



CITY OF SWIFT CURRENT

where life makes sense

General Election Bylaw

BYLAW NO. 7 - 2020

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

- a) the original bylaw and of all bylaws amending it; and**
- b) the fact of passage of the original and all amending bylaws.**

Consolidation includes the following Amendments:

Amendments

Date Passed

Bylaw No. 14 - 2024

September 3rd, 2024

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available from the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.

BYLAW NO. 7 - 2020

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish the process and procedures for the purpose of conducting a Municipal Election.

WHEREAS, pursuant to Section 9.1(1) of *The Local Government Elections Act, 2015*, a Council may, by bylaw, establish a general election bylaw.

AND WHEREAS, a Council is legislatively required to determine various procedures and requirements to be applied in the conduct of a forthcoming election or by-election.

AND WHEREAS, a Council has discretionary authority to act respecting certain aspects of an election or by-election.

NOW THEREFORE, COUNCIL FOR THE CITY OF SWIFT CURRENT IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

SHORT TITLE

1. This bylaw may be sited as “**The General Election Bylaw**”.

PURPOSE

2. The purpose of this bylaw is:
 - a) to establish the requirement of Criminal Record Checks to be filed with candidate nomination papers pursuant to section 63.1 of *The Cities Act* and 67(6) of the Act;
 - b) to establish the method for providing public notice pursuant to section 9 of the Act;
 - c) to provide for the inclusion of the candidate’s occupation on the nomination paper and/or ballot;
 - d) to provide for the use, at elections, of voting machines, and other voting devices used in an automated vote counting system pursuant to sections 90 of the Act;
 - e) to authorize the form of the ballot and the procedures for voting and counting of votes pursuant to section 91 of the Act;

- f) to establish a mail-in ballot voting process for the purpose of receiving ballots in an election pursuant to section 92 of the Act;
- g) to establish polling places in a hospital, personal care facility, or other similar institutions;
- h) to provide mobile and special poll(s) for the purpose of allowing electors who are unable to attend at an established polling place to vote due to a disability or limited mobility, and the resident caregiver of that elector pursuant to section 30 of the Act;
- i) to define distribution and authorization of advertisements or promoting candidacy of a particular person in accordance to section 182 of the Act; and
- j) to determine the disclosure of campaign contributions and expenses pursuant to section 34 of the Act.

DEFINITIONS

3. In this bylaw:

- a) **“Acceptable Mark”** means any mark made by an elector on a ballot which the voting machine is able to record;
- b) **“Act”** means *The Local Government Election Act, 2015*;
- c) **“Advance Poll”** means a poll established for electors to cast their votes in advance of election day;
- d) **“Advertisement Distribution”** means to print or produce advertisement by any other process, publish, distribute by mail or otherwise, post, or disseminate or broadcast advertisements referring to any election or promoting the candidacy of a particular person as defined in section 182 of the Act;
- e) **“Associate Returning Officer”** means any person appointed by the returning officer to complete any delegated duty or power imposed upon them pursuant to section 48 of the Act;
- f) **“Automated Vote Counting System”** means an automated or electronic system designed to count and record votes, as well as processes and stores election results, which is comprised of:
 - i) software programs and hardware applications including devices for the storage of electronic information;

- ii) an automated voting machine that has a main ballot box for the voted ballots, an emergency ballot box for temporary storage of voted ballots during such time as the voting machine is not functioning, and;
 - iii) portable ballot boxes into which voted ballots are deposited where a voting machine is not being used at the polling place, but for counting by a voting machine after the close of poles on election day.
- g) “**Ballot**” means a ballot of paper or form designed for use in an automated vote counting system;
 - h) “**Ballot Box**” means a ballot box used with the voting machine for holding counted ballots;
 - i) Repealed (Bylaw No. 14 – 2024);
 - j) “**Blank Ballot**” means a ballot without any votes in the voting areas as determined by a voting counting system;
 - k) “**Business Day**” means a day other than a Saturday, Sunday or statutory holiday;
 - l) “**Candidate**” means a person nominated in accordance with the Act for election to City Council;
 - m) “**City**” means the Municipal Corporation of the City of Swift Current;
 - n) “**Clerk**” means the City Clerk for the City of Swift Current;
 - o) “**Council**” means the Mayor and Councillors of the City for the time being, elected pursuant to the provisions of the Act whose term has not expired or has not resigned, and who continue to be eligible to hold office pursuant to *The Cities Act*;
 - p) “**Councillor**” means a term used to address Members of Council other than the Mayor;
 - q) “**Criminal Record Check**” a background check as, investigated by the Royal Canadian Mounted Police, or other approved policing authority to determine the status of a certain individual’s criminal record;
 - r) “**Declaration of Person Requesting Mail-In Ballot**” means the declaration in Form C, as set out in the Regulations, modified as required;
 - s) “**Deputy Returning Officer**” means a deputy returning officer appointed pursuant to section 48 of the Act and includes an issuing deputy returning

officer, receiving deputy returning officer and supervising deputy returning officer;

