



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, JANUARY 29, 2024, 4:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 January 8, 2024 Executive Committee Meeting Minutes for Approval (MIN 24-1) **Page 1**

5. DELEGATIONS

5.1 Concerns Regarding Prince Albert Historical Society Funding and Adherence to 2009 Memorandum of Understanding (CORR 24-9) **Page 10**

Verbal Presentation: Michael Gange, Vice President, Prince Albert Historical Society

6. CONSENT AGENDA

6.1 Tax Abatement Request 336 16th Street West (CORR 24-8) **Page 24**

6.2 Little Red Transit Trial Results (RPT 24-28) **Page 27**

- 6.3 Historical Significance & Potential Development - LaColle Falls & Area (RPT 23-455) **Page 36**
- 6.4 January 9, 2024 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 24-5) **Page 62**
- 6.5 January 10, 2024 Aquatic & Arenas Recreation Project Steering Committee Meeting Minutes (MIN 24-3) **Page 68**

7. REPORTS OF ADMINISTRATION & COMMITTEES

- 7.1 Financial Implications from CUPE 882 Labour Disruption (RPT 24-14) **Page 73**
Verbal Presentation: Briane Folmer, Senior Accounting Manager
- 7.2 Transit Review 2023 (RPT 24-29) **Page 77**
PowerPoint Presentation: Evan Hastings, Transportation and Traffic Manager
- 7.3 Community Grant Accessible Swim Program (RPT 24-13) **Page 115**
Verbal Presentation: Jody Boulet, Director of Community Services
- 7.4 2024 Municipal Election Planning (RPT 24-12) **Page 135**
Verbal Presentation: Terri Mercier, City Clerk

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 24-1

MOTION:

That the Minutes for the Executive Committee Regular & Incamera Meetings held January 8, 2024, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, JANUARY 8, 2024, 4:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Mitchell J. Holash, K.C., City Solicitor
Jeff Da Silva, Director of Public Works
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Wilna Furstenberg, Communications Coordinator
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0245. **Moved by:** Councillor Miller

That the Agenda for this meeting be approved, with following amendment, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair:

That Item No. 6.3 be removed from the Agenda and be considered at a future Executive Committee meeting.

Absent: Councillor Ogradnick

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

3.1 Councillor C. Miller – Item No. 7.5 – Committee Member of the Prince Albert & Area Community Alcohol Strategy Committee

3.2 Councillor T. Lennox-Zepp – Item No. 7.3 – Board Member of the Prince Albert Co-operative Child Care Association

4. ADOPTION OF MINUTES

0246. **Moved by:** Mayor Dionne

That the Minutes for the Executive Committee Public and Incamera Meetings held November 14, 2023 and Incamera Meeting held December 11, 2023, be taken as read and adopted.

Absent: Councillor Ogradnick

CARRIED

5. DELEGATIONS

6. CONSENT AGENDA

6.2 Request to Reverse Penalty Charges - Athabasca Denesuline Education Authority – ADEA (CORR 24-3)

That CORR 24-3 be received and referred to the Financial Services Department.

- 6.6 November 2, 2023 Golf Course Advisory Committee Meeting Minutes (MIN 23-101)

That MIN 23-101 be received as information and filed.

- 6.7 December 5, 2023 Destination Marketing Levy Advisory Committee Meeting Minutes (MIN 23-104)

That MIN 23-104 be received as information and filed.

- 6.8 December 11, 2023 Management Committee Meeting Minutes (MIN 23-106)

That MIN 23-106 be received as information and filed.

0247. **Moved by:** Councillor Head

That the Consent Agenda Item Nos. 6.2 and 6.6 to 6.8 be received as information and referred, as indicated.

Absent: Councillor Ogradnick

CARRIED

- 6.1 Request to Reverse Penalty Charge on Tax Statement (CORR 24-1)

0248. **Moved by:** Councillor Lennox-Zepp

That CORR 24-1 be received and referred to the Financial Services Department for review and report.

Absent: Councillor Ogradnick

CARRIED

- 6.4 October 2023 Accounts Payable Payments (RPT 23-458)

0249. **Moved by:** Councillor Head

That the Financial Services Department forward a report providing details of payables for the following Vendors for consideration by members of Council at an upcoming Executive Committee meeting:

1. Vendor No. 27 – NCSWM Corporation - \$35,525.00
2. Vendor No. 30 – Full Line Electric and General Contracting - \$33,855.00
3. Vendor No. 39 – Erickson Contracting & Management Ltd. - \$23,535.95

4. Vendor No. 52 – Procido LLP - \$11,433.00

Absent: Councillor Ogradnick

CARRIED

6.5 November 2023 Accounts Payable Payments (RPT 23-459)

0250. **Moved by:** Councillor Head

That the Financial Services Department forward a report providing details of payables for the following Vendors for consideration by members of Council at an upcoming Executive Committee meeting:

1. Vendor No. 14 – Erickson Contracting & Management Ltd - \$65,946.69

2. Vendor No. 17 – Toter, LLC c/o Wastequip - \$58,228.27

3. Vendor No. 106 – Metalman Art & Design - \$3,849.48

4. Vendor No. 110 – NexGen Mechanical Inc. - \$3,557.53

Absent: Councillor Ogradnick

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Naming Rights & Sponsorship Policy (RPT 23-453)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0251. **Moved by:** Mayor Dionne

That the following be forwarded to an upcoming City Council meeting for approval:

That the amended Naming Rights & Sponsorship Policy, as attached to RPT 23-453, be approved, with an amendment to replace the reference of the word felony within Section 7.02(b).

Absent: Councillor Ogradnick

CARRIED

7.2 Donation Policy and Procedure (RPT 23-341)

Verbal Presentation was provided by Briane Folmer, Senior Accounting Manager.

0252. **Moved by:** Councillor Edwards

That the following be forwarded to an upcoming City Council meeting for approval:

That the amended Donation Policy and Procedure, as attached to RPT 23-341, be approved.

Absent: Councillor Ogrodnick

CARRIED

7.3 Tax Exemption Agreement for Daycare Properties (RPT 23-443)

Verbal Presentation was provided by Briane Folmer, Senior Accounting Manager.

0253. **Moved by:** Councillor Cody

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That a Tax Exemption Agreement between The City and the following five (5) daycare properties for a five (5) year term from January 1, 2024 to December 31, 2028, be approved:
 - a. 139 - 8th Street East – Family Futures Inc.;
 - b. 196 - 9th Street East – Family Futures Inc.;
 - c. 199 - 6th Street East – Prince Albert Child Care Co-operative Association;
 - d. 2805 - 1st Avenue West – South Hill Child Care Co-operative Association Limited; and,
 - e. 202 - 10th Street East – Prince Albert Aboriginal Head Start Program;
2. That the municipal taxes and levies be exempt, excluding Local Improvement Levies, to the following extent:
 - a. A full exemption provided that the Saskatchewan Government Relations Ministry and as required, the affected school divisions, provide consent pursuant to Section 263(3) of The Cities Act; or,

- b. Where consent is not provided per Section 263(2), a partial exemption to the extent that each affected taxpayer shall pay taxes equivalent to The City's financial obligation to pay non-consenting affected taxing authorities pursuant to Section 263(2) of The Cities Act; and,
3. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

Absent: Councillor Ogradnick

Absent - Declared Conflict of Interest: Councillor Lennox-Zepp

CARRIED

7.4 Request for Tax Relief - Prince Albert Share a Meal/Food Bank Inc. and Prince Albert Habitat for Humanity Saskatchewan (RPT 23-451)

Verbal Presentation was provided by Briane Folmer, Senior Accounting Manager.

0254. **Moved by:** Councillor Head

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That a Tax Exemption Agreement between The City, Prince Albert Habitat for Humanity Saskatchewan and the Prince Albert Share a Meal/Food Bank Inc. for a five (5) year term from January 1, 2024 to December 31, 2028, be approved;
2. That the municipal taxes and levies be exempt, excluding Local Improvement Levies, to the following extent:
 - a. A full exemption provided that the Saskatchewan Ministry of Government Relations and as required, the affected school divisions, provide consent pursuant to Section 263(3) of The Cities Act; or,
 - b. Where consent is not provided per Section 263(2), a partial exemption to the extent that each affected taxpayer shall pay taxes equivalent to the City's financial obligation to pay non-consenting affected taxing authorities pursuant to Section 263(2) of The Cities Act; and,

3. That the Mayor and City Clerk be authorized to execute the Agreements on behalf of The City, once prepared.

Absent: Councillor Ogradnick

CARRIED

7.5 Alcohol Sales - Stakeholder Consultation (RPT 23-447)

PowerPoint Presentation was provided by Anna Dinsdale, Community Safety and Well-Being Coordinator.

0255. **Moved by:** Mayor Dionne

1. That Administration draft a Bylaw to regulate the operating hours of Liquor Stores to open at 10:00 am and close at 11:00 pm for consideration at an upcoming City Council meeting; and,
2. That Administration provide an update on the impact of the Bylaw twelve (12) months after implementation for consideration at an Executive Committee meeting.

Absent: Councillor Ogradnick

Absent - Declared Conflict of Interest: Councillor Miller

CARRIED

7.6 Long Service and Retirement Recognition Policy (RPT 23-441)

Verbal Presentation was provided by Kiley Bear, Director of Corporate Services.

0256. **Moved by:** Mayor Dionne

That the following be forwarded to an upcoming City Council meeting for consideration:

That the Long Service and Retirement Recognition Policy, as attached to RPT 23-441, be approved.

Absent: Councillor Ogradnick

CARRIED

7.7 Action Items from City Council and Executive Committee (RPT 23-419)

Verbal Presentation was provided by Terri Mercier, City Clerk.

0257. **Moved by:** Councillor Lennox-Zepp

That the Action Items be updated as indicated in the Open Items Document, as attached to RPT 23-419.

Absent: Councillor Ogrodnick

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 5:10 P.M.

0258. **Moved by:** Councillor Head

That this Committee do now adjourn.

Absent: Councillor Ogrodnick

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 29TH DAY OF JANUARY, A.D. 2024.



City of
Prince Albert

CORR 24-9

TITLE: Concerns Regarding Prince Albert Historical Society Funding and Adherence to 2009 Memorandum of Understanding

DATE: January 25, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Correspondence be received and referred to the Financial Services Department and the Community Services Department for review.

PRESENTATION: Verbal by Michael Gange, Vice President, Prince Albert Historical Society

ATTACHMENTS:

1. Letter dated January 16, 2024

Written by: Michael Gange, Vice President, Prince Albert Historical Society



Recommended Disposition:

*Refer to
Financial
Services and
Community Services
for review*

RECEIVED
JAN 23 2024
CITY CLERK
Executive Committee

January 16, 2024

Dear Prince Albert City Mayor and Council,

re: Concerns Regarding Prince Albert Historical Society Funding and Adherence to 2009 Memorandum of Understanding

I hope this letter finds you well. I am writing to bring to your attention a matter of concern regarding the 2024 funding allocation for the Prince Albert Historical Society, as it appears to deviate from the terms outlined in the 2009 Memorandum of Understanding.

As an engaged member of our community, I have always appreciated the city's commitment to supporting cultural institutions, such as our museums. However, upon learning about the 2009 MOU between the Historical Society and the City of Prince Albert, it has come to my attention that there may be inconsistencies in meeting the stipulations set forth in the aforementioned memorandum. I have attached a copy of the 2009 MOU.

The MOU was signed in 2009. In that year, all costs (wages, benefits and associated employer costs) of employing the Manager of the four museums in the city was fully paid and supported by the City of Prince Albert. Also in that year, the City provided a grant of \$15,950 towards the annual operations of the four museums in Prince Albert. Both of these items were in accordance to clauses 8.6 and 8.10 found on page 5 of the MOU:

8. The city shall each year during which the Society is operating the Museums, continue to provide the following:

6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager.

10) The City shall pay a reasonable grant each year to the Society in support of its annual budget.

Clause 8.10 (further supported by clause d,vi from the fourth whereas point in the MOU) that states:

(vi) the City is responsible to supply funds to the Society for the purpose of operating the Museums.

In 2012, rather than directly paying the costs of the Museums Manager, the city increased the annual grant to include both the costs for the Manager (8.6) as well as funds to aid in operating the museums for the year (8.10).

In regards to the 2024 grant from the City of Prince Albert in the amount of \$71,080, we feel that this amount is not in accordance with the aforementioned MOU. The 2024 cost (wages, benefits and employer costs) for our Museums Manager total to \$74,005.80. I have attached a detailed breakdown of these costs and benefits. This puts our 2024 City grant, nearly \$3000 less than what is required to meet clause 8.6 and leaves no funding for operating the museums in clause 8.10.

The shortfall in funding for 8.6 is \$2925.80. The 2009 grant to operate the museums in the city of \$15950, if only taking into account inflation, the value in 2023 would be \$21993.77. (<https://www.bankofcanada.ca/rates/related/inflation-calculator/>) This shows a total shortfall of \$24919.57 in the 2024 city funding grant or a total grant of \$95999.57. This amount of money would put us back in accordance with the 2009 MOU, though it would show no increase in support from the City over the 15 years since 2009.

I kindly request that the city government conducts a thorough assessment of the current funding structure in relation to the 2009 Memorandum of Understanding. Transparency and adherence to the agreed-upon terms are crucial for maintaining the integrity of our cultural institutions.

I understand the complexities involved in budgetary decisions, but I believe that ensuring compliance with the established agreement will contribute to the sustained success and growth of our museums. Your attention to this matter is highly appreciated, and I look forward to a resolution that aligns with the shared vision for our cultural heritage.

Thank you for your time and dedication to the betterment of our community.

Sincerely,

Michael Gange, Vice President
Prince Albert Historical Society

A handwritten signature in black ink, appearing to read "Michael Gange", written in a cursive style.



City of Prince Albert

May 5, 2009

Prince Albert Historical Society
10 River Street East
Prince Albert, SK
S6V 8A9

Attention: Harris May, President

Dear Harris:

Re: Agreement between the City of Prince Albert and Prince Albert Historical Society

City Council at its meeting on April 6, 2009, considered a report from the Museum and Heritage Advisory Committee, with respect to an agreement between the City of Prince Albert and the Prince Albert Historical Society.

At that time, the Agreement was approved by City Council, and I have attached a copy of the agreement for your files. His Worship, Mayor Jim Scarrow will be attending the Crocus Tea on May 6 and will deliver the agreement on behalf of the City of Prince Albert.

The intent of the agreement is to formally document the relationship with respect to the operation and function of Museum and Heritage programming as it was created and has functioned or evolved dating back to 1976 through to the present time. Further, the agreement provides an accurate account of the innovative and efficient program delivery offered to Prince Albert and area residents through the support of willing volunteers.

The City of Prince Albert recognizes the value and diversity this programming provides to the community and its culture. The agreement will serve to solidify this historical partnership and will ensure the preservation and continuation of Museum and Heritage programming in Prince Albert into the future.

If you have any questions or require any further clarification with respect to the agreement, please do not hesitate to contact me.

Sincerely,

Jody Boulet, Recreation Manager

MEMORANDUM OF AGREEMENT

Having been entered originally on or about the calendar year 1976 and as thereafter from time to time amended.

BETWEEN:

CITY OF PRINCE ALBERT, a municipal corporation in the Province of Saskatchewan, (hereinafter called "the City")

- and -

PRINCE ALBERT HISTORICAL SOCIETY, a non-profit corporation operating in the City of Prince Albert in the Province of Saskatchewan, (hereinafter called "the Society")

WHEREAS the City as a municipal corporation responsible to provide public amenities and services for its residents has over its history sought and engaged in constructive partnerships with volunteer-based non-profit community organizations in order to provide innovative and efficient program delivery to its citizens at reduced cost to its tax base.

AND WHEREAS the City and the Society have been engaged in such a partnership for the delivery of community programming since at least 1976 in respect to the Prince Albert Historical Museum; the Evolution of Education Museum; the Rotary Museum of Police and Corrections; the Diefenbaker House Museum; the old Nisbet Church/School; the old Blockhouse (all hereinafter collectively called the "Museums").

AND WHEREAS the City and the Society have been engaged in such partnership for the delivery of community programming at the Museums since at least 1976 pursuant to several mutual understandings and agreements which the parties acknowledge have not to date been adequately or clearly reflected in the form of a formal written and clear Agreement.

