

Municipal Election Results Reporting

Section 140 of *The Local Government Election Act, 2015* (LGEA) requires the administrators (including clerks/city clerks) of Saskatchewan municipalities to report all municipal elections results, including results from by-elections to the Ministry of Government Relations (ministry). The online form to report municipal election results to the ministry is found on [saskatchewan.ca](https://municipalelection.saskatchewan.ca) at <https://municipalelection.saskatchewan.ca>.

This document addresses frequently asked questions administrators may have about reporting election results.

What information do administrators need to obtain prior to reporting election results?

Along with the results from the election, administrators will need to obtain the home mailing address and email address of each **elected** member of council prior to reporting election results.

Home mailing address and email address of elected candidates is required to be reported.

Why is the elected candidate's home address and email address required?

Council is the governing body of the municipality who is responsible for ensuring its responsibilities are carried out. Therefore, it is important that the ministry has the direct contact information of the council members. Although the ministry typically communicates to council through the municipal office, it is sometimes necessary to communicate directly with the council members on certain matters.

What do the terms 'incumbent' and 'acclaimed' mean?

When reporting election results, administrators are required to identify if candidates are incumbents and if candidates are acclaimed.

A candidate is an **incumbent** if they hold the same council position that they are nominated for in the election. For example, Jane Doe is currently serving her term as mayor and is also nominated for mayor. Jane is the incumbent for the position of mayor. If Jane is the successful candidate, she is considered the re-elected incumbent. If she is defeated, she is considered the defeated incumbent.

A candidate is **acclaimed** when no vote takes place because, at the close of nomination day, the number of candidate(s) nominated is equal to or less than the position(s) up for election. For example, at the end of the nomination day, only one candidate is nominated for reeve. That candidate is acclaimed (elected by acclamation). Another example is when there are three candidates nominated for four councillor positions. All three nominated candidates would be acclaimed (elected by acclamation).

A candidate may be **both** acclaimed and the incumbent. Using the previous examples, if Jane Doe, the incumbent, is the only candidate nominated for the position of mayor, she is also acclaimed.

All candidates were acclaimed, do the results still need to be reported?

Yes. Although there was no vote, the election for the council position occurred, the candidate(s) were ***elected by acclamation*** and results need to be reported.

All election results, including by-elections and acclamations, must be reported.

When should election results be reported to the ministry?

Election results should be reported to the ministry as soon as possible after an election is held. The ministry's expectation is that election results be reported within **ten business days** of the election date.

Does the municipality also need to update the Municipal Directory System?

Yes. Maintaining current contact information for Saskatchewan's municipalities and administrators is of critical importance. The [Municipal Directory System](#) (MDS) is a vital link between municipalities, municipal officials, government ministries and the public.

For security purposes, each municipality is provided with password-protected access to their municipality's information on the MDS. If you have any questions regarding accessing and updating the system, please email muninfo@gov.sk.ca for assistance.

Review and update the Municipal Directory System.

What happens if municipalities do not report their election results to the ministry?

Municipalities that do not report their election results to the ministry are considered non-compliant until the results are reported. Failure to report election results can have various consequences, including the following:

- The requirement to provide a copy of the notice of call for nominations to the ministry, at the ministry's request;
- The ministry may arrange a meeting between council, administrators, and ministry officials to discuss the matter;
- A Minister's Order may be issued appointing an interim council until an election can be held, if it is determined that the municipality did not hold a proper election; and
- For certain municipalities, non-compliance may result in involuntary restructuring, if the municipality fails to become compliant within a certain timeframe.

Municipal compliance is also a consideration when the ministry is reviewing grant applications submitted by municipalities.

Further Information

For further information on reporting municipal election results, email grcompliance@gov.sk.ca.

For more information on municipal elections visit [saskatchewan.ca](https://www.saskatchewan.ca/government/municipal-administration/elections) at <https://www.saskatchewan.ca/government/municipal-administration/elections>.