- t) **“Designated Election Official”** means any person designated by the returning officer to perform certain election functions and includes but is not limited to: the associate returning officer, deputy returning officer, poll clerk, and any other supervisory officer and assistants appointed pursuant to section 47 and 48 of the Act;
- u) **“Election”** means any election held to elect members of Council for the City of Swift Current including a by-election; a vote of voters for approval of a bylaw or resolution or to obtain an opinion on any question; or to elect board members;
- v) **“Election Headquarters”** means the municipal election office, as determined by the returning officer;
- w) **“Elector”** means a person who is eligible to vote in an election as defined in section 36 of the Act;
- x) **“Emergency Ballot Box”** means a separate compartment on the ballot box into which voted ballots are temporarily deposited in the event that a vote counting machine ceases to function;
- y) **“Homebound Polls”** means a mobile poll for the taking of votes by attendance of election officials at an elector’s residence in accordance with the procedures for homebound voting provided for in section 30 and 31 of the Act;
- z) **“Host Computer”** means the computer at election headquarters containing the election software, which is used for compiling election results;
- aa) **“Issuing Deputy Returning Officer”** means the deputy returning officer who from time to time, and among other duties, administers the voter registration and declaration process, and provides a ballot to the elector;
- bb) **“Mail-in Ballot”** means a mail-in ballot used pursuant to section 92 of the Act;
- cc) **“Main Ballot Box”** means the ballot box used with the voting machine for holding counted ballots;
- dd) **“Mayor”** means the member of Council as defined within *The Cities Act* and duly elected in accordance with the Act;
- ee) **“Mobile Poll”** means a poll established at the Cypress Regional Hospital, personal care facilities, or similar institution as provided for in section 29

and 30 of the Act;

- ff) **“Over Voted Ballot”** means a ballot indicating acceptable marks for more than the maximum number of selections which the voting machine unit is set to record;
- gg) **“Poll Book”** means the register of electors who have cast their vote, which book contains the list of electors and information relating to the ballot which has the capacity to record information relating to objections and affidavits;
- hh) **“Portable Ballot Box”** means a ballot box that is used at a polling place where a voting machine is not being used;
- ii) **“Public Notice”** is the provisions as set out in section 9 of the Act;
- jj) **“Receiving Deputy Returning Officer”** means the deputy returning officer who from time to time, and among other duties, receives a voted ballot from an elector and inserts the ballot into the vote counting machine;
- kk) **“Register Tape”** means the printed record generated from a vote counting machine that shows:
 - i) The total number of ballots received;
 - ii) The number of blank ballots;
 - iii) The number of over voted ballots;
 - iv) The number of votes for each candidate; and
 - v) If there is a vote on a bylaw, resolution or question, the number of votes for and against each.
- ll) **“Regulations”** means *The Local Government Election Regulations, 2015*;
- mm) **“Resolution”** means a formal determination made by Council on the basis of a motion, duly placed before a regularly constituted meeting of Council for debate and decision, and is duly passed;
- nn) **“Returned Ballot”** means a ballot which was inserted into the vote counting machine, but which was not accepted, and which was returned to the elector;
- oo) **“Returning Officer”** means the City Clerk for the City of Swift Current or a person appointed by Council pursuant to section 47 of the Act;
- pp) **“Secrecy Sleeve”** means an open-ended folder or envelop used to cover ballots to conceal the choices made by each elector, but does expose the

initials of the deputy returning officer;

- qq) **“Special Poll”** means a poll established at the Cypress Regional Hospital, personal care facilities, or similar institution as provided for in section 29 of the Act;
- rr) **“Supervising Deputy Returning Officer”** means the deputy returning officer who, among other duties, supervises the designated election officials and is responsible for the conduct of all matters in the polling place;
- ss) **“USB Media”** means a removable memory device that the vote counting machine uses to store the scanner’s election definition, audit log, and other election-specific information. The USB media is updated each time the machine scans a ballot;
- tt) **“Voting Machine”** means any device into which ballots are inserted, then which device scans each ballot, reads, records, and tabulates the number of votes for each candidate, bylaw or question;
- uu) **“Voters Registration Form”** means the Voters Registration Form R, as set out in the Regulations, modified as required; and
- vv) **“Zero Register Tape”** means a printed register tape of all totals on the voting machine’s programmed secured USB media that indicates zero for all categories.

- 4. Where no definition is provided for in this bylaw, the words shall be given their ordinary meaning, except as they may be defined in *The Local Government Election Act, 2015* or *The Cities Act*.

GENERAL ELECTION PROCEDURES

- 5. Except as modified by this bylaw, all elections in the City of Swift Current shall be conducted in accordance with the provisions of *The Local Government Election Act, 2015* (the “Act”) including any revisions thereto and any associated legislation as set out in *The Cities Act*.
- 6. A general election must be held pursuant to section 10 of the Act. In the event it is necessary to conduct a by-election or to hold a vote in accordance with the Act, then this bylaw applies to the conduct of such by-election or vote.
- 7. Pursuant to section 47 of the Act, Council hereby appoints the City Clerk as the returning officer for the election.