AND WHEREAS the City and the Society mutually acknowledge:

(a) the City owns the lands and buildings on which the following are located: the Prince Albert Historical Museum; the Rotary Museum of Police and Corrections; and the Diefenbaker House Museum.

(b) the Society owns the Nisbet Church/School building, the Evolution of Education Museum, and the old Blockhouse building; and the City owns the lands on which such buildings are located.

(c) the Society owns the artifacts that are presently located in the Museums, with the exception of some of the artifacts which are on loan to the Society from third parties.

(d) the City and the Society by agreement have delivered and continue in partnership to deliver community programming at the Museums on the following bases, *inter alia*:

- (i) the Society facilitated financial contribution under a Heritage Site Assistance Agreement dated September 6, 1978 for the historic Firehall building at which the Prince Albert Historical Museum is located;
- (ii) the Society placed into the City's care the Nisbet Church/School building and the old Blockhouse building;
- (iii) the Society has created, owns and maintains the Bill Smiley Archives for the benefit of the regional community of Prince Albert;
- (iv) the Society operates the Museums in accordance with its corporate mission and in consultation with a Museums and Heritage Advisory Committee appointed by the City;
- (v) the City is responsible to maintain the Museums;

- (vi) the City is responsible to supply funds to the Society for the purpose of operating the Museums;
- (vii) the Society has facilitated charitable community funding for the benefit of the Firehall building and has opportunity to facilitate additional charitable community funding in support of the Museums, their enhancement and/or their capital or operating needs

NOW THEREFORE the parties hereto confirm their agreement as follows:

1. The Society shall continue to have exclusive use and occupation of the Museums for the purposes recited above. Subject to clause 7 below, such exclusive use of each Museum can be terminated only by mutual agreement of the City and the Society or by the Society ceasing to operate the subject Museum in accordance with the terms herein.
2. All artifacts owned by the Society shall upon dissolution of the Society become the property of the City and that all other artifacts shall be returned to their respective owners.
3. The Society shall continue to provide management, supervisory and administrative services for the Museums as follows, which the City acknowledges are currently being performed to satisfactory standards:
 - 1) Year end report to the City through the Museums and Heritage Advisory Committee;
 - 2) Maintain statistical information with respect to tourist visitation to the Museums;
 - 3) obtaining and training of tour guides prior to the Museums opening each year;
 - 4) Arranging for the cleaning and upkeep of the Museums and artifacts therein;

- 5) Ensure that a suitable selection of available artifacts is on display for public viewing at each Museum;
- 6) Provide public access to the Museums from the Tuesday following the May long weekend until the Friday before the September long weekend;
- 7) Provide access during the remainder of each year whenever possible by appointment; the nature of such service should be posted on the Museum doors;
- 8) The Society shall be entitled to charge fees for admission and to generate souvenir sales, the proceeds of which shall be kept by the Society;
- 9) The Society shall hire and engage the services of a Manager from its annual budget as may be approved by the City, whose remuneration shall be paid from the Society's annual budget as determined by the Society in consultation with the City.
- 10) The Society shall provide volunteer resources in support of these activities.

4. The Society shall continue to maintain the archives. In the event of the dissolution of the society all the archival material shall become the property of the City pursuant to the Society's bylaws.

5. The Society shall have the right to solicit donations from the general public for capital improvements of any of the Museums. Such improvements must receive approval from the City before any work is undertaken.

6. The City authorizes the Society to explore in consultation with the City the availability of significant charitable community funding to be utilized specifically toward the enhancement of the Prince Albert Historical Museum or a portion thereof. The City acknowledges that it has approved in principle the concept of renaming of the said Museum for the purpose of recognizing such a substantial charitable gift, provided that any such specific proposal recommended by the Society shall be subject to the prior formal approval of both City Council and the Society, which approval shall not be unreasonably withheld by either party.

7. The Society shall have the right to cease the operation of the Prince Albert Historical Museum in the old Fire Hall and move the artifacts and the archives to another location in the City of Prince Albert provided the Society receives the prior approval of City Council which will not be unreasonably withheld.

8. The City shall each year during which the Society is operating the Museums, continue to provide the following:

- 1) The cost of building and mechanical maintenance;
- 2) The cost of lawn and flower bed maintenance;
- 3) The cost of all utilities;
- 4) The cost and wage administration associated with providing tour guides for each of the Museums during the agreed upon training period and operating hours;
- 5) The cost for security and monitoring systems;
- 6) The cost and administration for reimbursing on a monthly basis the Society for the services and vehicle allowance for a Museums Manager;
- 7) The cost of public liability insurance in respect to the Museums;
- 8) The cost of public liability insurance for the Directors and the Manager in respect to the operation of the Museums by the Society;
- 9) The City shall each year during which the Society is operating the Museums, be responsible to indemnify and save harmless the Society and each member of the Board of Directors of the Society and the Manager, in respect to public liability claims of whatsoever nature, arising out of the operation of the Museums in accordance with Section 318 of *The Cities Act* or similar successor legislation.
- 10) The City shall pay a reasonable grant each year to the Society in support of its annual budget.
- 11) The City shall provide the Society with quiet use and enjoyment of the premises, subject to the Society's performance of the terms herein.

9. This Memorandum of Agreement represents an accumulation of the understandings, reciprocating covenants and agreements between the parties hereto, which the parties hereby each currently ratify and confirm.

10. Each of the provisions hereof is severable from any other provision and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity or enforceability of any of the remaining provisions. Notwithstanding, each party relies on the other to perform in good faith these terms and their covenants and obligations herein.

IN WITNESS WHEREOF The City of Prince Albert has hereunto affixed its corporate seal, duly witnessed by the hands of its proper offices in that behalf, duly authorized this ~~19~~ 7th day of ~~February~~ April A.D., 2009.


THE CITY OF PRINCE ALBERT

MAYOR



CITY CLERK

IN WITNESS WHEREOF the Prince Albert Historical Society has hereunto affixed its corporate seal, duly witnessed by the hands of its proper officers in that behalf duly authorized this 13th day of February A.D. 2009.

PRINCE ALBERT HISTORICAL SOCIETY


Per: _____

Harris May President


Per: _____

Jayne Remenda Secretary

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

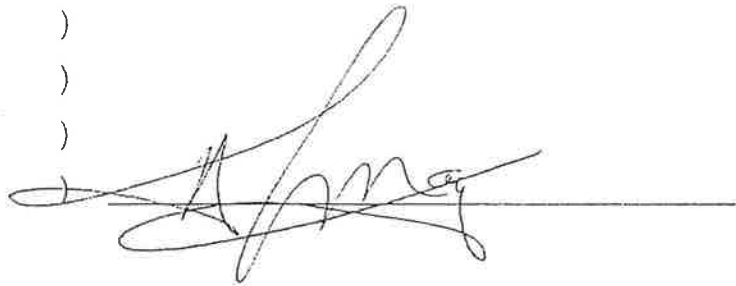
I, JOY ZOUKEI, of the City of Prince Albert, in the Province of Saskatchewan, make oath and say as follows:

1. That I was personally present and did see HARRIS MAY named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.

2. That the same was executed on the 6th day of APRIL, A.D. 2009 at the City of Prince Albert, in the Province of Saskatchewan, and that I am the subscribing witness thereto.

3. That I know the said HARRIS MAY and ~~he~~/she is, in my belief, of the full age of eighteen (18) years.

SWORN before me at the City of)
Prince Albert, in the Province)
of Saskatchewan, this 6 day)
of APRIL, A.D. 2009.



Bandy Seacrow
A COMMISSIONER FOR OATHS in and
for the Province of Saskatchewan.

My Commission expires: AUGUST 31, 2010
OR, BEING A SOLICITOR

AFFIDAVIT OF ATTESTATION
OF AN INSTRUMENT

CANADA)
PROVINCE OF SASKATCHEWAN)
TO WIT:)

I, WYF BOULET, of the City of Prince Albert, in the Province of Saskatchewan, make oath and say as follows:

1. That I was personally present and did see LYNNE REMENDA named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed on the 6th day of APRIL, A.D. 2009 at the City of Prince Albert, in the Province of Saskatchewan, and that I am the subscribing witness thereto.
3. That I know the said LYNNE REMENDA and he/she is, in my belief, of the full age of eighteen (18) years.

SWORN before me at the City of)
Prince Albert, in the Province)
of Saskatchewan, this 6 day)
of APRIL, A.D. 2009.)

Lynne Remenda

Bandy Simola
A COMMISSIONER FOR OATHS in and
for the Province of Saskatchewan.

My Commission expires: AUGUST 31, 2010
OR, BEING A SOLICITOR

Museum Curator Director Costs

Payroll	\$ 65,000.00
CPP	\$ 3,659.25
EI	\$ 1,468.77
Vehicle	\$ 1,200.00
WCB	\$ 569.60
Health Benefits	\$ 498.18
Pension	\$ 1,250.00
Cell Phone	<u>\$ 360.00</u>
Total Costs	<u>\$ 74,005.80</u>



City of
Prince Albert

CORR 24-8

TITLE: Tax Abatement Request 336 16th Street West

DATE: **January 23, 2024**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Correspondence be received and referred to the Financial Services Department.

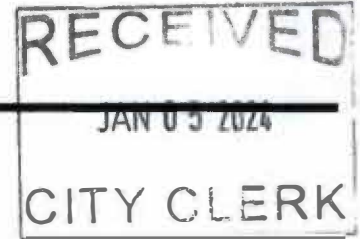
PRESENTATION: None

ATTACHMENTS:

1. Email dated January 5, 2024

Written by: Georgina and Tony Buller

Terri Mercier



From: [Redacted]
Sent: Friday, January 5, 2024 2:25 PM
To: City Clerk
Subject: Tax Abatement 336 16th Street West

You don't often get email from . Learn why this is important <<https://aka.ms/LearnAboutSenderIdentification>>

City of Prince Albert

Council and Committee

Phone call re: Taxes on 336 16th Street West Prince Albert, Sk. CA.

Persons Name Elaine/Vanessa/Miland/

Current Tax amount: 59,757.93

**Recommended
Disposition:**

Refer to
Financial
Services

Letter to council about property abatement on 336 16th Street West Prince Albert, Sk. CA.

Russell Appliance has out of business since Oct 31, 2019

Sheriff was to remove and sell all inventory – the stuff is still there December 2023 – now we are responsible to remove the inventory as is all obsolete

Had renter and they got behind and could not do anything during covid – they left owing us over 8,000.

This is the last extension we will get from the buyer (Jan 31, 2024) if we cannot lower the amount of penalties and interest from both the City of Prince Albert and Revenue Canada we will lose the sale and Revenue Canada will just auction the building off.

Owing

Revenue Canada 270,000

Mortgage amount 5,000.00

City of Prince Albert 60,000

Sale amount is 280,000

I am disabled and have been for many years – I receive CPP and OAS just over 1,100.00 monthly

Tony annual income 16000 - 2200 – 2500 – 500=11,800 income after cost of goods.

Please let us know if you can work with us to resolve this issue

Thank you,

Georgina and Tony Buller

Box 292 Stn Mn. Prince Albert, SK S6V5R5

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TITLE: Little Red Transit Trial Results

DATE: January 19, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to provide Council with statistics and costing for the 2023 Little Red Transit trial.

BACKGROUND:

Throughout 2022 and 2023, the Little Red River Park underwent various construction projects including 3 new pedestrian bridges, an expanded parking lot and the Rotary Adventure Park Playground complete with Zip Lines. Although Little Red is a popular destination for recreation in the City it is only reasonably accessible by private vehicle or taxi. In June of 2023, the City was in a unique position that allowed for a fully funded transit trial via the Provincial and Federal government (One-Time Public Transit Funding Agreement 2022-23) to bring residents to the park.

City Council Resolution No. 0206 dated June 12, 2023:

That the Little Red Transit Route, as attached to RPT 23-235, be approved on a trial basis from July 17, 2023 to September 16, 2023 on a half-hourly frequency as follows:

1. Monday to Friday – 11:45 a.m. to 7:45 p.m.; and,
2. Saturdays – 9:45 a.m. to 5:15 p.m.

For further background on the Little Red Transit Trial refer to Attachment 1 – RPT 23-235.

PROPOSED APPROACH AND RATIONALE:

The Little Red Transit Route operated from July 19 – September 9 (43 days) and followed the Route in Attachment 2 – Little Red Transit Route. The Route implemented 2 new stops at the following locations to ensure riders could access both sides of the park.

- 1. Little Red South – Shown in Attachment 3 – Little Red Transit Stop (South)
- 2. Little Red North – Shown in Attachment 4 – Little Red Transit Stop (North)

The total ridership throughout the duration of the trial was found to be 1690 (39 riders per day). The highest ridership was seen on August 9th with a total of 96 riders (6 riders per loop). In general, the City of Prince Albert strives for a minimum of 7 passengers per loop to ensure efficient routing and scheduling.

In total, the trial cost \$39,000 and earned an estimate \$2,231 in revenues. Table 1 below shows the results of the Little Red Transit Trial in comparison to the rest of the PA Transit System in 2023.

Performance Indicators	2023	Little Red Trial
Cost/Revenue Ratio	31%	5.7%
Total Cost Per Passenger	\$ 4.25	\$ 23.08
Subsidy Per Passenger	\$ 2.93	\$ 21.76
Average Revenue Per Passenger*	\$ 1.32	\$ 1.32

Table 1: Little Red Performance Indicators compared to the PA Transit System in 2023

In comparison to the rest of the transit system, the Little Red Route did not accumulate enough ridership to be considered a cost-effective route.

CONSULTATIONS:

First Canada ULC was consulted throughout the preparation of this report to verify the accuracy of data included for the Little Red Transit Trial.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following this report, a summary of the trial will be provided on the Prince Albert Transit website for the public to view the results of the trial.

FINANCIAL IMPLICATIONS:

The Little Red River Transit Trial cost \$39,000 and was fully funded by provincial and federal

funding via the “One-Time Public Transit Funding Agreement 2022-23”. Based on the Average Revenue per Passenger in 2023 (\$1.32 per passenger) it is estimated that this Trial earned \$2,231.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or Policy Implications. There are no Options to the Recommendation or Official Community Plan.

The Little Red Transit Trial began on July 19th as opposed to July 17th due to fleet shortages.

The Little Red Transit Trial concluded on September 9th as opposed to September 16th as additional capacity was urgently required for the regularly scheduled transit system. The East Flat Route saw 777 and 740 riders on September 5th and 6th respectively. The decision was made at this time to implement an East Flat #2 bus in order to reduce capacity concerns and to eliminate turned away riders.

STRATEGIC PLAN:

The Little Red River Transit Trial supports the long-term strategic plan to develop ways to effectively promote Prince Albert’s amenities, assets and other improvements. The report also supports the long-term strategic plan to strive to meet the needs of City Transit users by implementing and evaluating transit trials for future growth of the system.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Attachment 1 - RPT 23-235
2. Attachment 2 - Little Red Transit Route
3. Attachment 3 - Little Red Transit Stop (South)
4. Attachment 4 - Little Red Transit Stop (North)

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



RPT 23-235

TITLE: Little Red Transit Route Trial

DATE: **June 5, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That a Little Red Transit Route (as Shown in Attachment 1 – Proposed Little Red Transit Route), be approved on a trial basis from July 3rd, 2023 to September 2nd, 2023 on a half-hourly frequency for the following hours.

1. Monday – Friday → 11:45am – 7:45pm;
2. Saturdays → 9:45am – 5:15pm.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed Little Red transit route on a trial basis from July 3rd, 2023 to September 2nd, 2023.

BACKGROUND:

Little Red River Park is the City of Prince Alberts largest park with an area of over 1200 Acres. The Park is a common destination for members of the public and tourists to hike, bike, play, picnic, and enjoy the outdoors. Throughout 2022 and 2023, the Park has seen numerous improvements and construction projects including 3 new pedestrian bridges which were installed in 2022. Additionally, an expanded parking lot and the Rotary Adventure Park Playground and Zip Lines are currently in construction phase with anticipated completion in the near future.

Although Little Red is a popular destination for recreation in the City it is only reasonably accessible by private vehicle or taxi. This makes the park inaccessible to a large number of residents who rely on alternative modes of transportation such as public transit for daily use. The implementation of a public transit route to Little Red Park would work to recognize and accommodate the unique needs of the City's various social sectors and provide access to the park during its peak months of operation.

