


**Local Government Elections**

Pre-Election Processes and Nomination Day

Part 2 of 3

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Ministry of Government Relations  
Advisory Services and Municipal Relations  
306-787-2680  
[muninfo@gov.sk.ca](mailto:muninfo@gov.sk.ca)

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**Common Abbreviations**

<b>RO</b>	Returning Officer
<b>DRO</b>	Deputy Returning Officer
<b>NO</b>	Nomination Officer
<b>PC</b>	Poll Clerk
<b>EO</b>	Election Official (includes RO, DRO, NO and PC)
<b>LGEA</b>	<i>The Local Government Election Act, 2015</i>
<b>LGEA Regs</b>	<i>The Local Government Election Regulations, 2015</i>
<b>MA</b>	<i>The Municipalities Act</i>
<b>MA Regs</b>	<i>The Municipalities Regulations</i>
<b>NMA</b>	<i>The Northern Municipalities Act</i>
<b>NMA Regs</b>	<i>The Northern Municipalities Regulations</i>
<b>CA</b>	<i>The Cities Act</i>
<b>CA Regs</b>	<i>The Cities Regulations</i>

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### Pre-Election Processes and Nomination Day

- Required Notices and Forms
- Nomination Day
- Outcome of Nomination Day

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### Recommended Downloads

- *The Local Government Election Act, 2015*
- *The Local Government Election Regulations, 2015*
- Local Government Election Guide
- Election Schedule and Calendar

With recent changes to the Act and Regulations, new resources have also been created. Ensure you have the most current copy of each of the above downloaded from the Publications Centre found on [saskatchewan.ca](http://saskatchewan.ca).

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IMPORTANT DATES	Cities, Towns, Villages, Rural Municipalities and Northern Municipalities	Resort Villages
<b>Nomination Day</b>	Wednesday, October 7, 2020	Saturday, July 25, 2020
<b>Call For Further Nominations</b> <small>(if required)</small>	Wednesday, October 21, 2020	Saturday, August 8, 2020
<b>Election Day</b>	<b>Monday, November 9, 2020</b>	<b>Saturday, August 29, 2020</b>



The *Election Schedule and Calendar* found on [saskatchewan.ca](http://saskatchewan.ca) is a great resource to "map" out your election (or by-election).

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### Pre-Election Processes



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### Notice Requirements - Posting (LGEA 9)

- All election notices must be **posted**:
  - ✓ In the municipal office
  - ✓ In one or more public locations within the municipality aside from the municipal office
  - ✓ If wards are established, in one or more public locations specifically within the ward and one or more public places within the municipality
  - ✓ If the Returning Officer (RO) is not the administrator, in the office of the RO



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### Notice Requirements - Publishing (LGEA 9)

- All election notices must be **published** in at least one issue of a newspaper that circulates within the municipality **if** council has not adopted a General Election Bylaw specifying the method of distributing election notices
- The RO **may** also choose to advertise on the local radio station, television station, and website or by other electronic means

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### BEST PRACTICE TIP



Keep a list of the dates and locations of all municipal election notices posted. This helps to ensure that you post each future election notice in the same place as the previous notices. It also provides a record to fall back on. A person who may have read the first election notice will look to the same place for any further election information.

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### Required Notices

Prescribed Notice	Non-Prescribed Notice
Form H – Notice of Call for Nominations	Notice of Poll
Form L – Notice of Call for Further Nominations	Notice of Abandonment of Poll
	Notice of Advance Poll

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### Call for Nominations (Section 66)



The RO prepares **Form H – Call for Nominations** to post and publish at least 10 business days before nomination day

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**Receiving Nominations**  
(Section 74)

- Once **Form H - Call for Nominations** is posted and published, nominations for candidates can be received by the RO or a Nomination Officer (NO) during normal business hours until the close of nomination day

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**Nomination Day**  
(Section 73)

Cities, Towns, Villages, RMs and Northern Municipalities	Resort Villages
Fifth Wednesday before Election Day	Fifth Saturday before Election Day
9:00 am – 4:00 pm	11:00 am – 2:00 pm

The RO or a NO must be present to accept nominations for the entire period on nomination day **including** the lunch hour

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**Nomination Papers**  
(LGEA 67)

- Candidates are required to submit a completed **Form I – Nomination** paper to run for office
- As of January 1, 2020:
  - ✓ Candidates are also required to complete and submit the **Public Disclosure Statement** form required for their municipality with their **Form I – Nomination** paper
  - ✓ Candidates are no longer required to state their occupation on the nomination form, unless required by the municipality’s bylaw

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### BEST PRACTICE TIP



Now that Public Disclosure Statements are required to be submitted with **Form I – Nomination** paper, consider providing the **Public Disclosure Statement Tips - Information Bulletin** found on [saskatchewan.ca](http://saskatchewan.ca) to assist candidates in completing the form.