8. The returning officer is hereby authorized to further delegate his/her powers, functions and responsibilities in an election to designated election officials as may be required.
9. All references in the bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or corporation or partnership.
10. The Act shall apply where there is any conflict or inconsistency between this bylaw and the Act.

AUTHORIZATION

11. The Council for the City of Swift Current hereby authorizes the following:
 - a) the use of an automated vote counting system in the conduct at general elections, by-elections and votes on bylaws, resolution(s) or question(s);
 - b) the use of a mail-in ballot voting system for the purpose of receiving ballots from any elector who anticipates being unable to vote at an established polling place pursuant to section 92 of the Act;
 - c) Repealed (Bylaw No. 14 – 2024);
 - d) Repealed (Bylaw No. 14 – 2024);
 - e) the establishment of a method for posting of public notice(s) pursuant to section 9 of the Act;
 - f) the inclusion of a candidate's occupation be required within the Nomination Paper as well as listed on the ballot;
 - g) that every candidate for Municipal Office must obtain a Criminal Record Check at their own expense;
 - h) that all advertising that refers to any election or promotes the candidacy of a particular person shall be pursuant to section 182 of the Act;
 - i) that all campaign signage must comply with the City of Swift Current Temporary Sign Bylaw No. 1 - 2013 and any subsequent amendments thereto; and
 - j) disclosure of campaign contributions and finances if deemed necessary by Council resolution pursuant section 34 of the Act.

METHOD OF PROVIDING PUBLIC NOTICE

12. Notices required to be posted pursuant to section 9 of the Act shall include and not be limited to the following:
 - a) a conspicuous public location within City Hall;
 - b) in the office of the returning officer;
 - c) in one or more issue of the local newspaper,
 - d) by way of an announcement on the radio station or television; or
 - e) displayed on a website or by other electronic means.

INCLUSION WITH NOMINATION PAPER

13. Every candidate seeking election for municipal office shall provide the following information to form part of the Nomination Paper;
 - a) a criminal record check on the required form, hereby attached as Schedule "A" Criminal Record Check for Election Candidate and attached to the Criminal Record Check from the Local RCMP detachment. Such record check must be completed within the past 30 days pursuant to section 63 of *The Cities Act*;
 - b) their occupation for inclusion on the ballot; and
 - c) Schedule "B" Public Disclosure Statement pursuant to section 67(6) of the Act completed and sworn before a Commissioner for Oaths.

VOTE COUNTING SYSTEM - PROGRAMMING / TESTING / SECURITY

Form of Ballot

14. Subject to such modifications and deviations as permitted by the Act, the ballot shall be a paper ballot, as per the exact standards of the automated vote counting system, that is substantially the same as the sample ballots as follows:
 - a) election of a member shall be in the form set forth in Schedule "C";
 - b) vote on a bylaw or resolution shall be in the form set forth in Schedule "D";
and
 - c) vote on a question shall be in the form set forth in Schedule "E".
15. All ballots shall contain the name and occupation of all duly nominated

candidates, arranged in alphabetical order firstly by their surnames and secondly by their given names.

16. If, in the opinion of the returning officer, there may be five (5) or more candidates, Council may by resolution provide for the arrangement of the names pursuant to section 91 of the Act.

Programming

17. The USB media that is inserted into the voting machine shall be programmed so that a printed record of the following can be reproduced:
 - a) the number of blank ballots;
 - b) the number of over-voted ballots;
 - c) the number of votes for each candidate; and
 - d) if there is a vote on a bylaw, resolution or question, the number of votes for and against each bylaw, resolution or question.
18. The USB media shall not be programmed until twenty-four (24) hours after the close of the nomination period.
19. Pursuant to subsection (7)(1) of *The Local Government Election Regulations, 2015*, each voting machine must be programmed to accept ballots without an override function.

Security

20.
 - a) All voting machines shall be tracked by serial number in the delivery before, during and after the election, and voting machines and USB media shall be locked in a secure location at all times when unattended by an appointed election official;
 - b) all voting machines and USB media shall be securely sealed once they have been programmed for an election and the pre-poll logistic and accuracy testing have been completed;
 - c) all voting machines and USB media shall be secured with unique security seals and passwords that can only be accessed by assigned election officials; and
 - d) when transporting voting machines and USB medias, they shall be tracked with a delivery pick up and drop off signing document in which a signature shall be required by the individual receiving and the individual releasing

these items.

