



A Guide to the Mail-in Ballot Bylaw

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Overview

- Introduction
- Application Process
- Providing Ballots to Voters
- Ballot Process for Voters
- Receiving Ballots from Voters
- Objections by Candidates/Agents
- Counting of Ballots

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Bylaw Sample



- Saskatchewan.ca
 - Government
 - Municipal Administration
 - Tools, Guides and Resources for Municipalities
 - Bylaw Samples



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Why would council adopt a Mail-in Ballot Bylaw?

The benefits of adopting a Mail-in Ballot Bylaw are:

- To give voters more options to cast their vote;
- Used by other levels of government; and
- Good governance.

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Mail-in Ballot Bylaw

Sample Template - May 2020

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Is there a process explained in the bylaw?

Yes, the process outlined in the bylaw is:

- Application process;
- Providing ballots to voters;
- Receiving ballots from voters;
- Objecting by candidates/agents; and
- Counting the ballots.

Application Process

Section 4 to 6

Witnesses to the forms:

- The returning officer (RO);
- The deputy returning officer (DRO);
- The enumerator;
- Any other person authorized to sign oaths; or
- Any other person.

Application Process

Section 5

Application to vote by mail-in ballot can be made:

- In person;
- Electronically;
- By mail; or
- By other means.

Application Process

Schedule A and Schedule B

Forms

A voter is required to apply for a mail-in ballot kit by filling out two forms:

1. Voter's Registration Form and Poll Book – Mail-in Ballot (Bylaw Schedule A, Form R); and
2. Declaration of Person Requesting a Mail-in Ballot (Bylaw Schedule B, Form C).

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Application Process

Voter's Registration Form and Poll Book, Form R, Schedule A

- Is attached as Schedule A to the Mail-in Ballot Bylaw.
- Is slightly different from the Voter's Registration Form, Form R. The form needs to be:
 - Identified as the Voter's Registration Form and Poll Book - Mail-in Ballot; and
 - Have different box identifiers at the bottom of the form.

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Application Process Form R Box Identifiers

MAIL-IN BALLOT DATE INFORMATION			VOTED WITH RESPECT TO			
Date of acceptance	Date kit provided to voter	Date ballot received	Mayor / Reeve	Councillor	Referendum / Question	Objection

REMARKS _____ | ENTRY NO. _____

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Application Process

Declaration of Person Requesting a Mail-in Ballot, Form C, Schedule B

- A declaration by the voter that they:
 - Are qualified to vote;
 - Have completed Form R; and
 - Are requesting a mail-in ballot be issued.
- This form must be witnessed by any person approved by council in their bylaw.

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Application Process

Section 5

- Council has the ability to choose how and the deadline by which the voter must apply to the municipal office for the ballot kit.

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Providing Ballots to Voters

Section 7 to 9

- All ballots issued to persons voting by mail shall be identical.
- Blank ballots may be used.
- Sample blank ballots are set out in Schedule E of the sample bylaw.

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Providing Ballot to Voters

Section 10

Ballot kit consists of:

- A copy of the Mail-in Ballot Bylaw;
- The ballots to which the voter is entitled;
- A ballot security envelope, bearing the information described in Schedule "C";
- A voter confirmation envelope, bearing the information described in Schedule "D";
- An outer envelope addressed to the RO bearing the words "Mail-in Ballot" on its face;
- Appropriate directions to voters; and
- A list of candidates who are seeking election if a blank ballot is used.

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Providing Ballot to Voters

Section 12

The RO or DRO can provide eligible voters with a ballot kit.