PROPOSED APPROACH AND RATIONALE:

Little Red River Park is one of the City of Prince Alberts most utilized leisure locations. In 2022, Little Red River Park assisted the City in being ranked number one for park space in all of Canada (Calgary.com) with a green score of 100/100. As the City continues to develop the park with the Rotary Adventure Park Playground, zip lines, expanded parking, new walking trails, bridges and more, the Parks usage continues to increase.

Due to the delayed start date of the Transit Extended Hours Trial (RPT 23-44), the City is in unique position where transit funding is available and must be utilized by March 31st, 2024. This allows for a fully funded trial to determine the amount of ridership that a July/August Little Red Transit Route would garner.

A proposed transportation route in the months of July and August follows the City's Strategic Plan 2023-25 as it works to promote Prince Albert's amenities, assets and infrastructure improvements. The route would also support the need for alternative modes of transportation to one of the City's premier leisure destinations.

CONSULTATIONS:

Saskatchewan Government Insurance (SGI) was consulted and confirmed that the existing City transit fleet is able to provide transit service to Little Red with no additional modifications or permits.

The Ministry of Government Relations was consulted and confirmed that allocation of funding to a Little Red Transit Route would be approved under the One-Time Public Transit Funding Agreement 2022-23.

Cities of Saskatoon, Regina and Brandon were consulted to explore standard practices for similar higher speed transit routes.

The Community Services Department was consulted to determine the peak times for park usage. This consultation assisted in the proposed weekday transit hours. The Department was also consulted to select optimal transit stop locations at Little Red (Shown in Attachments 2 & 3 – Little Red Transit Stops).

First Canada was consulted and confirmed that they have adequate staffing to operate an additional route during the proposed Little Red schedule.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will consult with the Department of Communication to create a media release, and website update to ensure the public is made aware of the new route.

FINANCIAL IMPLICATIONS:

The proposed Little Red Transit trial would cost \$48,000 including the service and fuel costs. This cost would be fully covered under the One-Time Public Transit Funding Agreement 2022-23.

Due to the temporary nature of the route, the City's transit service provider, First Canada has confirmed that they require a rate of \$100/hr as opposed to the standard contracted rate of \$73.47/hr.

OTHER CONSIDERATIONS/IMPLICATIONS:

The Saskatchewan Ministry of Highways will be completing Highway 55 construction and repaving from approximately June 6th – July 20th. Although, it is anticipated that the proposed Little Red Transit route will be completed in 30 minutes, there may be times where construction delays the bus. If this scenario occurs, the bus will revert to hourly for one route to get back to its regular schedule.

There are no Privacy or Policy Implications. There is no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic plan to develop ways to effectively promote Prince Albert's amenities, assets and other improvements by providing Public Transportation to Little Red Park during its peak season. The report also supports the long-term strategic plan to strive to meet the needs of City Transit users.

OFFICIAL COMMUNITY PLAN:

Adding a route to service Little Red River Park will enhance the functionality of the City's Public Transit System. Section 7.4 Public Transit supports transportation services commensurate to demand to and from major hubs and is an important service to help fulfill social equity goals by increasing mobility for transportation.

PUBLIC NOTICE:

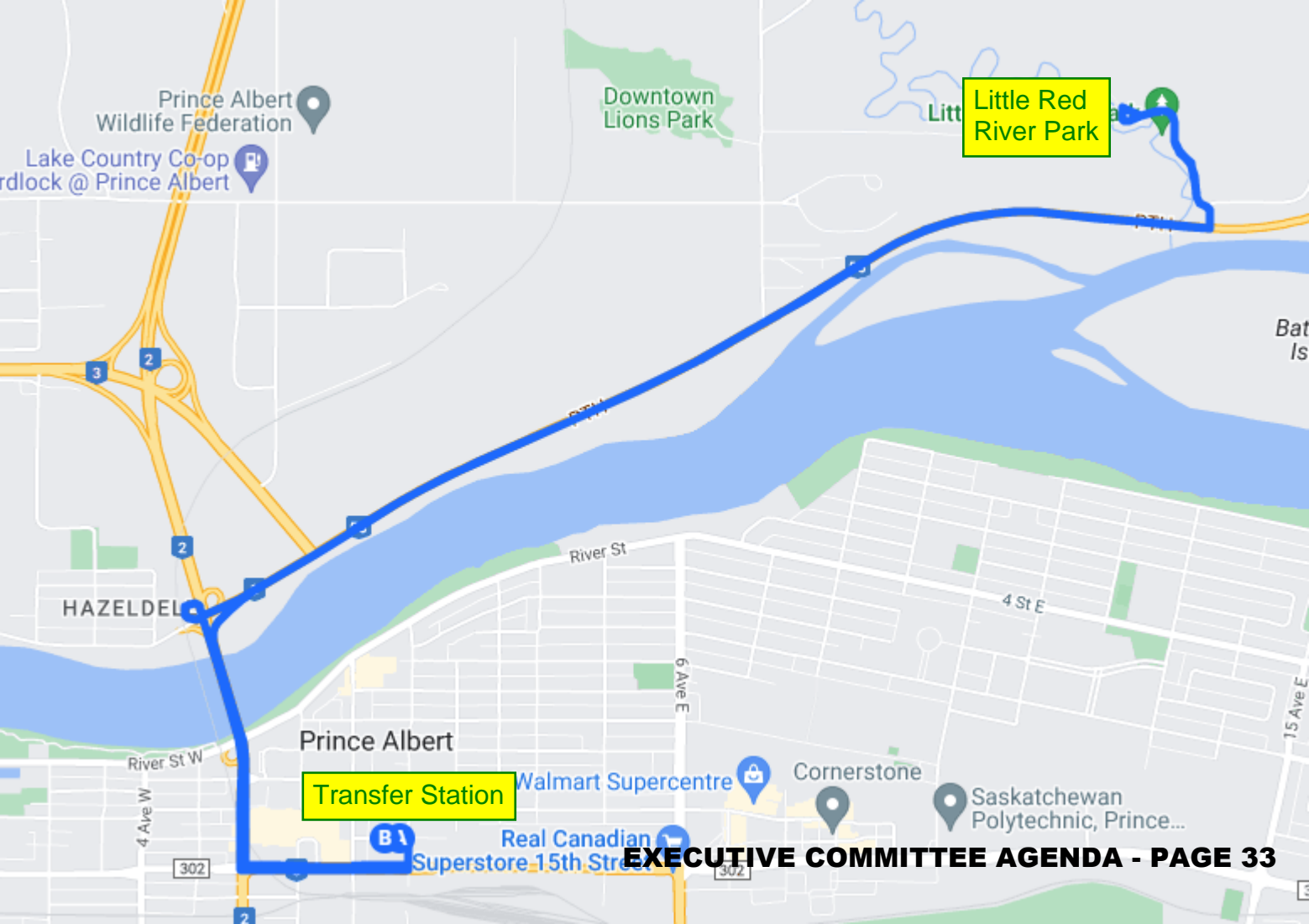
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Attachment 1 - Proposed Little Red Transit Route
2. Attachment 2 - Little Red Transit Stop (South)
3. Attachment 3 - Little Red Transit Stop (North)

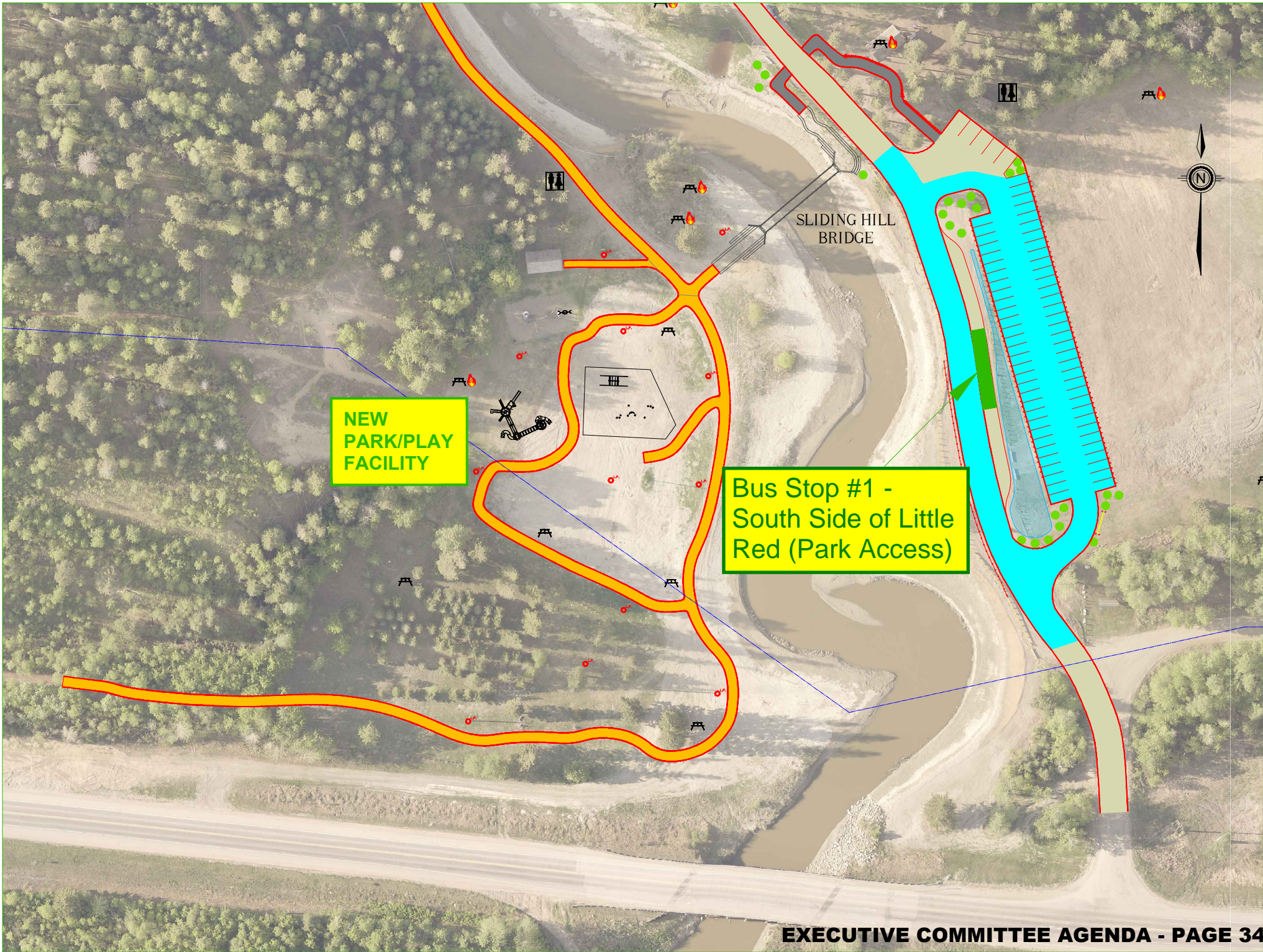
Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



Little Red River Park

Transfer Station



**NEW
PARK/PLAY
FACILITY**

**Bus Stop #1 -
South Side of Little
Red (Park Access)**



**Bus Stop
#1 - Little
Red (North)**

**KNOTTY
PINES
BISTRO**

LION'S GATE
BRIDGE





City of Prince Albert

RPT 23-455

TITLE: Historical Significance & Potential Development - LaColle Falls & Area

DATE: December 27, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Receive and file.

TOPIC & PURPOSE:

The purpose of the report is to outline the actions required in order to formally establish the historical significance and to give any future consideration to the potential development of La Colle Falls & Area.

PROPOSED APPROACH AND RATIONALE:

City Council approved the following resolution for follow up by the Community Services Department in consultation with the Prince Albert Historical Society. The Planning & Development Services Department was also consulted in the preparation of this report.

That the Community Services Department, in consultation with the Prince Albert Historical Society, prepare a report for consideration by members of Council outlining the Historical Significance and the potential of developing La Colle Falls and area as a City of Prince Albert Historical Site.

La Colle Falls certainly forms part of Prince Albert and Area's history and there have been previous efforts to formalize its historical significance at a Municipal, Provincial and National level. The City has also received previous offers to develop the area surrounding La Colle Falls for the purposes of providing a park setting where members of the public can safely visit the area, review the history of the site or participate in other tourism related activities such as Historical River Boat Tours.

In summary, there are important factors to consider within any proposed development

framework of the site:

- Cost & Budgetary Implications
- Historical Significance
- Archaeological Assessment
- Indigenous Consultation & Engagement
- Risk Assessment & Liability
- Partnerships among the various adjacent land owners
- Tourism Efforts & Investment

In 2009, Paul Van Pul a Consulting Surveyor at the time requested approval from the City of Prince Albert as the land owner to complete an Archaeological Survey. The approval was required in order for Mr. Van Pul to apply for funding from the Saskatchewan Heritage Foundation. Additionally Mr. Van Pul provided the City with his Field Work Estimate and Logistics 1.1 document for presentation purposes to members of Council in advance of applying for the Saskatchewan Heritage Funding.

Also in 2009, a grant application in the amount of \$334,300 was submitted by Prince Albert Tourism to the Federal Community Adjustment Fund in support of hosting Historical River Tours on the North Saskatchewan River. The application proposed the Archeological Survey Services of Mr. Van Pul for the La Colle Falls Area. Further the application was focused on Site Preparation for Tourist Services, River Docking Services, beautification of the area and information kiosk development.

Although Mr. Van Pul completed an extensive amount of research on the topic his request for funding was not approved. Additionally the application submitted by Tourism in conjunction with the City of Prince Albert was not approved. Without the necessary funding support the pursuit of establishing the historical significance and tourism development of the La Colle Falls area did not proceed as planned.

The Prince Albert Historical Society published the History of the La Colle Falls project in March 2013. The title of the document is "The La Colle Falls Hydroelectric Dam: A Monument to Optimism." A copy is attached for reference. The Historical Society believed it was important to formally document the history of La Colle Falls. Through the support of the City of Prince Albert, SaskCulture and Saskatchewan Lotteries the Historical Society was able to develop the document for future historical reference purposes.

Most recently in August 2019, the City received a request from the RM of Garden River to lease land on the North side of the river at the La Colle Falls area to install a road leading to the potential site for the development of a Day Park. A further request was made in April 2020 to have the City's 20 Acre Parcel located in the RM gifted to the RM of Garden River for the same purpose of establishing roadway access to a proposed Day Park. The approval has not been granted to date however it is noted that the RM of Garden River and perhaps the RM of Prince Albert should be considered as potential partners when considering any historic or development opportunities at the La Colle Falls site in the future.

Further steps include but are not limited to the following:

1. Completion of an Archaeological Assessment

The services of a qualified professional or firm will be required to proceed with the required assessment. An initial consideration within this step will be the budget implications and possible external funding sources/partners that could assist with the funding required.

2. Heritage Designation & Preservation

Achieving the Heritage Designation Status not only preserves the history of the site but it may provide access to alternate, external funding sources. From the Heritage Preservation perspective the Community Services Department has consulted the Planning & Development Department to determine the best approach for protecting the heritage significance of the site.

Upon receiving budget approval the City can prepare an RFP for the necessary archaeological assessments, which is required in order to determine what artifacts or sites may need protection and then proceed with the application for heritage designation. Due to the size of the site and its potential for both settler and Indigenous significance, an archaeological assessment by a professional is recommended. As the land in question is located within the RM of Prince Albert, any Municipal Heritage Designation would come from the RM, and consultation with the RM in this regard is required. Only with municipal level designation can the City proceed with the applications for Provincial and Federal designations, and pursue any related funding opportunities.

If upon initial consultations it is determined that the cost and liability is restrictive in terms of the overall goal to transform La Colle Falls into a tourism location without a significant investment, a more low impact approach may be advised; for example, the installation of signage and a trail network to a viewing point or points of the historic site. Subject to heritage review, this may be considered an appropriate form of use for the site, as it would leave it largely undisturbed. That said, by encouraging traffic to the site it is reasonable to anticipate an increased amount of foot traffic accessing the La Colle Falls directly. If we promote this form of interaction there is the risk of unintended damage occurring to both the Falls and any archaeological sites, as well as bodily injury to the person accessing the Falls. Similarly, if the adjacent site is developed into a Day Park we can expect that there would be an increase in the amount of unintended visits to the Falls, which could risk protection or preservation efforts.