Pre-Poll Logic and Accuracy Testing

21. Prior to the advance poll date, but no earlier than twenty-four (24) hours after the close of the nomination period, an election official shall conduct the pre-poll logic and accuracy testing required by the *Act* and *The Local Government Election Regulations, 2015*.
22. The following sets out the general testing process and procedures:
 - a) a test deck of every ballot style being used is created and then marked by an election official to ensure all combinations of votes have been included. Each test deck is then inserted through each corresponding voting machine;
 - b) the test deck includes blank and over-voted ballots which are also inserted into each corresponding voting machine;
 - c) a register tape for each voting machine is printed that identifies the results from the testing;
 - d) for each register tape, the election official conducting the testing confirms the serial number of the voting machine, the date the testing was conducted, and the election official's initials;
 - e) the election official conducting the testing compares the register tape for each machine to ensure that the USB media in each voting machine is accurately recording the blank ballots, over-voted ballots and votes for candidates, or for or against a bylaw, resolution or question as set out in the test deck of ballots;
 - f) where there is a programming issue with the USB media, the USB media is re-programmed and re-tested until it accurately records the test deck of ballots;
 - g) the register tape from the testing for each voting machine and USB media and the document that sets out the test deck of ballots that were used are retained until the next general election and may be viewed by the candidates or their agents if requested;
 - h) after the testing is complete and the voting machine and USB media accurately records the ballots, the voting machines and the USB media inserted into each machine are sealed; and
 - i) in the case of where a voting machine and its USB media are not accurately recording the ballots, the machine is not used in the election.

PROCEDURE OF THE POLL

23. All polling places where a voting machine is being used shall be supplied with at least one (1) ballot box that contains two separate secured compartments: one (1) compartment to be used as the main ballot box and the other compartment to be used as the emergency ballot box.
24. The procedure at the poll shall be as follows:
 - a) the receiving deputy returning officer shall, in the presence of another election official and any candidate(s) or their agents present, cause the voting machine to print a register tape during opening of the poll and display to all those present a zero total for all candidates, bylaws, resolutions or questions;
 - b) the zero total printout shall remain attached to the voting machine printer until a register tape is printed by the voting machine after the close of the poll. The zero total printout and the register tape shall be retained for the purposed of documenting the election results at the polling place;
 - c) in the event that the totals are not zero for all candidates, bylaws, resolutions or questions, the receiving deputy returning officer shall immediately notify the supervisory deputy returning officer and utilize the emergency ballot box until the machine is replaced or repaired;
 - d) when it has been confirmed that an elector is at the correct polling place and he or she has been registered as a voter, the issuing deputy returning officer shall provide the elector with a ballot bearing the initials of an issuing deputy returning officer on the reverse side along with a secrecy sleeve;
 - e) after marking the ballot, the elector shall place the ballot in the secrecy sleeve and deliver it to the receiving deputy returning officer, who shall in the presence of the elector, and without removing the ballot from the secrecy sleeve, confirm that the ballot bears the initials of an issuing deputy returning officer at the polling place. The receiving deputy returning officer shall allow the elector to insert the ballot into the voting machine or ensure that the elector views the receiving deputy returning officer inserting the ballot directly into the voting machine;
 - f) if, before delivery of the ballot to the receiving deputy returning officer, the elector determines that an error may have been made in marking the ballot, or the ballot is damaged for any reason, the elector may request a replacement ballot from the issuing deputy returning officer;
 - g) upon a request under subsection (f), the issuing deputy returning officer shall issue a replacement ballot, mark the returned ballot "spoiled" and retain the spoiled ballot separately from all other ballots. Spoiled ballots

shall not be counted in the election;

- h) during any period that the voting machine is not functioning, the receiving deputy returning officer supervising the unit shall insert or allow the elector to insert all ballots into the emergency ballot box from the secrecy sleeve, and the ballots in that box shall, after the poll closes, be removed by the receiving deputy returning officer and inserted into the voting machine unit to be counted;

Bylaw No. 14 – 2024
September 3, 2024

- i) in the event a ballot does not bear one of the initials of an issuing returning officer at the polling place, the issuing deputy returning officer shall issue a replacement ballot, mark the returned ballot “spoiled” and retain the spoiled ballot separately from all other ballots. Spoiled ballots shall not be counted in the election;

Bylaw No. 14 – 2024
September 3, 2024

- j) in the event a ballot is damaged to the extent that it cannot be inserted into the voting machine, the issuing deputy returning officer shall issue a replacement ballot, mark the returned ballot “spoiled” and retain the spoiled ballot separately from all other ballots. Spoiled ballots shall not be counted in the election;

- k) if a voting machine is not used at an established poll, the ballots shall be kept in the ballot box provided, and shall be counted in accordance with section 52 of this bylaw;

- l) the supervisory deputy returning officer assigned to a polling place shall perform a balancing check and monitor the voting machines at the polling location throughout the day during the advance poll and election day to ensure that the unused ballots and ballots that have been inserted into the voting machines along with the spoiled ballots equal the original number of ballots that were provided to the polling place; and

- m) the receiving deputy returning officer at each polling place shall monitor the voting machine to ensure that it is secure and has not been tampered with.