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Ballot Kit Envelopes

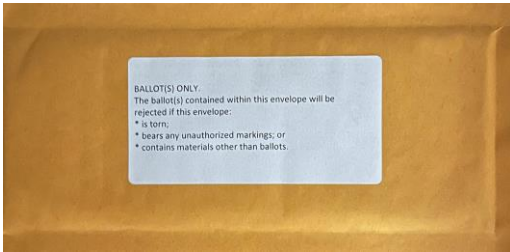
Schedule C and D



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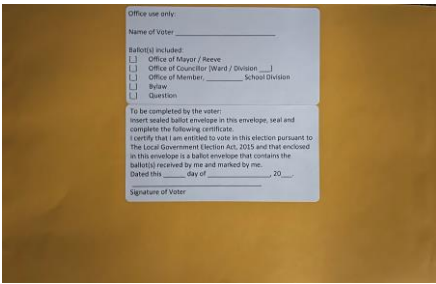
Ballot Security Envelope - Envelope #1



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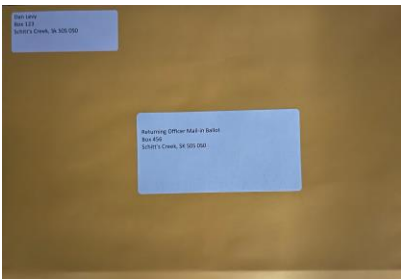
Voter Confirmation Envelope - Envelope #2 Schedule D



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Outer Return Envelope - Envelope #3



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Ballot Process for Voters

Section 13 and 14

Voters are required to:

- Insert **marked** ballots into the ballot security envelope (#1);
- Seal and insert the ballot security envelope (#1) into the voter confirmation envelope (#2);
- Date and sign the voter confirmation envelope (#2);
- Seal voter confirmation envelope (#2) and insert into the outer envelope (#3); and
- Return to the RO by regular mail, registered mail, courier, in person or by any other means.

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Receiving Ballots from Voters

Section 15

Receiving the outer envelope (#3)

- When the RO receives the outer envelope (#3) the RO shall:
 - Ensure the voter confirmation envelope (#2) is signed by the voter;
 - Record in the poll book (Individual Form R) the date of receipt; and
 - Deposit the voter confirmation envelope (#2) into the ballot box.

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Receiving Ballots from Voters

Section 16

If an outer envelope arrives after the close of polls, it is deemed spoiled and is to remain unopened in the voter confirmation envelope.

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Receiving Ballots from Voters

Section 17 and 18

Prior to close of poll...

- If more than one poll and a DRO is being used, the RO shall designate one DRO who will receive mail-in ballots before the close of the poll.
- The RO shall deliver all materials to the DRO:
 - The ballot box;
 - Ballot kits from all voters who applied; and
 - Any ballots that were received by mail after the delivery of materials.

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Objections by Candidates / Agents

Section 19 to 21

- A candidate or agent will still have an opportunity to object to any mail-in ballot voter by examining Form R and Form C.
- The RO shall make necessary entries on Form R.

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Counting of Ballots

Section 22

- Mail-in ballots will be counted after the close of polls on election day.
- If the mail-in ballot turnout is small, the RO may direct the DRO to include the mail-in ballots in the same ballot box used for polling on election day.
- Remember the ballot box will have the voter's unopened confirmation envelope (#2) that has the ballot security envelope (#1) inside.

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Counting of Ballots

Section 24 to 26

The DRO:

- Opens the mail-in ballot box in the presence of persons authorized to be in the polling place during the count;
- Examines each voter confirmation envelope and allows each person in the polling place to view the envelope; and
- May reject a voter confirmation envelope if the signature is missing.

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Counting of Ballots

Ballot security envelope (#1)

- Once the DRO has confirmed the voter confirmation envelope was filled out correctly, they open it to confirm the ballot security envelope has not been tampered with.
- If there are no tears or unauthorized markings, the DRO shall deposit the ballot security envelope into a container or another ballot box.
- Once all the ballot security envelopes are in a container or ballot box, the DRO may now start opening them and proceed to count.

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Counting of Ballots

Section 27 to 32

- Any ballots that were mailed but not marked are deemed spoiled.
- **All** mail-in ballot forms should be placed with all other election materials for safekeeping.
- If ballots are returned by mail after the close of poll, the RO or administrator shall write on the outer envelope “deemed spoiled”, the date, their initials and keep it secure along with the other election materials.

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Horizontal lines for text entry, arranged in two groups of seven lines each.