A Heritage Designation also comes with the increased regulation of the site, which can make development and maintenance more costly. The pursuit of a heritage designation should only come as the result of significant consultation on the matter, determining if the costs, risks and rewards balance.

3. Consultation with Tourism

An additional important step would be to consult with Tourism to evaluate the Tourism potential and any regional support or advice available through PAREDA regarding the potential development of La Colle Falls and Area. Through this consultation there may be both short and long term opportunities worth investigating for future recommendation to members of Council.

4. Indigenous Consultation

Direction regarding the appropriate process to proceed with the necessary Indigenous Consultation will need to be confirmed as part of the Historical & Development considerations of the site.

For the purposes of the preparing this initial report the Department of Planning Development along with the Prince Albert Historical Society were consulted to identify the potential steps required in the process.

Consultation with multiple other partners such as the neighbouring RMs, Indigenous community and Tourism as identified in the report will be necessary in order to proceed through each step of the process.

PUBLIC NOTICE:

Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. The LaColle Falls Hydroelectric Dam: A Monument to Optimism

Written by: Jody Boulet, Director of Community Services

Approved by: Director of Planning and Development Services & City Manager

The La Colle Falls Hydroelectric Dam: A Monument to Optimism



The Prince Albert Historical Society gratefully
acknowledges the support of:

The City of Prince Albert

SaskCulture

Saskatchewan Lotteries

March, 2013

The story behind the concrete ruins of the La Colle Falls dam is fascinating to many people and embarrassing to others. Many younger and newer residents of Prince Albert are unaware of the existence of the ruins of this project about 40 kilometres east on the North Saskatchewan River.

To tell the story we have to go back to Prince Albert's early years. The settlement began with Metis farmer and Hudson's Bay Company trader James Isbister, who began to farm on a river lot on what is now the west end of the city. In 1866 Reverend James Nisbet, credited with founding the city, arrived to set up a mission and named it Prince Albert after the husband of Queen Victoria.

By the early 1900s the city was growing quickly. The railway had arrived in 1890. Riverboats transported goods on the Saskatchewan River systems from as far away as Edmonton and Winnipeg. Materials were brought in to supply Prince Albert and area, and lumber and farm produce were shipped out. Prince Albert, located where the prairie meets the forest, was becoming a hub for goods and services.

Growth depended upon electricity in the early 20th century. Cities like Prince Albert dreamed of becoming huge manufacturing centres and power was essential. It was also a service that residents were coming to expect in urban areas, along with sewer and water systems and paved roads.

The Birth of the Dream

In 1906 the Prince Albert Board of Trade hired a Toronto engineer, Charles H. Mitchell, to report on the possibility of hydroelectric power near the city. Mitchell's chief recommendation was to build a dam near the mouth of the Shell River. This plan, however, was dropped in favour of La Colle Falls, a secondary site mentioned in the report. A dam would be built at the falls, a boulder-strewn set of rapids about 40 kilometers east of the city, and a canal and lock system constructed whereby steamships could bypass the rapids.

Mitchell's initial report suggested that, for a million dollars, a minimum of 10,000 horsepower could be generated. At that time the output from a hydroelectric dam was measured in horsepower. 10,000 horsepower is about 7500 kilowatt hours. In contrast, today, the Nipawin Hydroelectric Dam, further east on the Saskatchewan River, generates 255 megawatts (255,000 kilowatts).

Excitement built quickly. Within a few short weeks the City decided to go ahead with the massive project. The Board of Trade published a pamphlet boasting that the energy output of the dam would be 15,000 horsepower. The publication promoted Prince Albert's industrial potential:

Does the meaning and import of this marvelous prevision grip you? Do you know that cheap power spells destiny and guarantees the future?...No wonder then the words 'Electric Prince Albert, the White Coal City,' are on the lips of every opportunity seeker, whether he is searching for a living or with far seeing eye planning one of those great manufacturing

enterprises that will soon make Prince Albert's industrial income rival its great agricultural revenue. Cities without water power cannot possibly offer any competition.

Mitchell's 1909 report stated that the completed project would generate 9200 horsepower and would consist of a 750 foot dam, a 120 by 25 foot navigation lock to allow the steamboats to go through the river at the site and a 5,700 foot power canal, for a total cost of \$1,009,000.

While Mitchell may have lacked engineering experience, he did not lack optimism. He knew how to keep the excitement for the project at a high level. He persuaded the City that they could build a system of electric tram cars, provide electricity for city buildings and homes and sell the excess power for a profit. This clean, inexpensive power could entice manufacturers and industries to the city.

Prince Albert already had a steam-generated power plant which generated electricity at a cost of \$50 per unit of horsepower. According to Mitchell, La Colle Falls would generate far cheaper hydroelectric power at a cost of \$20 or less per unit.

With his charismatic salesmanship, Mitchell painted a bright future. Because of all this publicity, western Canadian newspapers began to call Prince Albert "The White Coal City." White coal was a common name for clean hydroelectric power.

Protests and Problems

Not everyone in Prince Albert was drawn into the dream. H. C. Beatty had problems with the figures in Mitchell's report. At that time Beatty was secretary of the Prince Albert Board of Trade and editor of the newly-established Prince Albert Herald. He pushed for more detailed studies of the fluctuating river levels and flow rates, especially during the winter months.

Beatty believed Mitchell did not have the necessary experience to handle a project of this size and questioned his qualifications. He pointed out, in letters to City Council, that Mitchell's second report from 1909 had major differences compared to his first one. Mitchell had lowered the amount of power that could be generated and hedged his estimates based on "normal stages of the river." Beatty wanted the City to find a more experienced engineer to give a second opinion.

Mitchell wrote to the City offering to undertake an extensive examination of the dam site. He also stated that for another fee he would write a report on potential industrial development. He confidently assured the City that there was a long list of businesses that only needed electricity in order to develop in Prince Albert.

Little attention was paid to the fact that Mitchell made no allowance for interest on loans needed for the dam's construction. No one questioned whether the riverbed was suitable or doubted that the dirt road to the site was "in excellent condition throughout the year." No one thought of inflation, which was high in the early years of the 20th

century and during the years of World War I, 1914 to 1918.

Beatty continued to research electricity development and pointed out that no one had researched water flow levels for the North Saskatchewan River at Prince Albert. He became obsessed with trying to prevent the plans for the dam from proceeding. He could talk and write of little else. Even though he was quite knowledgeable, Beatty eventually became labeled as a crackpot and his concerns were discredited.

Many other issues arose as the dam project moved towards construction. The Federal Government demanded that a 50 foot lock for ships be constructed to pass by the dam. Costs continued to rise until the City finally brought in another engineering firm, Smith, Kerry and Chace out of Toronto, to review the project. They had concerns that the dam wasn't strong enough to withstand flooding. They found that the river bed hadn't been properly tested for solid clay and advised that the site of the dam be moved about a kilometre from Mitchell's proposed site. The firm stated that the amount of power generated would be very expensive and insufficient for the city's needs.

A third engineering firm, Isham Randolph of Chicago, however, supported Mitchell's analysis. City Council had what it wanted. They chose to ignore the concerns expressed and plunge ahead.

Cost estimates had gone up. Power output estimates had gone down. City Council members were novices in the world of high finance and borrowing was necessary. World War I officially began in 1914, but rumbles of the impending

conflict were heard several years before and affected business confidence. European money funded many large projects in Canada at the time.

In spite of this, City Council was on a path of no return. As Gary Abrams eloquently stated in his book, Prince Albert: The First Century

If sound reasons for urgency may be given, there remains in the events of 1912 an element which defies logical analysis. Mitchell had done far more than design and start building a dam. Scarcely realizing the effect of his guileless yet persuasive manner, his undistinguished but easy prose, he had founded a powerful new secular religion. Short and simple as it was, the doctrine included every element of the city-booster's world, from "great manufacturing enterprises" to use the unlimited resources of "our great north country," to opening of the Saskatchewan, savings in domestic lighting, and "streets a perfect blaze of illumination." Benefits verging on the miraculous were set forth in a Board of Trade booklet published late in the summer of 1912, and entitled Prince Albert, The White Coal City." (p. 193)

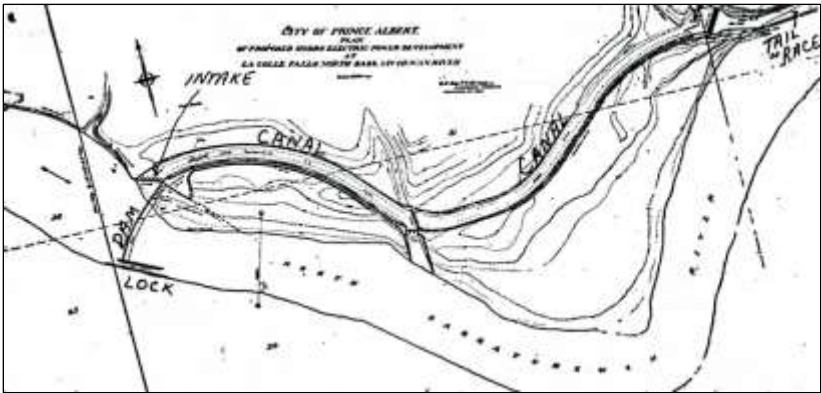
Who could resist such dreams?

The White Coal City Plunges Ahead

On April 24, 1912 the City signed a contract with the Ambursen Company for construction of the lock, intake works and dam. The signing took place two days after Mitchell revised the estimated costs upwards by a further \$130,000. This increase included another power canal expansion and a larger lock required by the government.

By the summer of 1912, La Colle Falls, 40 kilometres east of Prince Albert, was the site of one of the largest building operations ever seen in central Saskatchewan. Over the next ten months wagons dragged loads of coal, cement, structural steel and other materials and equipment for the huge project. The road was sometimes impassable, choked by axle-deep mud in summer and fall, and axle-high snowdrifts in winter. Steamboats hauled tons of materials as soon as the ice was off the river.

Technically, construction went well. By July of 1913, the Amburson Company estimated that the dam would be completed in four months.



Sketch of the proposed project.



Unloading materials from a steamboat.



Horses and humans provided much of the building power.



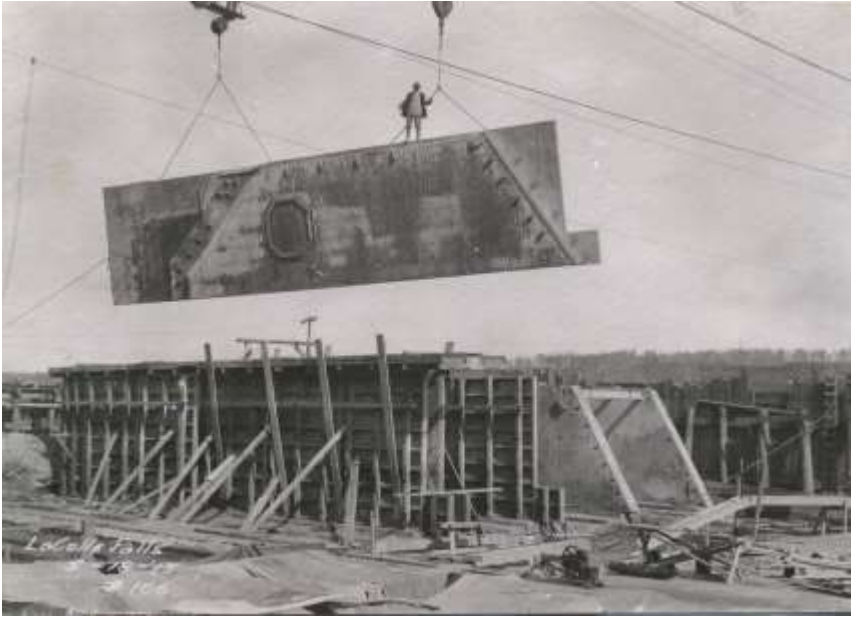
Work continued throughout the winter.



The dam begins to take shape.



The towers and cables for heavy lifting.



Hauling heavy materials across the river.



Looking west, upstream.



The dam in 1913.



Summer entertainment watching the construction.

Prince Albert was also the potential site of three large industrial projects: a bar mill and horse shoe factory, a steel mill, and the Great West Iron, Wood and Chemical Works Limited. This last project was the only one ever completed. The City gave this company 15 acres free, power at half the regular rate, and guaranteed company bonds. Felix Frank, who developed Great West Iron, was a booster like Mitchell. He made announcements of increasing the size of the investment, boasting of more jobs and future development. The City and the Board of Trade were spell-bound by all this activity.

Money Troubles

The City had raised funds for the dam project by selling city debentures and bonds. A debenture is similar to a bond. The purchaser pays money to the issuer, in this case the City of Prince Albert, but in reality is lending the city money. At the end of the

term, the city must repay that amount with interest. By mid-1913 European demand for Canadian municipal bonds and debentures fell and they became difficult to sell.

Prince Albert relied upon the sale of these bonds in order to finance the La Colle Falls project. The project was costing the City \$2,000 a day. In January of 1913 Mayor N. W. Morton travelled to London, England to attempt to sell the power bond privately. He succeeded, but only at a price much lower than the bond was actually worth. The City attempted and failed to sell \$500,000 of treasury bills in the United States.

Progress on the dam was only possible because the City left bills unpaid and made temporary arrangements with creditors. On July 21, 1913 Mitchell's inexperience finally became so obvious it couldn't be ignored. Frank Creighton, General Manager of the project, finished the first fully-detailed building estimate. His figures revealed that the true costs were 35% higher for the dam, lock and head works. The cofferdam, built temporarily to allow the water to flow around the dam works, was 78% above estimates. Costs for the Amburson plant and transportation were one and a half times the estimates. Underestimation of true costs, no allowance for interest on borrowed money and inflation took their toll.

In July, the Imperial Bank refused an additional loan of \$200,000. The City already had an enormous overdraft and had no choice but to halt construction.

The Beginning of the End

No one realized that July 29, 1913 would be the end of the biggest boom Prince Albert would ever see. No one imagined the looming disaster. Mayor Morton believed that construction could be resumed in six months.

Citizens began to put pressure on City Council. Mitchell was finally asked to explain why his estimates were so different from reality. A financial expert was called in to analyze the consequences of finishing the dam or leaving it indefinitely.

The financial analysis, prepared by J. G. White Engineering Corporation of New York, was brutally revealing. To produce even 4,000 horsepower, less than half of Mitchell's original estimate, would cost an additional \$1,136,000. This would bring the total cost to over two million dollars, more than double the original proposal. On top of this, the market for electricity was now uncertain. It seemed that the wisest choice would be to leave the dam unfinished.

In spite of this, a newly-formed Local Government Board impressed the Council and citizens by recommending that the dam be completed. This would attract investors and industries and have the potential to repay the loans. Council was also counting on a long-promised government grant to offset some of the costs.



Prince Albert purchased an ALCO 4 cylinder, 5 ton truck to help with transportation to the dam, but it was of little use. It was sold at a loss in 1918.

The City of Prince Albert made desperate attempts to raise the money over the next few months. The new mayor, G. W. Baker, went to Ottawa in March of 1914 to ask the Federal Government to fully fund completion of the dam to aid in river navigation. This ambitious request was turned down, although the government did offer to pay \$250,000 when the dam was completed.

In May of 1914 a syndicate in London, England, the Anglo-Dutch Finance Corporation, gave the city a ray of hope. They offered to pay off Prince Albert's debt in return for a 40 year lease on the hydroelectric plant and a 40 year franchise to build an electric street railway.

The City Solicitor, David W. Adam, drew up a scorching indictment of this proposal. His objections were answered by the company, so the City gave them a 90 day option on June 29, 1914.

Unfortunately, war in Europe broke out only six weeks later and all available European money was put towards the war. Almost 100% inflation during the war years also contributed to the size of Prince Albert's debt.

That summer, the Federal Government also revised the standard size requirement for locks on the North Saskatchewan River, Thus increasing the project costs even more. In a final ironic twist, less than four years later, the last steamboat left Prince Albert.

A few feeble attempts were made over the next year to raise capital to continue the project. Nothing worked. It was over. Almost overnight, the population of Prince Albert dropped by half to just over 6000 people. Many of the new businesses and industries that had been established closed. The City's net debt stood at \$3,328,000 with a bank overdraft of \$410,000. Their borrowing power was gone. Tax revenue, the only source of city funds, fell dramatically as the economy of Prince Albert collapsed.