- 25. During the hours that a poll is open, no candidate, no agent of any candidate, nor any other person shall, in the polling place or within 100 metres of the building in which the poll is held canvass or solicit votes, persuade or compel a person to vote or refrain from voting, communicate to a person regarding any matters related to voting, display, distribute or post a campaign sign, or other material pursuant to section 176 of the Act.

ADVANCE POLL

26. The conduct and procedures to vote at all advance polls shall be the same as those set forth in sections 22 and 24 of this bylaw.
27. At the close of each day at the advance poll, the supervising deputy returning officer shall:
 - a) ensure that the voting machine, the main and emergency ballot boxes, all unused ballots and other election material are secured when not in use;
 - b) ensure that no additional ballots are inserted into the voting machine; and
 - c) ensure that the register tapes in the voting machine are not generated.
28. The supervising deputy returning officer at the advance poll shall at the end of voting on the final day of the advance poll:
 - a) ensure that any remaining ballots in the emergency ballot box, if utilized, are inserted into the voting machine;
 - b) secure the voting machine so that no additional ballots are inserted;
 - c) ensure that the register tapes in the voting machine are not generated; and
 - d) ensure that the voting machine, the main and emergency ballot boxes, all unused ballots and other election material are secured and delivered to election headquarters.
29. The register tape for the advance poll shall not be printed and the results for the poll shall not be reported until after 8:00 p.m. on election day.

MOBILE AND SPECIAL POLL

30. A mobile and/or special poll for the purpose of allowing electors who are unable to attend at an established polling place to vote because of a disability or limited mobility, and the resident caregiver of that elector, be hereby established and:
 - a) the procedures for conducting a mobile and/or special poll will be in accordance with sections 29 to 32 of the Act;
 - b) voting machines shall not be used at a mobile or special poll but the ballots received at these polls shall be placed in a portable ballot box and then later inserted into a voting machine in accordance with section 52 of this bylaw;
 - c) procedures at the mobile or special poll shall be conducted in accordance

with sections 24(d) to (k) of this bylaw;

- d) the deputy returning officer shall ensure that the portable ballot box and all ballots and other election material are secured when not in use; and
- e) the deputy returning officer shall ensure the portable ballot box, all ballots and all other election material are secured and delivered to election headquarters.

MAIL-IN BALLOT

- 31. A mail-in ballot voting system for the purpose of receiving ballots from an elector who anticipates being unable to vote at an established polling place may apply to vote using a mail-in ballot.
- 32. An application to vote using a mail-in ballot may not be submitted to the designated election official:
 - a) in the case of a general election, prior to the first business day in July of the election year; or
 - b) in the case of a by-election, prior to the Wednesday five (5) weeks before the nomination day.
- 33. An application to vote using a mail-in ballot, in the form established by the returning officer, may be:
 - a) made by way of in person to the returning officer or designated election official; or
 - b) sent via mail, fax, or other electronic means; and
 - c) received by the returning officer or designated election official on or before 4:00 p.m. on the last business day prior to election day.
- 34. Before being issued a mail-in ballot an elector may apply in person by attending before the returning officer or designated election official to:
 - a) complete a voter's registration form and a declaration of person requesting mail-in ballot; and
 - b) establish proof of identity and residence, as set out in section 110 of the Act and subsequent Regulations, to the satisfaction of the returning officer or designated election official.

Bylaw No. 14 – 2024
September 3, 2024

35. Before being issued a mail-in ballot an elector may send by mail, fax, or other electronic means to the returning officer or designated election official, a completed voter's registration form and declaration of person requesting mail-in ballot, which shall be signed in person before a witness and must include:

a) a photocopy or a scanned copy of the piece(s) of identification, as set out in section 35(b) or section 110 of the Act and subsequent Regulations. A witness is described as one of the following:

i) a family member as defined by Appendix D, Table 2 (vouching) of the Regulations, someone living at the same address or building, providing the witness is an eligible voter for the upcoming municipal election, and the witness has known the voter for at least two (2) years;

ii) an occupation-based professional who is registered and/or licensed to practice their profession within the Province of Saskatchewan and currently working in that field, namely: judge, dentist, doctor, pharmacist, lawyer, accountant, Commissioner for Oaths, Notary Public, teacher, social worker, and law enforcement officer; or

iii) any Saskatchewan Health Authority employee currently employed within the City of Swift Current at the Cypress Regional Hospital, a senior assisted-living facility, a long-term care facility or care home governed by or affiliated with the Saskatchewan Health Authority.

b) individuals listed above may verify identification byway of an original document such as:

i) one piece of identification issued by the Government of Canada, the Government of Saskatchewan that contains photograph of the applicant and/or witness, if not an occupation-based professional, and contains their name, address and signature; or

Bylaw No. 14 – 2024
September 3, 2024

ii) two pieces of information as prescribed in Appendix D, Table 1 (identification) and Table 2 (vouching) of the Regulations, each of which establishes the name and address or bears the signature of the applicant and/or witness.

36. A Candidate for an election or a candidate's agent shall not act as witness for any elector after signing nomination papers.