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### Filing the Nomination Paper (LGEA 67)

**Form I – Nomination** may be submitted to the RO or an NO by any of the following methods:

- Personal service by the candidate or a person acting on the candidate’s behalf
- Registered or ordinary mail
- Fax
- Email
- Or as otherwise specified by the RO

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### Acceptance of Nomination Paper (LGEA 67)

- No nomination is complete or shall be accepted by the RO unless the candidate’s acceptance of nomination statement is:
  - ✓ Signed by the nominee
  - ✓ Witnessed by two individuals
  - ✓ Accompanied by a completed version of the municipality’s Public Disclosure Statement (PDS)
- And, as applicable:
  - ✓ Accompanied by a deposit (LGEA 68)
  - ✓ Accompanied by a criminal record check if required pursuant to the municipality’s criminal record check bylaw

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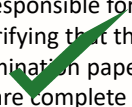
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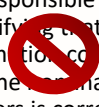
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### Complete VS Correct

The RO is only responsible for verifying that the nomination papers are complete



The RO is **NOT** responsible for verifying that the information contained in the nomination papers is correct or truthful



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After receiving **Form I - Nomination**, the election official will do the following:

1. Complete **Form K – Receipt of Nomination and Candidate’s Acceptance**
2. Make two copies of the original **Form I** and **Form K** documents
3. Provide one copy to the candidate
4. Post other copy for public inspection
5. Store the original nomination form and receipt in a secure location

**The original nomination form must be retained for the duration of the term of office**

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### Withdrawal Period (LGEA 76)

- A candidate may withdraw their nomination within 24 hours after the close of nomination day
- There is no prescribed form
- The withdrawal must be a written statement that is signed by the candidate and witnessed by two people OR witnessed by the RO (or NO)



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### Nomination Day Outcome

Nominations **equal** to number of vacancies  
**Notice of Abandonment of Poll**

Nominations **less** than number of vacancies  
**Form L - Call for Further Nominations**

Nominations **more** than number of vacancies  
**Notice of Poll**

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### Candidates Acclaimed (LGEA 77)

- When nominations are equal to the number of vacancies for the same office on council, the RO will:
  - ✓ Declare the candidate(s) to be elected
  - ✓ Post a **Notice of Abandonment of Poll** for the applicable office(s) that are affected



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### Call for Further Nominations (LGEA 78)

- If there are less nominations than vacancies:
  - ✓ The RO will post and publish **Form L – Notice of Call for Further Nominations**
  - ✓ Nominations may be filed until 4:00 pm on the second Wednesday following the close of the withdrawal period from the first call
  - ✓ Candidate cannot withdraw



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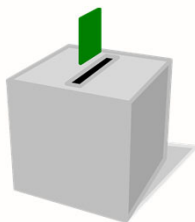
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### Vote Required (LGEA 81)

- If there are more candidates than vacancies, the RO will post and publish a **Notice of Poll** that contains all of the following:
  - ✓ Declaration that a vote will be held for each office (as applicable)
  - ✓ The date, time and locations of the all polling places for each office
  - ✓ The date, time and location that the results of the vote will be declared



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### Vote Required – Advance Poll (LGEA 83)

- As of January 1, 2020, resort villages and RMs are now required to hold an advance poll if they do not have a bylaw establishing a mail-in ballot system
- The RO sets the day(s) and hours which an advance poll is open
- The RO may authorize the establishment of one or more advance polls outside the municipality
- The RO posts and publishes a **Notice of Advance Poll**



*An Advance Poll must be opened at least 3 days but no more than 15 days before election day*

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### BEST PRACTICE TIP



Under section 2-26 of *The Legislation Act*, prescribed forms **can** be amended as long as:

- ✓ such changes do not affect the substance of the form;
- ✓ the changes are not likely to mislead; and
- ✓ the form used is organized the same way (or substantially the same way).

For example, if you are conducting an election in a town you may wish to remove references that are applicable to RM elections in the prescribed forms.