Honouring the Debt

Prince Albert had two possible courses of action to choose from after they finally accepted that the project was at an end – declare bankruptcy or repay the debts. The City chose to honour the debt, knowing that the heavy financial burden would exist for a long time.

In the following years, through many bitter meetings with creditors and bondholders, the debts were consolidated. The City spent the next 50 years

repaying the borrowed money. To do this, tax revenue that would normally have gone into municipal improvements like roads and sewers was channeled into debt repayment.

Prince Albert stood still. The City Police department was temporarily disbanded since there was no money to pay wages. The Fire Department was forced to contend with outdated equipment and aging horses. City streets crumbled. Sidewalks and water mains received only temporary, makeshift repairs.

The prosperity and glory that the city had eagerly reached for had turned into a struggle for financial survival. Guilt and resentment tore apart the civic government – three aldermen resigned in mid-term. A ratepayers league was formed in 1914, which soon degenerated into a discontented clique, followed by similar groups over the next years.

Over the 50 years of repayment, the city tenaciously survived and slowly grew. In January 1966, a bond-burning ceremony took place on the steps of City Hall. The debt was finally paid. What a relief from the financial bondage that had held the city almost motionless for half a century!

Today

The La Colle Falls site sits today much as it has since 1913. A century of floods and ice breakups have made little change in the 293 foot skeleton. The good condition of the concrete is proof of the quality of the technical work. Concrete pits and some partially completed concrete walls are part of the lock system. On the north bank of the river, the foundations of the power canal intake lie abandoned. Little remains of the unfinished canal excavation or of the powerhouse and tailrace excavations.

Hidden in the underbrush are abandoned heaps of hardened cement, with the imprint of the burlap bags still on them. Wrist-thick wire cables that once supported the aerial carriages remain anchored into the earth.

Access to the site is difficult since the riverbank has eroded over the years. There is no road close by and anyone wanting to view the relic has to beat their way carefully through underbrush and swampy areas.

Should we look at this concrete ghost as a worthless relic to hide away and forget, or should we remember the people who were swept up by a vision at a time when boomtown mania swept the nation? Prince Albert was both an agent and a victim in the La Colle Falls debacle. However, it is also the story of a city, saddled with a huge debt following the collapse of the boom, which displayed financial integrity in not declaring bankruptcy; and using the most rigorous financial restraint, paid what was owed to the bond holders over a period of fifty years.

References:

Abrams, Gary. *Prince Albert: The First Century 1866-1966*. Modern Press, Saskatoon. 1976.

Prince Albert Board of Trade. *Prince Albert, The White Coal City*. 1913

Prince Albert Historical Society. Bill Smiley Archives.

Mitchell, Charles H. *Report: City of Prince Albert, Hydro-Electric Power Development, La Colle Falls, Saskatchewan River*. Toronto, Canada, 1909.



City of
Prince Albert

MIN 24-5

TITLE: January 9, 2024 Destination Marketing Levy Advisory Committee Meeting Minutes

DATE: January 12, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Destination Marketing Levy Advisory Committee



CITY OF PRINCE ALBERT

DESTINATION MARKETING LEVY ADVISORY COMMITTEE REGULAR MEETING

MINUTES

TUESDAY, JANUARY 9, 2024, 3:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL

PRESENT: Mayor Greg Dionne
Councillor Dawn Kilmer
Mona Selanders

Savannah Price, Secretary
Trina Bell, Administrator, Destination Marketing Fund

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Kilmer

That the Agenda for this meeting be approved, with the following amendment, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair:

1. Add U15 Boys Community Club Hockey Tournament Application as Item No. 6.5 to be considered after Item No. 6.3.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** Selanders

That the Minutes for the Destination Marketing Levy Advisory Committee Regular Meeting held December 5, 2023, be taken as read and adopted.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Destination Marketing Fund Grant Application Form – PAGC Men’s Recreation Hockey Tournament (RPT 23-446)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0003. **Moved by:** Kilmer

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That the New Event Destination Marketing Fund Grant Application from Prince Albert Grand Council Sport Culture and Recreation for funding the Prince Albert Grand Council Men’s Recreation Hockey Tournament, scheduled for January 12 - 14, 2024, in the amount of \$30,000, be approved;
2. That \$30,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

6.2 Destination Marketing Fund Grant Application Form - 2024 Senator's Cup - Full Contact Hockey Tournament (RPT 23-448)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0004. **Moved by:** Selanders

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Grand Council Sports & Recreation for funding the 2024 Senator's Cup – Full Contact Hockey Tournament scheduled for March 14 – 17, 2024, in the amount of \$30,000, be approved;
2. That \$30,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

6.3 Destination Marketing Fund Grant Application Form – Fine Arts Festival (RPT 23-450)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0005. **Moved by:** Kilmer

1. That the Event Retention Destination Marketing Fund Grant Application from Prince Albert Grand Council for funding the Fine Arts Festival, scheduled for April 22 – 26, 2024, in the amount of \$8,000, be approved;
2. That \$8,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

6.5 Destination Marketing Fund Grant Application Form – U15 Boys Community Club Hockey Tournament (CORR 24-6) (PRESENTED AT MEETING)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0006. **Moved by:** Kilmer

1. That the Event Retention Destination Marketing Fund Grant Application from U15 Cyclones for funding the U15 Boys Community Club Hockey Tournament, scheduled for January 12 - 14, 2024, in the amount of \$6,000, be approved;
2. That \$6,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

6.4 Destination Marketing Levy Grant Funding – Policy Changes; Application Deadline, Funding Model, Sponsorship Package, 100% Payment (RPT 23-452)

Verbal Presentation was provided by Trina Bell, Administrator, Destination Marketing Fund.

0007. **Moved by:** Kilmer

That the following be forwarded to an upcoming City Council meeting for consideration:

That the Destination Marketing Levy Policy No. 89.3, be amended as follows:

1. Section 1:01 b), to change the deadline to submit applications for funds up to \$10,000 to six (6) weeks and funds over \$10,000 to eight (8) weeks;
2. Section 1.01 c), to allow one hundred percent (100%) payment after the Final Report has been submitted based on meeting the criteria outlined in the Policy;
3. Section 1.01 m), to include the events Sponsorship Package with the Destination Marketing Fund Application, if applicable; and,

4. Section 3.02 - Funding Model for Grants, to increase the minimum number of hotel room nights from zero (0) to twenty (20) in order to receive the \$1,500 funding.

Absent: Richard Ahenakew and Councillor Ogradnick

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 3:20 P.M.

0008. **Moved by:** Kilmer

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS DAY OF , A.D. 2024.

UNOFFICIAL



City of
Prince Albert

MIN 24-3

TITLE: January 10, 2024 Aquatic & Arenas Recreation Project Steering Committee Meeting Minutes

DATE: January 12, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Be received as information and filed.

ATTACHMENTS:

1. Unofficial Minutes

Written by: Aquatic & Arenas Recreation Project Steering Committee



CITY OF PRINCE ALBERT

AQUATIC & ARENAS RECREATION PROJECT STEERING COMMITTEE REGULAR MEETING

MINUTES

**WEDNESDAY, JANUARY 10, 2024, 4:02 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Don Cody
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

Terri Mercier, City Clerk
Sherry Person, City Manager
Nykol Miller, Capital Projects Manager
Jeff Da Silva, Director of Public Works
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Wilna Furstenberg, Communications Manager
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Kilmer

That the Agenda for this meeting be approved, with the following amendment, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair:

1. That the Aquatic and Arenas Recreation Centre Construction Update Report for December 2023 and Project Budget from AECOM Canada Ltd. be included for consideration with Item No. 5.2.

Absent: Councillors Lennox-Zepp, Head and Ogradnick

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** Cody

That the Minutes for the Aquatic & Arenas Recreation Project Steering Committee Regular Meeting and Incamera Meeting held June 26, 2023, be taken as read and adopted.

Absent: Councillors Lennox-Zepp, Head and Ogradnick

CARRIED

5. CORRESPONDENCE & DELEGATIONS

5.1 Aquatic and Arenas Recreation Centre Construction Update - June, July, August, September and October 2023 (CORR 23-77)

0003. **Moved by:** Solomon

That CORR 23-77 be received as information and filed.

Absent: Councillors Lennox-Zepp, Head and Ogradnick

CARRIED

5.2 Aquatic & Arenas Recreation Centre Construction Monthly Update November 2023 - AECOM Canada Ltd. (CORR 24-2)

5.2.1 Aquatic & Arenas Recreation Centre Construction Monthly Update December 2023 and Project Budget - AECOM Canada Ltd. (CORR 24-7) (PRESENTED AT MEETING)

Verbal Presentation was provided by Trevor Woiden, P. Eng., AECOM Canada Ltd.

0004. **Moved by:** Cody

That CORR 24-2 and CORR 24-7 be received as information and filed.

Absent: Councillors Lennox-Zepp, Head and Ogradnick

CARRIED

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Aquatic and Arenas Recreation Centre Accessibility Features (RPT 23-405)

0005. **Moved by:** Kilmer

That the RPT 23-405 be received as information and filed.

Absent: Councillors Lennox-Zepp, Head and Ogradnick

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:44 P.M.

0006. **Moved by:** Kilmer

That this Committee do now adjourn.

Absent: Councillors: Head, Lennox-Zepp and Ogradnick

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 24th DAY OF JANUARY, A.D. 2024.

UNOFFICIAL



RPT 24-14

TITLE: Financial Implications from CUPE 882 Labour Disruption

DATE: January 11, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide members of Council the total costs and savings relating to the CUPE 882 labour disruption.

BACKGROUND:

Bargaining with CUPE Local 882 commenced November of 2022. CUPE Local 882 served Worked to Rule Strike action beginning on August 10, 2023 with full withdrawal of services on September 11, 2023.

City Council, at its meeting of October 16, 2023 approved the following motion:

Motion – Councillor Head – Total Cost of the CUPE 882 Strike (MOT 23-10)

1. *That Administration provide up-to-date reporting on costs and savings for the Canadian Union of Public Employees Local No. 882 Strike; and,*
2. *That Administration provide the total cost and savings of the Canadian Union of Public Employees Local No. 882 Strike, once concluded.*

A Report was forwarded to the December 11, 2023 City Council Meeting with a Memorandum of Agreement to Conclude Collective Bargaining.

The following motion was approved by City Council on December 11, 2023:

Memorandum of Agreement to Conclude Collecting Bargaining – CUPE 882 (RPT 23-435)

1. *That the Memorandum of Agreement between The City and the Canadian Union of Public Employees Local No. 882, as attached to RPT 23-435, be approved;*
2. *That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.*

Return of full services by CUPE Local 882 was Tuesday, December 12, 2023.

PROPOSED APPROACH AND RATIONALE:

This report will provide a summary of the costs and savings from the date of September 11, 2023 to return of full services. The summary provided for costs and savings relate only to the CUPE Local 882 disruption of services. The numbers do not include any other savings or costs incurred.

The overall financial position of the City in 2023 cannot be concluded on using these numbers. The numbers provided in this report are preliminary, unaudited information.

Yearend adjustments continue to be made, as such, the amounts are subject to change. The City's overall financial position for Year 2023 will be provided in a Yearend report, similar to that for the 2022 Yearend.

This report factors the following savings:

- personnel savings relating to salary, wages and benefits; and
- savings in merchandise purchased with the disruption of concession services.

This report factors the following costs to the City:

- hiring of casual staffing and contracted services for City services at City Hall and other City Facilities;
- security commissionaire services provided at City Hall and other City Facilities;
- installation of cameras at City Hall;
- computer costs, membership and supplies; and
- loss of revenue with the disruption of concession services.

The net savings from the CUPE 882 labour disruption is savings in the amount of \$535,300. However, the savings relate only to the CUPE Local 882 disruption of services. The numbers do not include any other savings or costs incurred by the City.

The savings and costs relating to the CUPE 882 labour disruption is as follows:

2023 CUPE 882 Strike - Costs/Savings Summary

	<u>Savings (Cost)</u>
Revenue/Expenses Foregone	
Lost Revenue	(123,600)
Salaries/Wages/Benefits	943,200
	819,600
Additional Costs Incurred	
Contractors	(199,400)
Security	(80,700)
Supplies/Software	(4,200)
	(284,300)
Net Savings	535,300
<p><i>* These figures are unaudited and subject to change. These figures include costs associated with the CUPE 882 labour disruption only.</i></p>	

Below is the description relating to the above costs and savings:

Loss of Revenue: \$123,600

Concession Sale Revenue

The amount of \$123,600 relates to the loss of revenue compared to budget for Concession Sales. This is mainly attributed to no concession sale revenue generated at the Art Hauser Centre for the term of September to December.

Concession sales for the term of January to August 2023 exceeded budgeted revenue with the hosting of the Canadian Female ESSO Championship, Senator’s Cup Hockey Tournament and other hockey tournaments. That increased revenue will offset the loss of revenue in the amount of \$123,600 for the term of September to end of December 2023.

Personnel Cost Savings: \$943,200

The amount of \$943,200 represents the savings in salary, wages and benefits during the labour disruption by only CUPE 882 staff. As the staff were not being paid by the City, there is savings to the City in salaries, wages and benefits.

Contractor Costs: \$199,400

Contractor cost includes the salaries/wages/benefits paid to contractors and casual staff hired to assist management in operations during the disruption.

This cost includes the following customer service to our residents:

- customer service at the front counter relating to payment of taxes, utility bills, and parking tickets.
- processing of invoices to be paid by the City along with invoices to be processed for payment to the City for various services at the Airport, Landfill, user groups, etc.
- assistance with payroll and coding of time cards for CUPE Local 160 staffing.
- assistance in the Solutions Hub relating to incoming calls to the City and questions from residents.
- assistance with the bylaw operation.
- assistance with assessment.
- casual staffing for gift shop cashier at Tourist Information Centre.
- casual guest service attendants and contractors hired to assist in the operation at the EA Rawlinson Centre and hosting of various events.
- casual staffing to assist in the operation of the Alfred Jenkins Field House and the Art Hauser Centre.

Commissionaire Security Costs and Cameras: \$80,700

Security costs relate to camera installation to monitor City and staff property, along with the cost of security personnel to monitor facilities and support residents and staff. Security was required at City Hall and other City Facilities to assist with the residents attending facilities, along with monitoring the parking lot and surrounding to ensure compliance with safety and support staff.

Supplies/Software Costs: \$4,200

The supplies/software expenses include costs associated with memberships to specific organizations so other managers could assist in areas of work where that membership is required, along with additional computer costs for contractors (ex. Microsoft 365 licenses).

While there were a handful of shows, including the Tom Cochrane Show, that were postponed at the EA Rawlinson Center, they will be rescheduled for another date. These shows are not included in the above loss of revenue as with the cancellation of the shows, there is no ticket sale revenue but also no production cost for the show.

Summary

As requested by Council, this report is providing a summary of the costs and savings associated with the CUPE 882 labour disruption. There is a net savings of \$535,300, however, the overall financial position of the City for the Year 2023 is preliminary and unaudited. Yearend adjustments are underway and a Yearend Report will be provided in the spring of 2024.

PUBLIC NOTICE:

Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Presentation by Briane Folmer, Senior Accounting Manager.

Written by: Briane Vance, Senior Accounting Manager

Approved by: Director of Financial Services and City Manager



City of Prince Albert

RPT 24-29

TITLE: Transit Review 2023

DATE: January 22, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Transit Review be received as information and filed.

TOPIC & PURPOSE:

To provide Council with information regarding Public Transit in 2023.

PROPOSED APPROACH AND RATIONALE:

2023 was a year of **rebound and growth** for Prince Albert Transit. The year started with a bang, as January serviced the most riders in any month in PA Transit history with a total ridership of 42,020. Prior to 2023, the highest recorded transit ridership of any month was 41,702 in October of 2018. The service continued to steadily improve as this record was exceeded in 7 out of the 12 months in 2023. As of October of 2023 over 1000 monthly transit passes are sold each month which equates to roughly 3% of all residents in the City.

PA Transit transported the most annual riders in its history in 2023 with a total ridership of **522,492**. The highest annual ridership prior to 2023 was 399,506 in 2018. This marks a 31% increase from the previous high and a 103% increase from ridership in 2022. Table 1 below shows the monthly transit ridership from 2019 to 2023.