37. Applications will be reviewed and audited by the returning officer or designated election official to determine that all requirements are met with the applicant being advised that:

a) their mail-in ballot package will be provided; or

- b) their application was not approved, and corrective measures are required before a mail-in ballot package can be provided.
38. If the application is approved, the designated election official shall enter the elector in the mail-in ballot register. The mail-in ballot register shall include the following information:
- a) the name and ordinary residential address of the elector;
 - b) the temporary address of the elector (i.e., where the mail-in ballot is to be sent);
 - c) the telephone number and email address of the temporary address;
 - d) the date the mail-in ballot is sent to the elector;
 - e) the date the completed mail-in ballot is received by the returning officer or other designated election official;
 - f) a notation whether the mail-in ballot was accepted, not accepted or spoiled; and
 - g) any other information considered appropriate by the returning officer.
39. As soon as reasonably possible after nomination day, the designated election official shall mail or otherwise deliver to each elector whose name appears in the mail-in ballot register, a ballot packet containing:
- a) a ballot for the upcoming election;
 - b) a ballot security envelope;
 - c) a voter confirmation envelope;
 - d) a self-addressed mailing envelope for the return of the ballot to the returning officer; and
 - e) instructions for voting by mail-in ballot.
- Bylaw No. 14 – 2024
September 3, 2024
- f) where the mail-in ballot packet is provided to a person by the designated election official, the person is deemed to have voted and is not entitled to vote at any other poll.
40. An elector who votes:
- a) shall vote in accordance with the instructions enclosed with the ballot; and

- b) may vote for any number of candidates up to the number to be elected in the ward in which he or she is entitled to vote.
41. An elector who has voted shall:
- a) place the completed ballot in the ballot security envelope and seal the envelope;
 - b) place the sealed ballot security envelope in the voter confirmation envelope and seal the envelope;
 - c) date and sign the certificate on the voter confirmation envelope;
 - d) place the signed voter confirmation envelope in the mailing envelope and seal the envelope; and,
 - e) return the mailing envelope to the returning officer by mail, courier or in person.
42. Upon receipt of the mail-in ballot, the designated election official shall:
- a) determine and record, in the mail-in ballot register, the date and time the ballot is received;
 - b) open the mailing envelope;
 - c) remove the voter confirmation envelope from the mailing envelope and;
 - i) determine if the certificate on the front of the over confirmation envelop has been properly completed; and
 - ii) ensure the signature on the voter confirmation envelope matches the signature on the applicant's voter and witness declaration forms.
 - d) if the certificate has not been properly completed or the signatures do not match, place the unopened voter confirmation envelop in a separate envelope for ballots that are not accepted;
 - e) if the certificate has been properly completed and the signatures match, remove the sealed ballot security envelope from the voter confirmation envelope and place into a portable ballot box designated for mail-in ballots.
43. After the closing of advance polls, the designated deputy returning officer, in the presence of another election official, shall:
- a) candidates or their agents shall be notified by the returning officer or designated election official prior to the processing of mail-in ballots so that

they may observe the ballots being inserted into a voting machine to be counted;

- b) remove the sealed voter confirmation envelopes from the portable ballot box designated for mail-in ballots, and determine if the certificate on the front of each voter confirmation envelope has been properly completed;
 - c) if the certificate has not been properly completed, place the unopened voter confirmation envelope in a separate envelope for ballots that are not accepted;
 - d) if the certificate has been properly completed, remove the sealed ballot security envelope from the voter confirmation envelope and place in a pile of sealed ballot security envelopes; continue this process until all voter confirmation envelopes received have been opened;
 - e) remove the mail-in ballot from the ballot security envelope;
 - f) insert the mail-in ballots into the vote tabulating unit;
 - g) record in the mail-in ballot register whether the mail-in ballot was accepted, not accepted or spoiled; and
 - h) the register tape for mail-in ballots shall not be printed and the results for the poll shall not be reported until after 8:00 p.m. on election day; and
 - i) any additional mail-in ballots received after completion of the above section 43 up to and including the close of polls on Election day, shall be placed into a portable ballot box.
44. After the closing of the polls on election day, the designated deputy returning officer, in the presence of another election official, shall:
- a) remove the sealed voter confirmation envelopes from the portable ballot box designated for mail-in ballots, and determine if the certificate on the front of each voter confirmation envelope has been properly completed;
 - b) if the certificate has not been properly completed, place the unopened voter confirmation envelope in a separate envelope for ballots that are not accepted;
 - c) if the certificate has been properly completed, remove the sealed ballot security envelope from the voter confirmation envelope;
 - d) remove the mail-in ballot from the ballot security envelope;
 - e) complete the vote counting procedures outlined in section 52 of this bylaw; and

- f) record in the mail-in ballot register whether the mail-in ballot was accepted, not accepted or spoiled.
- 45. In order to be counted, a mail-in ballot must be received by the designated election official by the closing of the polls on election day.
- 46. Mail-in ballots received after the closing of the polls on election day are deemed to be spoiled ballots.
- 47. The voter's registration forms, declarations of persons requesting mail-in ballots, and voter confirmation envelopes and certificates may be inspected by candidate(s) or their agents at election headquarters during normal business hours commencing on the day following nomination day and ending at the close of polls on election day.
- 48. Candidate(s) or their agents shall have the right to object to a person's entitlement to vote pursuant to section 112 of the Act.
- 49. The mail-in ballots and forms and other election materials shall be retained and destroyed in accordance with section 142 of the Act.