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## Election Materials



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## Ballots (LGEA 91 & LGEA Regs 41)

- Every ballot must be in **Form N – Ballot** and comply with section 41 of the LGEA Regulations (layout, dimensions, spacing, etc.)
- Ballots must contain the names of all duly nominated candidates arranged in alphabetical order of their surname, and if the same surname exists, in alphabetical order of the initial of their given name

 *As of January 1, 2020 the candidate's occupation is no longer required to be shown on the ballot **unless** the municipality has established it is required within a bylaw, like the General Election Bylaw.*

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- When ordering ballots, refer to the Candidate's Acceptance portion of **Form I – Nomination** paper for accuracy in spelling (and occupation, if applicable)
- As soon as ballots are received from the printer:
  - ✓ Verify the accuracy of the candidate's information
  - ✓ Ensure the same font and font size are used for all names
  - ✓ Ensure the order of names is correct
  - ✓ Count the ballots
- The number of ballots received may differ slightly from the number of ballots ordered. If this happens and is not recognized, the election officials will not be able to reconcile the ballot count after voting

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**How do I know how many ballots to order?**



Consider how many possible voters are eligible to vote. Previous voter turnouts may be an indicator, but may also not be reliable. Ultimately, it is better to have too many ballots than potentially running out.

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**Supplies for Polling Place**

The RO must supply **each polling place** with:

- ✓ Ballot box(es) and seals
  - One ballot box may hold ballots for more than one office
  - Boxes should be constructed from a durable material
  - Two or more seals are required for each ballot box
  - Additional seals are recommended

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- ✓ Form N - Ballots
  - Ensure ballots have been counted and verified
- ✓ Black lead pencils and other needed office supplies
  - Pencils are required for the voting compartments
- ✓ Large Envelopes
  - Used to put ballots in after the count
- ✓ Voting Compartment
  - At least one for voters to mark ballots

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The RO must also supply **each polling place** with **at least 2 copies** of each of the following:

- ✓ Form O – Directions for Voting
- ✓ Form P – Sections 185.1, 185.11, 185.21 and 185.22 – Controverted Elections



*Copies of these forms are to be posted in the entrance of the polling place and in every voting compartment.*

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The RO must also supply forms to register voters

<p><b>No Voter's List</b></p> <ul style="list-style-type: none"> <li>✓ Form Q – Poll Book</li> <li>✓ Form R – Voter's Registration and Poll Book</li> <li>✓ Copy of section 181 of the LGEA (posted in entrance)</li> </ul>	<p><b>Voter's List</b></p> <ul style="list-style-type: none"> <li>✓ Form F – Voter's List</li> <li>✓ Form M – Advance Poll List</li> </ul>
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*If the RO decides to fasten each completed Form R together and number each form in consecutive order in the Poll Book portion, Form Q is not required. (LGEA 96)*

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Several copies of each the following forms must also be supplied:

- ✓ Form B – Vouching for Identity
- ✓ Form T – Appointment of Candidate's Agent
- ✓ Form U – Declaration of Candidate or Agent
- ✓ Form V – Declaration of Voter Unable to Vote in the Manner Described in the Act
- ✓ Form W – Template for Use of Visually Impaired Voters
- ✓ Form X – Declaration of Friend
- ✓ Form Y – Declaration, Oath or Affirmation of Interpreter

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Lastly, the RO will supply the following for the DRO to complete at the close of poll:

- ✓ Form Z – Deputy Returning Officer’s Statement of Results (2 copies required)
- ✓ Form BB – Declaration of Poll
- ✓ Certificate of Poll
- ✓ Tally Sheet



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### BEST PRACTICE TIP



Supply each polling place with additional resource materials such as:

- *The Local Government Election Act, 2015*
- *The Local Government Regulations*
- **Local Government Election Guide**

The **Local Government Election Guide** found on [saskatchewan.ca](http://saskatchewan.ca) also contains a checklist of all of the supplies mentioned to assist ROs in making sure they are prepared.

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### Summary

- Election Notices must be posted and published accordingly
- Prescribed Notices may be altered to suit as long as changes do not mislead or affect the substance of the form
- The election process is dependent on the outcome of the Call for Nominations
- A candidate’s occupation is no longer required to be stated on the nomination form or ballot (unless required by bylaw)
- Ensure the accuracy of ballots as soon as received from printer

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**Coming up next...**

In Part 3 of the **Local Government Elections Webinars** we will cover:

- Election day
- Post-count activities

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