Month	2019	2020	2021	2022	2023
January	35,977	37,313	17,812	16,066	42,020
February	31,781	35,181	17,400	11,446	34,368
March	39,598	32,248	23,724	20,445	46,894
April	34,747	*13,593*	16,634	15,704	36,329
May	34,028	14,044	20,527	18,392	42,081
June	32,134	17,041	19,506	13,055	37,656
July	25,206	19,478	19,232	14,997	29,062
August	24,138	18,437	18,207	18,738	31,369
September	38,261	22,143	21,049	36,499	58,575
October	38,038	22,782	21,798	33,886	59,129
November	34,987	18,154	21,580	31,853	56,525
December	30,538	18,063	19,749	26,413	48,484
Total	399,433	268,477	237,218	257,494	522,492
Average	33,286	22,373	19,768	21,458	43,541

Table 1: Monthly Transit Ridership 2019 – 2023.

Ridership in April 2020 significantly decreased due to the COVID-19 pandemic

Service Reliability & Public Communications

From 2020 – 2022 the public transit system suffered major setbacks due to the COVID-19 pandemic and the loss of the City transit fleet. For this reason it was essential that the reliability of the service be improved in 2023 so that residents can get to where they need to go on a daily basis. In 2023, the Transit system operated **99.4%** of all scheduled hours. The Department of Public Works and Department of Communications collaborated to provide consistent daily updates on the City website to ensure that riders were immediately aware of any alterations to service.

It should be noted that the increase to service reliability was largely due to the City working with their Transit Service partners First Bus Canada to lease a fleet of 9 transit buses that arrived to Prince Albert throughout 2022. This fleet has allowed the service to operate with minimal interruptions in 2023.

In 2023, the TransitLivePA website saw a 278% increase in usage from the previous year. The system had 87,687 unique visits in 2022 and 331,940 in 2023. This system has improved public access to see where their bus is in real-time, and to notify residents about detours when they occur. Figure 1 below shows a snapshot of the transitlivepa.com website.

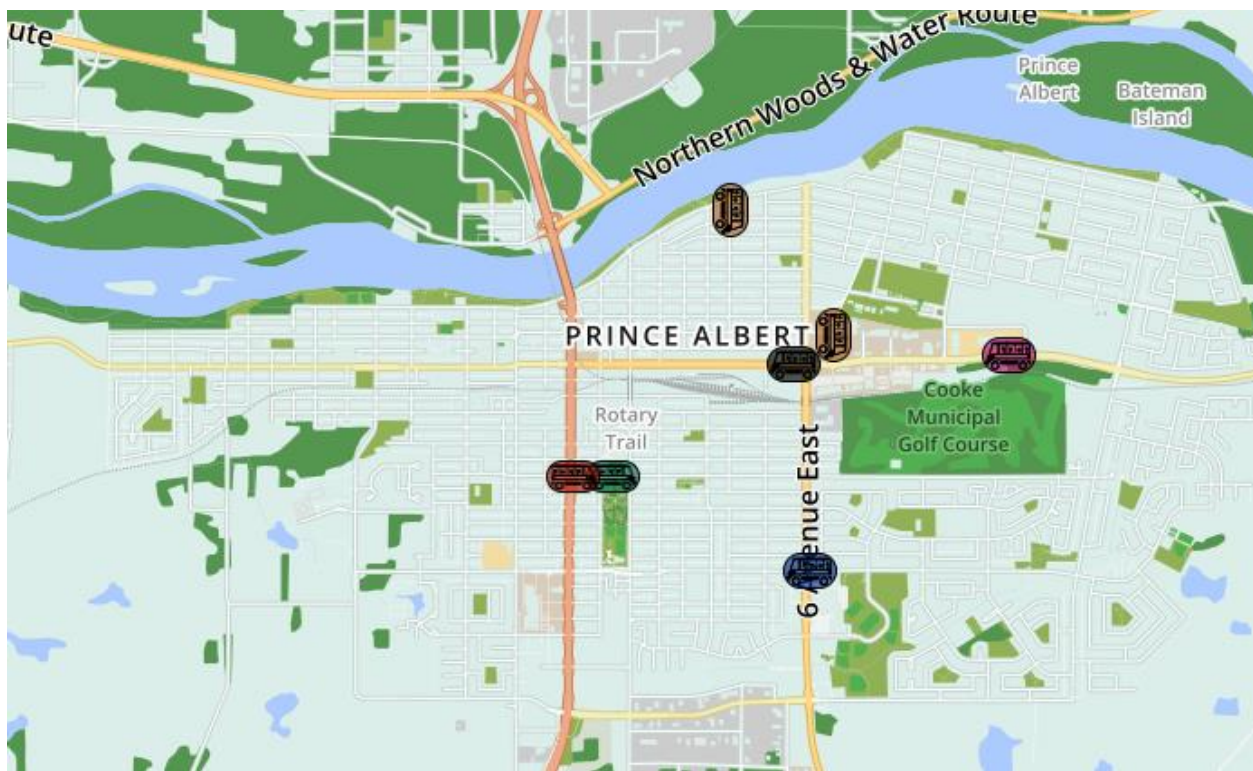


Figure 1: TransitLivePA.com Snapshot.

East Flat #2 & Student Ridership

In October of 2022, 380 students (Post-Secondary and High School) purchased monthly transit passes. In October of 2023, student monthly transit passes increased to 755. This is a 99% increase in student ridership over a one year period.

Increasing student ridership is a good sign for the City as it increases the likelihood of public transit usage for future adults. Although the increase to student ridership is beneficial to City transit it provides a unique challenge as the transit capacity is tested before and after school.

From September 5th – September 14th 2023, the PA Transit system averaged 2,728 riders per day. In comparison, during the same period in 2022 the PA Transit system averaged 1,643 riders per day. This influx in ridership tested the capacity of the Transit system. During review of the morning and afternoon rush hours it was noted that dozens of riders were being passed up due to limited bus capacity. On September 11th action was taken to improve the capacity of the transit system as an additional bus was added on the East Flat route from 2:30pm-5:30pm. On September 13th an additional bus was added on the East Flat route from 7:00am – 10:00am.

This additional bus serviced an average of 85 riders per day in November (7.1 riders/loop). The route is essential to provide adequate transit capacity at peak hours as the majority of riders who use it would otherwise be left behind at their stop. This overflow bus is a short-term

solution to the capacity problem and a longer-term solution will be recommended following public consultation and the full system review in 2024.

Performance Indicators

The Cost to Revenue Ratio is used as a comparative measure to determine the cost efficiency of a Transit System. Each year, the Canadian Urban Transit Association (CUTA) gathers transit statistics from transit agencies Canada wide. The average Cost to Revenue ratio in municipalities with less than 150,000 population is 33% (2016-2019). The City of Prince Albert aims to exceed the national average each year in order to provide the most effective service possible for City residents.

In 2023, a 32% Cost to Revenue Ratio was determined. The Cost to Revenue Ratio remains slightly lower than optimal due to additional lease fees for the existing transit fleet and the loss of the yearly transit advertising contract. Despite these setbacks a massive influx in ridership has led to a 4% Cost to Revenue Ratio increase from past years. Table 2 below shows the Performance indicators for transit service for the years of 2020-2023.

	2020	2021	2022	2023
Total Cost	\$1,908,195	\$1,568,906	\$1,580,737	\$2,218,197
Total Revenue	\$507,478	\$418,997	\$444,401	\$699,270
Cost/Revenue Ratio	27%	27%	28%	32%
Ridership	268,477	237,218	257,494	522,492
Total Cost Per Passenger	\$7.11	\$6.61	\$6.14	\$4.25
City Subsidy Per Passenger	\$5.22	\$4.85	\$4.41	\$2.91
Average Revenue Per Passenger	\$1.89	\$1.77	\$1.73	\$1.34

Table 2: Performance Indicators for Transit Service 2020-2023.

One-Time Public Transit Funding Agreement 2022-23

On December 20th, 2022 the Government of Saskatchewan delivered a Funding Agreement to the City of Prince Albert for a total maximum funding of **\$415,038.00**.

City Council Resolution No. 0007 dated January 23, 2023:

1. That the allocation of One-Time Public Transit Funding as shown in Schedule B, as attached to RPT 23-13, in the maximum amount of \$415,038, be approved;

The allocation of this funding is shown in Attachment 1 – Schedule B Project Plan.

Major Project 1 - Extended Weekday Hours of Service

City Council Resolution No. 0032 dated February 13, 2023:

That the following alteration of Transit Hours be approved on a trial basis during weekdays from March 13, 2023 to March 31, 2024, subject to the awarding of the Federal and Provincial Governments' One-Time Public Transit Grant Funding.

1. To extend the Rush Hour Service every half-hour from 9:45 a.m. to 2:45 p.m.;
2. To reduce operating frequency from every half-hour to every hour for all routes between 6:15 p.m. to 7:15 p.m.;
3. To extend all transit routes to operate every hour from 7:15 p.m. to 10:15 p.m.

The Weekday Extended Transit Service Hours began on June 12th, 2023 as it took time to hire additional drivers to provide the service.

Since the extended hour's trial began on June 12th, 2023 the Rush Hour Route has increased in popularity as riders now recognize it as a full day service. The route has increased from 140 riders per day (January – May 2023) to 452 riders per day (September – November 2023). Not only has the total ridership for the route increased but the ridership per loop has also increased from 11 (pre-trial) to 17 (during trial). The route is now the third busiest in the City behind the West Hill and the East Flat.

Despite reducing service from half-hourly to hourly from 6:15pm – 7:15pm the PA Transit system handles an average of 93 riders (September – November 2023) in this hour as compared to 58 riders (January – May 2023). The reduction in service allows for transit hours to be placed at more effective time periods.

The objective when extending transit from 7:15pm – 10:15pm was to allow extended service hours to improve the functionality of the transit system for residents. It was anticipated that this trial would transport an additional 105 riders per night. Since the beginning of the trial the ridership has continually increased reaching an average of 117 riders per night. This ridership is expected to increase as more residents align their schedules with the transit service hours.

Aside from the increased ridership during the extended hours it is important to note that the ridership throughout the rest of the day has also increased significantly. The late night weekday hours make the transit system more functional and allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours. For this reason dozens of users who previously could not utilize the transit system are now riding on a daily basis.

In 2024 budget deliberations, the Extended Weekday Transit Hours Trial was approved to

continue until December 31, 2024.

Major Project 2 – Little Red Transit Route

The Little Red Transit Route operated from July 19 – September 9, 2023 (43 days). The route successfully transported 1690 riders to/from the park during operation. A report will be brought forward to Council regarding this trial in 2024.

Major Project 3 – Transit Infrastructure and Accessibility

In total, \$150,038 of funding was allocated to improving transit infrastructure and accessibility throughout the City in 2023. With this funding, 20 unique projects were completed throughout the City. A map of the project location can be seen in Attachment 2 – Transit Improvements Map. A breakdown of each improvement is included in Attachment 3 – Transit Improvement Projects. These projects included the following.

1. 4 New Transit Shelters – Figure 2 below shows the new Carlton West Transit Shelter.



Figure 2: Carlton West Transit Shelter Installation

2. 11 New Transit Benches – Figure 3 below shows the new style transit advertising benches.



Figure 3: New Style Transit Advertising Bench

3. Relocation of the Saskatchewan Polytechnic West Shelter for Enhanced Connectivity
4. Installation of 14 Concrete Pads for Benches and Shelters
5. 7 New pathway/sidewalk connectivity improvements – Figure 4 below shows an example of a new concrete pad with pathway connectivity.



Figure 4: Example of new concrete transit pad with enhanced connectivity

Projects were prioritized at locations with the highest transit ridership throughout the City. A total of 26/31 of the highest ridership stops now have a bench or shelter on location for enhanced accessibility and rider comfort. At least one project was completed in each of the 8 wards.

Further information about the One-Time Public Transit Funding Agreement is including in the following reports.

1. Attachment 4 – RPT 23-13
2. Attachment 5 – RPT 23-22
3. Attachment 6 – RPT 23-235

Looking forward to 2024

Although major strides were made in 2023, there is still plenty of room for the PA Transit system to grow in 2024. High School and Post-Secondary students now account for over 700 monthly transit passes. These students represent a changing culture for bus transit within the City.

As the extended transit service hours and enhanced service reliability continue into 2024, ridership and revenue are both anticipated to see further increases resulting in a more efficient transit service.

The following Transit items will be reviewed throughout 2024.

1. Full Transit System Review – a report including a total transit system review will be brought forward to Council. This review will include planning for inevitable service alterations required as a result of new development and growth within City. This report will also include information and recommendations regarding the ongoing weekday transit extension trial and the East Flat #2 overflow bus. Various forms of public consultation are in the works for the preparation of this report.
2. Transit Fare Review – A study will be completed to look at Prince Albert Transit Fare prices and categories. The results of this study will be provided to City Council at this time.
3. Promotional Events - Promotional events will be held at strategic times of the year to increase effectiveness and enhance public knowledge of the public transit service.

4. Transit Shelters – A total of 20 perforated metal panels have been installed in transit shelters throughout the City since 2022 as part of an anti-vandalism trial. The trial was undertaken in order to reduce costs of replacing broken shelter glass. Since implementation, there have been no reports of vandalism to the perforated metal panels. All missing transit shelter panes/panels will be fully replaced in 2024 for improved rider comfort.

CONSULTATIONS:

CRL Engineering (Transit Live) was consulted in order to provide updated statistics regarding the usage of the TransitLivepa.com website for this report.

Consultation was had with various City Departments, City Staff, Contractors, Saskatchewan Rivers School Division, Saskatchewan Polytechnic, CRL Engineering, First Canada ULC, and more to ensure projects completed in 2023 provided the largest impact possible to transit users throughout the City.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will work with the Department of Communication to complete a 2023 Transit Projects/Improvements page on the City website. This will include a breakdown of all projects including photos of the new benches, shelters, pads and pathways.

FINANCIAL IMPLICATIONS:

The Prince Albert Transit system operated with a total cost of \$2,218,197 and a total revenue of \$699,270 in 2023. Additionally, the City received \$415,038 of funding in 2023 via the “One-Time Public Transit Funding Agreement 2022-23”.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy or policy implications for this report. There is no official community plan or options to the recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic priority to strive to meet the needs of transit users in Prince Albert by providing detailed information regarding the 2023 operation of the PA Transit System.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

PowerPoint Presentation by Transportation and Traffic Manager, Evan Hastings.