Accommodation of Electors with Disabilities

- 50. Electors with disabilities are accommodated through the use of special polls, mobile polls, the mail-in ballot system, and through the procedures set out in section 123 of the Act.

PROCEDURE FOR CLOSING THE POLL ON ELECTION DAY

- 51. After the close of polls on election day, if a voting machine has been used, the deputy returning officer in the presence of another election official shall:
 - a) ensure that any remaining ballots in the emergency ballot box are inserted into the voting machine;
 - b) secure the voting machine so that no more ballots can be inserted;
 - c) generate two (2) copies, or such other number as is directed by the returning officer, of the register tape from the voting machine;
 - d) sign the certificate portion of the register tape;
 - e) remove the register tape from the voting machine to be placed in the designated packet;

- f) any request from a candidate(s) or their agent(s) present for a printout of the election results from the voting machine shall be made directly to the returning officer;
 - g) complete a ballot statement accounting for the supplied, unused, spoiled or declined, and voted ballots;
 - h) deliver election data to election headquarters for input into the host computer;
 - i) prepare separate packets for unused ballots, spoiled ballots, register tape and statement of ballot account, and counted ballots;
 - j) mark each packet with description of contents, polling place number, date of vote and receiving deputy returning officer name and seal each packet;
 - k) place the packets, along with the poll book, into empty ballot boxes and seal; and
 - l) ensure delivery of the sealed ballot boxes, voting machines, USB media and all other election materials to election headquarters.
52. After the close of polls on election day, if a voting machine has not been used at a polling place, a designated deputy returning officer, in the presence of another election official, shall:
- a) complete a statement of ballot account in accordance with subsection 51(g) of this bylaw;
 - b) prepare separate packets for unused ballots, spoiled ballots, statement of ballot account and voted ballots;
 - c) mark each packet in accordance with subsection 51(j) of this bylaw and seal each packet;
 - d) the packets along with the registration poll book shall be placed into empty ballot boxes and sealed;
 - e) allowing all candidates and their agents in attendance at the place designated by the returning officer to observe the ballots being inserted into a voting machine to be counted;
 - f) deliver the sealed ballot boxes and other election material to the location specified by the returning officer where the vote ballots shall be counted using a voting machine; and
 - g) at the location where the voted ballots will be counted using a voting machine:

- i) break the seal on the boxes containing the packets with the voted ballots and the statement of ballot account. The packet containing the voted ballots shall be opened to access the ballots to be counted;
- ii) prior to inserting the ballots into the voting machine, print a register tape to confirm that the totals in the USB media for each candidate, bylaw or question is zero. If any of the totals are not zero, the ballots should not be inserted into the voting machine until it is repaired or replaced;
- iii) in the presence of the deputy returning officer, insert the ballots into the voting machine to be counted;
- iv) after all of the ballots for the poll have been counted a register tape of the votes for each candidate and, if applicable, the votes for and against a bylaw, resolution or question will be produced from the voting machine;
- v) sign the certificate portion of the register tape;
- vi) remove the register tape from the voting machine and place it in a new packet with the statement of ballot account for the poll;
- vii) any request from a candidate(s) or their agent(s) present for a printout of the election results from the voting machine shall be made directly to the returning officer;
- viii) transmit or deliver the election data in accordance with subsection 51(h) of this bylaw;
- ix) seal the counted ballots into a new packet and place the packets with the counted ballots, the register tape and the statement of ballot account for the poll into a ballot box and seal the box; and
- x) ensure delivery of the sealed ballot boxes, voting machines, USB media and any other election material to election headquarters.

53. At the close of poll, the register tape must be printed and both the register tape and zero tape for each voting machine must be attached to the Deputy Returning Officer's Statement of Results, found in Form AA of Appendix C of *The Local Government Election Regulations, 2015*.

RECOUNTING OF VOTES

54. The recount of ballots pursuant to Part X of the Act and shall be conducted in the same manner as the votes were counted.

55. A voting machine shall be programmed and tested before the recount in the manner described in section 17 to 22 of this bylaw and shall be programmed to recount only the race that is in question.
56. Pursuant to section 166 of the Act, the judge shall examine all ballots rejected by the voting machine by defect or otherwise and exclude any ballot from the results as set out in section 134 of the Act.

