the poll on Election Day.
- Only the candidate **or** one of the candidate's agents may be in attendance to observe the ballot count, in addition to the election officials.

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Counting the Ballots

- Review procedures with candidates / agents.
- Reconcile ballot numbers:
 - Unused ballots should be the difference between initial supply and number of voters + spoiled, declined, etc.
 - Ballots in the box should equal poll book entries.
- DRO examines ballots and decides if ballot is [rejected or counted](#).
 - Candidates / agents may object to DRO's decision.

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Rejected Ballots

A rejected ballot:

- has more marks than the voter was entitled to make;
- has been written or marked in a way that could identify the voter;
- has been torn, defaced or otherwise treated so it can be identified; or
- has not been marked.

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Objections

When an objection is raised by a candidate or an agent, the DRO will:

- number the objection starting with “1” on the back of the ballot and initial the entry;
- record the objection in the poll book along with the number placed on the ballot;
- on the reverse side of the ballot, record the objection either as “Rejection objected to” or “Counting objected to”; or
- decide whether to accept or reject the ballot after considering the information provided.

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Post Count Activities

- After ballots are counted, the DRO completes:
 - a Statement of Results – Form Z – for each office;
 - a Declaration of Poll – Form BB – which is attached to the poll book.
- Ballots are enclosed in specially marked envelopes before placement in the ballot box with other materials.
- DRO returns ballot box and report to RO.

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Declaration of Results

- RO determines results of election based on reports from all DROs – results are recorded on Form CC.
 - If there is a tie vote, the election is determined on the basis of a draw made by a person other than the RO.
- RO turns over election materials to Municipal Administrator who is responsible for safekeeping.
- Administrator notifies the Ministry of Government Relations:
 - [Municipal Directory System](#)
 - [Municipal Election Results Form](#)

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Retention of Materials

- The municipal administrator is responsible for safekeeping election materials.
 - the contents of the ballot boxes must be kept for three months after Election Day; and
 - the nomination forms for all of the candidates must be kept for the duration of the term of office (four years from the first meeting of council).

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Contesting the Election

The Local Government Elections Act (LGEA) details certain actions as an offence including:

- Mismanaging ballots;
- Compromising voter secrecy;
- Interfering with voters;
- Printing, displaying or distributing unidentified election advertising; or
- Furnishing false or misleading information to an election official.

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Methods of Challenging an Election

Two options exist for people to contest the results of an election.

- A recount pursuant to the LGEA would allege errors were made by the DRO during the ballot count procedure.
 - This option is used when the disputed ballots have the potential to affect the outcome of the election; and
- A challenge pursuant to *The Controverted Municipal Elections Act* may allege procedural errors by election officials, ballots cast by ineligible voters, or contraventions of legislation by candidates or others.

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Recounts

- A recount may be requested if questionable ballots might impact the outcome of the election.
- To request a recount, a voter must apply to the Returning Officer by completing Form MM – Notice of Request for Recount – within 10 business days of the declaration of election results.

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The Controverted Municipal Elections Act (CMEA)

- Offences under the CMEA include bribery, threats, or becoming an eligible voter for the purpose of influencing the outcome of the election.
- Penalties may include fines, the loss of the seat, and being disqualified from running for office for a period of four years.

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Information Available Online

- General information about municipal elections available;
- Election Guide for Saskatchewan Municipalities;
- Interactive Election Schedule; and
- other election information are available :
- <http://www.saskatchewan.ca/government/municipal-administration/elections> and
- <http://www.publications.gov.sk.ca>

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- Questions?

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