ATTACHMENTS:

1. Attachment 1 - Schedule B Project Plan
2. Attachment 2 - Transit Improvements Map
3. Attachment 3 - Transit Improvement Projects
4. Attachment 4 - RPT 23-13
5. Attachment 5 - RPT 23-22
6. Attachment 6 - RPT 23-235
7. Transit Review 2023 Powerpoint

Written by: Evan Hastings, Transportation and Traffic Manager

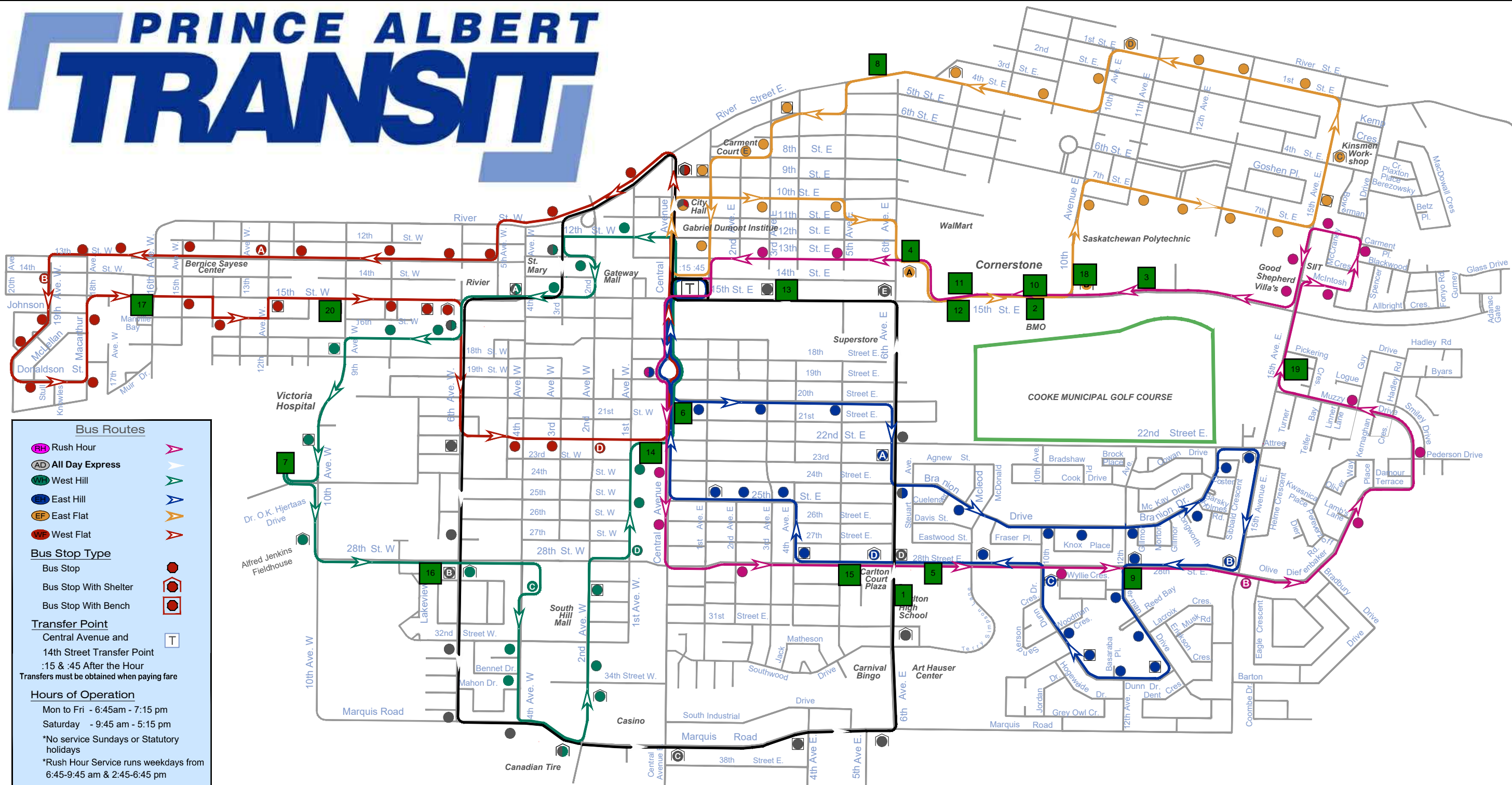
Approved by: Director of Public Works & City Manager

Schedule B – Project Plan

APPLICANT INFORMATION							
Municipality Name: City of Prince Albert							
Contact Name: Evan Hastings, Transportation and Traffic Manager							
Address: 1084 Central Avenue, Prince Albert, SK, S6V 7P3							
Telephone Number: (306) 953-4924			Email: ehastings@citypa.com				
PROJECT INFORMATION							
Notes: <ul style="list-style-type: none"> List projects in order of priority Ensure the total Amount of One-Time Transit Funding Allocated to Project(s) is equal to the financial contribution per section 4.2 of the funding agreement 							
Project Name	Project Description	Type of Project (Housing/Transit)	Project Start Date (mm/dd/yyyy)	Project Completion Date (mm/dd/yyyy)	Estimated Project Cost	Amount of funding allocated to project	Is the project receiving funding from another source? *
Extended Transit Hours	Extension of Monday-Friday Transit hours to improve service to the public.	Transit	03/13/2023	03/31/2024	\$265,000	\$265,000	No
Shelter/Bench Infrastructure Improvements	Improvement of transit infrastructure including but not limited to new shelters/benches, purchase/install of glass/metal panes, electrification of shelters and signage improvements.	Transit	01/23/2023	03/31/2024	\$75,000	\$75,000	No
Transit Accessibility Improvements	May include but not limited to installation of proper concrete pads, improvements to connectivity to bus stops, relocation of benches/shelters to more accessible locations, and installation of benches inside transit shelters.	Transit	01/23/2023	03/31/2024	\$75,038	\$75,038	No
Total Amount of One-Time Transit funding allocated to projects						\$415,038	

* If yes, please indicate the source and amount. If any of the projects that you have listed have active applications under review for federal and/or provincial grant programs or are already approved for grant funding, please notify the administrator of that program as soon as possible.

PRINCE ALBERT TRANSIT



Bus Routes

- RH** Rush Hour
- AD** All Day Express
- WH** West Hill
- EH** East Hill
- EF** East Flat
- WF** West Flat

Bus Stop Type

- Bus Stop
- Bus Stop With Shelter
- Bus Stop With Bench

Transfer Point

- Central Avenue and 14th Street Transfer Point
- :15 & :45 After the Hour
- Transfers must be obtained when paying fare

Hours of Operation

- Mon to Fri - 6:45am - 7:15 pm
- Saturday - 9:45 am - 5:15 pm
- *No service Sundays or Statutory holidays
- *Rush Hour Service runs weekdays from 6:45-9:45 am & 2:45-6:45 pm

August 30, 2022

SCHEDULES	RUSH HOUR 6:45-9:45 am & 2:45-6:45 pm		ALL DAY EXPRESS		WEST HILL		EAST HILL		EAST FLAT		WEST FLAT			
	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs		
T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45
A	Carlton North	:23 :53	A	15th Street at Bishop Pascal Pl	:20 :50	A	15th Street at Bishop Pascal Pl	:20 :50	A	Cornerstone 13th Street	:19 :49	A	13th Street W at 12th Avenue	:22 :52
B	28th Street E at 15th Ave E	:28 :58	B	6th Avenue W at 28th Street	:24 :54	B	Victoria Hospital	:24 :54	B	SaskPolytech West Entrance	:25 :55	B	19th Avenue W at 14th Street	:24 :54
C	Saskatchewan Polytechnic	:35 :05	C	Marquis Road at Central Ave	:29 :59	C	South Hill Mall	:29 :59	C	Kinsmen Workshop	:28 :58	C	15th Street W & 9th Avenue	:32 :02
D	Cornerstone at 13th Street E	:39 :09	D	6th Avenue E at 28th Street	:34 :04	D	Kinsmen Water Park	:36 :06	D	1st Street E at 10th Avenue E	:31 :01	D	22nd Street at 2nd Avenue W	:37 :07
			E	15th Street E at 6th Avenue	:38 :08				E	Carment Court (230 8th St. E)	:36 :06			

Attachment 3 – Transit Improvement Projects

One-Time Public Transit Funding Agreement 2022-23

1. Carlton West Transit Shelter – Installation of a new transit shelter and concrete pad. Saskatchewan Rivers School Division was consulted to determine optimal placement of the shelter.
2. Cornerstone Southeast – Installation of a new transit shelter, concrete pad and concrete pathway for accessibility.
3. Saskatchewan Polytechnic South – Installation of a new transit shelter and concrete pad. Saskatchewan Polytechnic was consulted to determine the optimal placement of the shelter.
4. Walmart Rush Hour – Installation of a new transit shelter and concrete pad.
5. Carlton North – Installation of concrete walkway, wide concrete pad and 2 transit benches.
6. Central Avenue @ 20th Street – Installation of new transit bench.
7. Victoria Hospital – Installation of 2 new transit benches.
8. River Street @ 6th Avenue East – Installation of a concrete pad and new transit bench.
9. 28th Street @ 12th Avenue East – Installation of a concrete pad and new transit bench.
10. Cornerstone NE – Installation of new concrete pad and pathway for accessibility.
11. Cornerstone NW – Installation of new concrete pad and pathway for accessibility.
12. Cornerstone SW – Installation of new concrete pathway for accessibility.
13. 15th Street East @ Peavey Mart – Installation of a concrete pad and new transit bench.
14. 22nd Street West @ Kinsmen Park – Installation of a concrete pad and relocation of transit bench for better lighting and path connectivity.
15. 28th Street @ 5th Avenue East – Installation of new transit bench
16. 28th Street East @ Lakeview Gate – Installation of a concrete pad and new transit bench. Relocation of existing stop for better lighting.
17. 15th Street West @ Sylkens – Installation of new transit bench.
18. Saskatchewan Polytechnic West – Relocation of existing Transit Shelter for optimal placement. Installation of sidewalk/pathway for improved connectivity. Saskatchewan Polytechnic consulted throughout this project.
19. 15th Avenue East @ Spruce Meadows – Installation of concrete pad, pathway and new transit bench.
20. 15th Street @ 9th Avenue West – Installation of new transit bench.



City of Prince Albert

RPT 23-13

TITLE: One-Time Transit Grant Funding Agreement

DATE: January 16, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the allocation of One-Time Public Transit Funding as shown in the attached Schedule B – Project Plan be approved and;
2. That the Funding Agreement between the Government of Saskatchewan and the City of Prince Albert for the One-Time Public Transit Funding Program 2022-23 be approved and;
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement, and any other necessary documents, on behalf of the City.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed allocation of grant funding towards various City of Prince Albert public transit improvements including accessibility, infrastructure and service.

BACKGROUND:

On February 17th, 2022, the federal Government of Canada announced an investment up to \$750 million to support municipalities economic recovery in transit operation shortfalls and encourage housing affordability as a result of the impact of the pandemic. The federal term sheet stipulates that the province commits to allocating the funding based on transit ridership and the funding be put towards transit capital or operating shortfalls or housing.

Canadian Urban Transit Association Ridership statistics from 2015-2021 were provided to the Government of Saskatchewan in July 2022 to be utilized to allocate funding to each municipal public transit service in the province.

On December 20th, 2022 the Government of Saskatchewan delivered a Funding Agreement to the City of Prince Albert for a total maximum funding of **\$415,038.00**.

The Funding Agreement requires that the Project Plan (as per attached Schedule B) Funding allocation be approved via Council Resolution by the date of January 23rd, 2023. However, due to January 23rd, 2023 being the first regular Council Meeting of the year, the City of Prince Albert was granted an extension to January 25th, 2023. Upon Council's approval of the Funding Agreement and Project Plan, Administration will follow up with the Government of Saskatchewan immediately to ensure the deadline for the Project Plan submission is met.

PROPOSED APPROACH AND RATIONALE:

The maximum funding as provided by the one-time public transit funding program 2022-23 is \$415,083.00. This funding must be completely expended by March 31, 2024 as per the terms of the Agreement. The proposed transit project plans to be covered by the funding include three major categories, as follow:

1. Transit Extended Hours

One of the most frequent requests from the public is to extend the operating hours of the public transit service. Utilizing the information from past City of Prince Albert extended hours trials, consultation with other municipal transit providers and consultation with the general public it was determined that extended hours of service on weekdays provides the largest impact to riders. The proposed dates of the extended hour's trial are from March 13th, 2023 to March 31st, 2024.

A more detailed report regarding the extension of hours will be brought to the January 30th, 2023 Executive Committee meeting. This report will include all consultation, background information/trials and reasoning for the hours to be selected for trial.

2. Transit Infrastructure Improvements

Transit Infrastructure Improvements may include but is not limited to the following.

1. New Transit Shelters and/or Benches;
2. Purchase and install of laminated glass panes or perforated metal panels for transit shelters;
3. Electrification of new transit shelters;
4. Transit Signage Improvements.

The purpose of this allocation of funding is to improve comfortability for all transit riders and to promote the transit service. Some benches and shelters within the City are approaching the end of their service life and require replacement. In addition, some high ridership bus stops require infrastructure upgrades such as transit benches or shelters. Figure 1 below shows a New Style City of Prince Albert transit bench ready for installation in spring 2023. The New Style bench was fabricated using powder coated steel for weather/rust resistance and pedestrian comfort.



Figure 1: Example of New Prince Albert Transit Bench

3. Transit Accessibility Improvements

Transit Accessibility improvements may be made to shelters, benches and stops including but not limited to the following.

1. Installation of benches inside shelters;
2. Connectivity of sidewalks to transit bench and shelter pads;
3. Installation of proper concrete pads;
4. Relocation of benches and shelters to more accessible locations.

The goal of this portion of the project is to improve accessibility for all transit riders as well as to improve pedestrian safety. Figure 2 and 3 show an existing transit shelter where

accessibility/connectivity improvements can be made to benefit the public. In the winter, shelters/benches not connected to a sidewalk or pathway require riders to walk on the street or form a footpath in the boulevard.

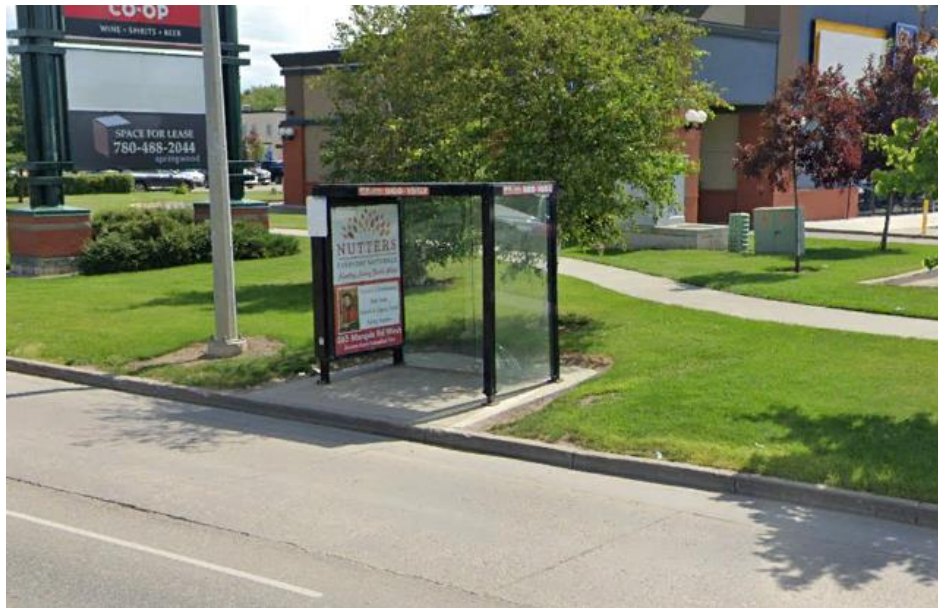


Figure 2: Example of Non-Accessible Transit Shelter on 15th Street East (summer)



Figure 3: Example of Non-Accessible Transit Shelter on 15th Street East (winter)

Figure 4 below shows an example of a shelter located on 28th Street East that has better overall accessibility for riders. This includes a bench in the shelter, a proper concrete pad and

connectivity to the sidewalk.



Figure 4: Example of Accessible Transit Shelter on 28th Street East

Figure 5 below is an example of a transit bench that could be similarly modified with improved connectivity and a proper concrete pad for enhanced accessibility.



Figure 5: Example of Non-Accessible Transit Bench on 4th Avenue East

CONSULTATIONS:

The Department of Finance was consulted to provide financial statements for transit shortfalls in the years of 2020 and 2021. This documentation will be submitted to the Government of Saskatchewan as part of the terms of the Funding Agreement.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will work with the Department of Communications to create an announcement plan for the extension of transit hours. The City Transit website will be updated progressively as improvements to transit infrastructure and accessibility are completed. A media release will be completed following significant completion of the funded upgrades.

Interim and final reports on the projects progress and status will be submitted to the Government of Saskatchewan.

A detailed report on Transit Extended Hours will be submitted to Council on January 30th, 2023.

FINANCIAL IMPLICATIONS:

The one-time transit grant funding 2022-23 is a maximum of **\$415,038.00**. A breakdown of Project Plan to be submitted for Grant approval is shown below. The breakdown is also shown in the Attachment labelled Schedule B – Project Plan.

Project	Cost
Extended Transit Hours (Mar. 13, 2023 to Mar. 31, 2024)	\$265,000
Shelter/Bench Infrastructure Improvements	\$75,000
Accessibility Improvements	\$75,038
Total	\$415,038

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy or Policy implications. There are also no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic plan to meet the needs of City Transit users by improving safety, comfortability and quality of service. The report also aims to develop and maintain new and existing amenities and infrastructure within the Public Transit system. The

recommendation improves transit accessibility to daily destinations including local businesses, educational institutions and public facilities.

OFFICIAL COMMUNITY PLAN:

Infrastructural and operational transit improvements will enhance access to Public Transit. Section 7.4 Public Transit and Section 7.5 Active Transportation support the accessibility and sustainability of the City's Public Transit System.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Schedule B - Project Plan

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



TITLE: Transit Extended Hours Trial

DATE: January 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following alteration of transit hours be approved on trial basis during weekdays from March 13, 2023 to March 31, 2024 pending the award of the One-Time Public Transit Grant Funding.