ELECTION RECORDS RETENTION

57. The City Clerk shall retain any poll books, ballots, and any electronic election result data for a period of three (3) months after the day on which the election or vote on a bylaw, resolution or question has occurred, and as soon as possible thereafter, unless otherwise ordered by a judge, shall cause them to be destroyed in accordance with section 142 of the Act.

GENERAL OFFENCES

58. No person shall furnish false or misleading information to a returning officer or to any person who is authorized to act as an election official.
59. Every person who contravenes any provision of this bylaw, pursuant to *The Local Government Election Act, 2015* or *The Local Government Election Regulations, 2015*, for which no other penalty is provided is guilty of an offense and liable on summary conviction to a fine of not more than \$5,000 to imprisonment for a term of not more than two (2) years or to both.

REPEAL

60. THAT the following bylaws including any amendments thereto are hereby repealed:
 - a) Bylaw No. 16 – 2000;
 - b) Bylaw No. 13 – 2003;
 - c) Bylaw No. 14 – 2009;
 - d) Bylaw No. 12 – 2016; and
 - e) Bylaw No. 13 - 2016.

EFFECTIVE DATE OF BYLAW

61. This bylaw shall come into force and take effect upon on the day of final passing thereof.

“Denis Perrault”

“Jackie Schlamp”

_____ **MAYOR** _____ **CITY CLERK**

Introduced and read a first time this 27th day of July, 2020.

Read a second time this 27th day of July, 2020.

Read a third time and adopted this 27th day of July, 2020.



Public Disclosure Statement for Election Candidate

NOTE: This form must be completed by candidates running for an elected position and must be updated:

- a) Within 30 days of a material change;
- b) To correct any errors or omissions; and
- c) A new declaration will be required to be filed within 30 days of being elected.

For the purpose of completing this form, "Family" means the spouse and dependent children of a candidate.

**Pursuant to section 116 of *The Cities Act* and clause 67(6)(d)
of *The Local Government Elections Act, 2015***

I, _____, a candidate running for an elected position in the 2024 Municipal Election hereby disclose the following information:

1. Disclosure of Employer, etc.:

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, contract, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

2. Disclosure of Corporate Interests:

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 official:

My Name or Name of Family Member	Name of Corporation

3. Disclosure of Partnership(s):

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

4. Disclosure of Business Transactions with the City:

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 transacts business with the City:

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

5. Disclosure of Property Ownership located in the City or an adjoining municipality:

I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by me or someone in my family; or a corporation, 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

6. Disclosure of Contracts and Agreements:

I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could be 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 of Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the City of Swift Current, 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 is available for public examination.

SWORN before me at the City of Swift Current)
in the Province of Saskatchewan,)
this _____ day of _____, 2024.)
_____)

Signature of Candidate

Commissioner for Oaths for the Province of Saskatchewan.
My commission expires:

Date Received: _____

SCHEDULE "C"

Forms of Ballots

Front

CITY OF SWIFT CURRENT

[year] Municipal Election
Official Ballot
[Date of Election]

TO VOTE:
Completely fill in the oval beside
the name(s) of the candidate(s) of your
choice.

Mayor	
You are entitled to vote for ONE (1) candidate of your choice:	
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation

Back

DRO Initial

Name of Printer
Address of Printer

Front

CITY OF SWIFT CURRENT

**[year] Municipal Election
Official Ballot
[Date of Election]**

TO VOTE:

Completely fill in the oval beside the name(s) of the candidate(s) of your choice.

Councillor	
You are entitled to vote for SIX (6) candidate of your choice:	
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation
<input type="radio"/>	LAST NAME, first name Occupation

Back

DRO Initial

Name of Printer
Address of Printer

Front

CITY OF SWIFT CURRENT

**[year] Public School Election
Official Ballot
[Date of Election]**

TO VOTE:

Completely fill in the oval beside the name(s) of the candidate(s) of your choice.

Public School Division

You are entitled to vote for **THREE (3)** candidate of your choice:

LAST NAME, first name

Occupation

LAST NAME, first name

Occupation

LAST NAME, first name

Occupation

LAST NAME, first name

Occupation

LAST NAME, first name

Occupation

Back

DRO Initial

Name of Printer

Address of Printer

SCHEDULE "D"

Vote on a Bylaw or Resolution

Instructions to Voters: Vote for or against the Bylaw (or Resolution) by completely filling in the OVAL to the LEFT of the words which express your intention. If you tear or wrongly mark your ballot, return it and another will be provided.

Vote on Bylaw (or Resolution) to *(here state object of the bylaw or resolution)*

For the Bylaw (or Resolution)

Against the Bylaw (or Resolution)

Submitted by The City of Swift Current (or school division) this _____ day of _____, 20__.

SCHEDULE "E"

Vote on a Question

Instructions to Voters: Vote by completely filling in the OVAL to the LEFT of the word which expresses your opinion on the question. If you tear or wrongly mark your ballot, return it and another will be provided.

Vote on Question
(here state question)

- Yes**
- No**

Submitted by The City of Swift Current (or school division) this _____ day of _____, 20__.