1. To extend the Rush Hour Service from 9:45am – 2:45pm half-hourly;
2. To reduce operating frequency from half-hourly to hourly for all routes between 6:15 – 7:15pm;
3. To extend all transit routes from 7:15pm – 10:15pm operating hourly.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed extension of weekday transit hours on a trial basis from March 13, 2023 to March 31, 2024.

BACKGROUND:

Public Transit usage has increased 43% in Canada since 2005. As the costs of fuel and vehicle ownership have increased more people look towards public transit as their primary source of transportation. Since 2005, The City of Prince Alberts annual transit ridership has increased from 258,000 to 399,000 which marks a 55% increase. Over this same time period, scheduled transit hours have increased from 18,732 hours to 19,116.5 hours annually. This shows that over the last 18 years the City of Prince Albert has seen a 55% increase in transit usage and a 2% increase in service hours.

The Prince Albert Transit service currently operates by the following half-hourly fixed route schedule as shown in the chart below.

	Main Routes (5)	Rush Hour Route
Sunday/Holidays	No Service	No Service
Monday-Friday	6:45am - 7:15pm	6:45am - 9:45am, 2:45pm - 6:45pm
Saturday	9:45am - 5:15pm	No Service
Total Hours Weekly	350	35

The City's Transit System operates on a fixed route basis with a Central Transfer Station. This means to complete a trip most riders have to get onto Bus A, ride to the transfer station, get onto Bus B and complete their trip. This process can take up to 50 minutes depending on locations A and B. This is important data because although the transit system currently operates until 7:15pm, most riders need to be on the bus during the 6:15pm loop to make it to their final destination before service ends.

The extension of weekday transit hours has been a constant and consistent request from the general public. The Department of Public Works has received dozens of calls, emails and requests to extend transit hours on weekdays.

The City was approved for One-Time Public Transit Funding for a total value of \$415,038 from the Provincial and Federal Government on January 25th, 2023. Of this, \$265,000 was allocated toward a Transit extended hours trial.

PROPOSED APPROACH AND RATIONALE:

In 2017, a four-month transit trial was completed with extended weekday hours to 11:00pm. Following a review of the results of the trial, the recommendation by the Department of Public Works was to extend weekday transit hours to 10:15pm at that time. The data found during the 2017 extended hour's trial was utilized to create a new, more efficient trial.

The proposed approach is to operate a weekday extended hour's transit trial from March 13th, 2023 to March 31st, 2024 as shown below. This represents a 17% increase to weekday transit hours.

Routing	Existing		Recommendation	
	Main Routes (Half-Hourly)	Rush Hour (Half-Hourly)	All Routes (Half-Hourly)	All Routes (Hourly)
Monday - Friday	6:45am - 7:15pm	6:45am - 9:15am 2:45pm - 6:15pm	6:45am - 6:15pm	6:15pm - 10:15pm
Total Daily Hours	62.5	7	69	12
	69.5		81	

The recommendation proposes three notable changes to the existing transit service during the trial.

1. To extend the Rush Hour Service from 9:45am – 2:45pm half-hourly

On August 30th, 2022 the Rush Hour Route was altered to increase service along 28th Street East, 13th Street East, at Carlton High School, in Crescent Acres and in the Cornerstone Shopping District. (Attachment 1 – City of Prince Albert Transit Map).

On September 1st, 2022 Prince Albert Transit absorbed the Public High School Transit Service within the City. As a result, monthly youth passes increased from 90 monthly to 320 monthly. Many of these students are located at PACI or Carlton, each of which are located on the Rush Hour Route.

Since implementation, the Rush Hour Route has serviced thousands of transit riders each month. Thus far in January, 2023, the route has averaged 11.5 riders/loop which makes it the fourth most efficient ahead of the All Day Express and West Flat.

Due to the high utilization of the route, the proposed trial looks to extend the Rush Hour from 9:45am – 2:45pm operating half-hourly. This allows for full day service to Crescent Acres and allows quick access from Cornerstone/Saskatchewan Polytechnic to the transfer station.

It should be noted that the Rush Hour Route reduces travel time from Cornerstone to the Transfer Station by 20 minutes. This is an important function as the Cornerstone/13th Street bus stop is the most utilized in Prince Albert.

2. Extension of all transit routes from 7:15pm – 10:15pm operating hourly

The recommended trial is set to extend weekday transit operating hours to 10:15pm. Over the last decade the City of Prince Albert has grown and businesses are now open later. This has led to an increased demand to operate City Transit later in the evening. Local examples of weekday hours of operation are as follows.

- U of S Campus Classes extend until 9pm.
- Saskatchewan Polytechnic Labs and Library extend until 9pm.
- YWCA English Language classes extend until 9pm.
- Alfred Jenkins Field House open until 10pm.
- Victoria Hospital Visiting Hours open until 8pm.
- Major grocery stores are open until 10pm or later.
- Fast Food stores are open until 9pm or later.
- Many retail stores are open until 8pm or later.
- Most entertainment based businesses open until 10pm.

Transit riders have expressed that they work/study/utilize these locations and currently taxi, bike or walk because transit is not available. Extending service until 10:15pm allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours.

On August 31st, 2022 a poll was completed at the Saskatchewan Polytechnic Community Fair. The top request for transit was to extend weekday hours.

3. Reduce Operating Frequency from Half-Hourly to Hourly from 6:15pm – 7:15pm

Although, there is a large need to extend transit hours on weekdays it is noted that ridership does reduce after 6:15pm. Similar to this, the City of Brandon was consulted and confirmed that they successfully operate hourly bus service after 6pm on weekdays. In order to provide the most efficient service it is proposed that all transit routes operate hourly from 6:15 – 7:15pm rather than half-hourly.

Results of the Extended Hours Trial

A report will be completed for the August 14th, 2023 Executive Committee meeting to outline statistics collected as result of the extended hours. This report will include any increases to monthly passes and coin based revenue as well as transit ridership collected during the extended hours. At this meeting a recommendation will be brought forward for scheduled transit hours in 2024 that is based on public consultation, transit statistics and increases in revenue.

CONSULTATIONS:

The City of Brandon Transit Department was consulted in determining successful hours of transit operation. The City of Brandon has a similar transit system to Prince Albert and operates on weekdays 6am - 12am. The system successfully turns from half-hourly to hourly service from 6pm – 12am.

Saskatchewan Polytechnic Community Fair August 31, 2022. Student's top request was Monday – Friday extended Transit hours.

The City's Transit Service Contractor First Canada ULC was consulted and is able to provide service during the trial hours if approved.

This extension of hours has been a consistent request from the public and multiple organizations. The Department of Public Works has received dozens of calls, emails and requests to extend transit hours on weekdays in particular.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will work with the Department of Communications to create an advertising strategy/campaign for the trial to ensure the public is properly informed of the extension to service.

This will include publishing a media release, posting and advertising on social media, updating the City Website and posting notices on each transit bus. In addition, a posting will be made on the City's billboard at 2nd Avenue West/15th Street and City Transit brochures will be updated for public use.

FINANCIAL IMPLICATIONS:

The proposed extension of transit hours between March 13th, 2023 and March 31st, 2024 will cost a total of \$265,000. This cost will be fully funded by the One-Time Transit Funding Agreement provided by the Government of Canada and Government of Saskatchewan.

The service will create additional bus pass revenue during the trial period as more people will utilize the Transit system.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy or Privacy Implications. There are no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the City's Strategic Plan to strive to meet the needs of City Transit users by extending hours of operation and improving functionality of the public transit service.

OFFICIAL COMMUNITY PLAN:

Increasing hours of transit service will enhance the functionality of the City's Public Transit System. Section 7.4 Public Transit supports transportation services commensurate to demand to and from major areas of employment, education, health care and shopping provided by the City's Public Transit System.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

PowerPoint Presentation by Transportation and Traffic Manager, Evan Hastings.

ATTACHMENTS:

1. Attachment 1 - City of Prince Albert Transit Map
2. Transit Extended Hours Trial Powerpoint

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



RPT 23-235

TITLE: Little Red Transit Route Trial

DATE: **June 5, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That a Little Red Transit Route (as Shown in Attachment 1 – Proposed Little Red Transit Route), be approved on a trial basis from July 3rd, 2023 to September 2nd, 2023 on a half-hourly frequency for the following hours.

1. Monday – Friday → 11:45am – 7:45pm;
2. Saturdays → 9:45am – 5:15pm.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed Little Red transit route on a trial basis from July 3rd, 2023 to September 2nd, 2023.

BACKGROUND:

Little Red River Park is the City of Prince Alberts largest park with an area of over 1200 Acres. The Park is a common destination for members of the public and tourists to hike, bike, play, picnic, and enjoy the outdoors. Throughout 2022 and 2023, the Park has seen numerous improvements and construction projects including 3 new pedestrian bridges which were installed in 2022. Additionally, an expanded parking lot and the Rotary Adventure Park Playground and Zip Lines are currently in construction phase with anticipated completion in the near future.

Although Little Red is a popular destination for recreation in the City it is only reasonably accessible by private vehicle or taxi. This makes the park inaccessible to a large number of residents who rely on alternative modes of transportation such as public transit for daily use. The implementation of a public transit route to Little Red Park would work to recognize and accommodate the unique needs of the City's various social sectors and provide access to the park during its peak months of operation.

PROPOSED APPROACH AND RATIONALE:

Little Red River Park is one of the City of Prince Alberts most utilized leisure locations. In 2022, Little Red River Park assisted the City in being ranked number one for park space in all of Canada (Calgary.com) with a green score of 100/100. As the City continues to develop the park with the Rotary Adventure Park Playground, zip lines, expanded parking, new walking trails, bridges and more, the Parks usage continues to increase.

Due to the delayed start date of the Transit Extended Hours Trial (RPT 23-44), the City is in unique position where transit funding is available and must be utilized by March 31st, 2024. This allows for a fully funded trial to determine the amount of ridership that a July/August Little Red Transit Route would garner.

A proposed transportation route in the months of July and August follows the City's Strategic Plan 2023-25 as it works to promote Prince Albert's amenities, assets and infrastructure improvements. The route would also support the need for alternative modes of transportation to one of the City's premier leisure destinations.

CONSULTATIONS:

Saskatchewan Government Insurance (SGI) was consulted and confirmed that the existing City transit fleet is able to provide transit service to Little Red with no additional modifications or permits.

The Ministry of Government Relations was consulted and confirmed that allocation of funding to a Little Red Transit Route would be approved under the One-Time Public Transit Funding Agreement 2022-23.

Cities of Saskatoon, Regina and Brandon were consulted to explore standard practices for similar higher speed transit routes.

The Community Services Department was consulted to determine the peak times for park usage. This consultation assisted in the proposed weekday transit hours. The Department was also consulted to select optimal transit stop locations at Little Red (Shown in Attachments 2 & 3 – Little Red Transit Stops).

First Canada was consulted and confirmed that they have adequate staffing to operate an additional route during the proposed Little Red schedule.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will consult with the Department of Communication to create a media release, and website update to ensure the public is made aware of the new route.

FINANCIAL IMPLICATIONS:

The proposed Little Red Transit trial would cost \$48,000 including the service and fuel costs. This cost would be fully covered under the One-Time Public Transit Funding Agreement 2022-23.

Due to the temporary nature of the route, the City's transit service provider, First Canada has confirmed that they require a rate of \$100/hr as opposed to the standard contracted rate of \$73.47/hr.

OTHER CONSIDERATIONS/IMPLICATIONS:

The Saskatchewan Ministry of Highways will be completing Highway 55 construction and repaving from approximately June 6th – July 20th. Although, it is anticipated that the proposed Little Red Transit route will be completed in 30 minutes, there may be times where construction delays the bus. If this scenario occurs, the bus will revert to hourly for one route to get back to its regular schedule.

There are no Privacy or Policy Implications. There is no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the long-term strategic plan to develop ways to effectively promote Prince Albert's amenities, assets and other improvements by providing Public Transportation to Little Red Park during its peak season. The report also supports the long-term strategic plan to strive to meet the needs of City Transit users.

OFFICIAL COMMUNITY PLAN:

Adding a route to service Little Red River Park will enhance the functionality of the City's Public Transit System. Section 7.4 Public Transit supports transportation services commensurate to demand to and from major hubs and is an important service to help fulfill social equity goals by increasing mobility for transportation.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Attachment 1 - Proposed Little Red Transit Route
2. Attachment 2 - Little Red Transit Stop (South)
3. Attachment 3 - Little Red Transit Stop (North)

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager



CITY OF PRINCE ALBERT

Transit 2023 Review

PRINCE ALBERT TRANSIT

DATE: January 29th, 2023
Transportation and Traffic Manager
Evan Hastings

Introduction

2023 was a year of ***Rebound and Growth*** for Prince Albert Transit.

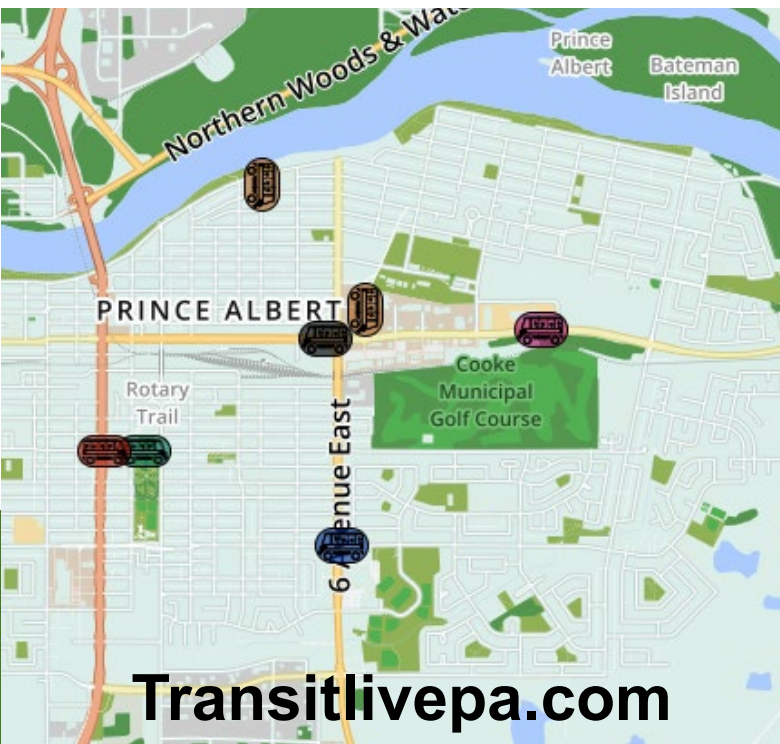
4 Major Priorities in 2023

1. Service Reliability
2. Consistent Communication
3. Transit Accessibility & Infrastructure
4. Transit Service Functionality



Service Reliability & Communications

- In 2023, PA Transit operated **99.4%** of all scheduled hours
- Transit Live usage increased to 331,940 (278% increase)
- The City Transit Schedule posted each morning at 6am to ensure that the public was aware of any service alterations.



Bus Schedule for Mar 22nd, 2023

Posted on Wednesday, March 22, 2023

[Back to Search](#)

Posted at 6:00am

All Routes operating as normally scheduled.

Any revisions to today's schedule will be published as soon as we have that information. Until that time, the above schedule is in effect.

If you use the transit system, take a moment and bookmark these two links that will make it easy to track your bus and get important updates regarding schedules and routes:

- [Subscribe to Transit Email Updates here](#). Make sure to select the Transit News and Notices box.
- [Track your bus on Transit Live](#).

-30-

EXECUTIVE COMMITTEE AGENDA - PAGE 107

For more transit information, visit [City of Prince Albert Transit Page](#).



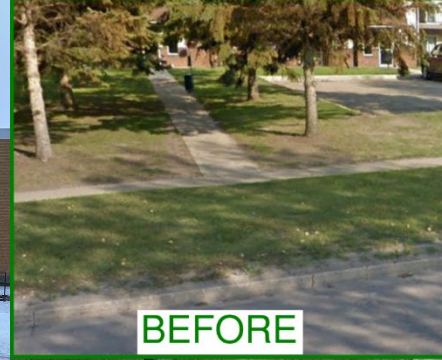
Transit Funding 2023

PRINCE ALBERT TRANSIT – 2023 REVIEW

The City of Prince Albert was awarded with \$415,038 of Provincial and Federal Funding via the One-Time Public Transit Funding Agreement 2022-23.

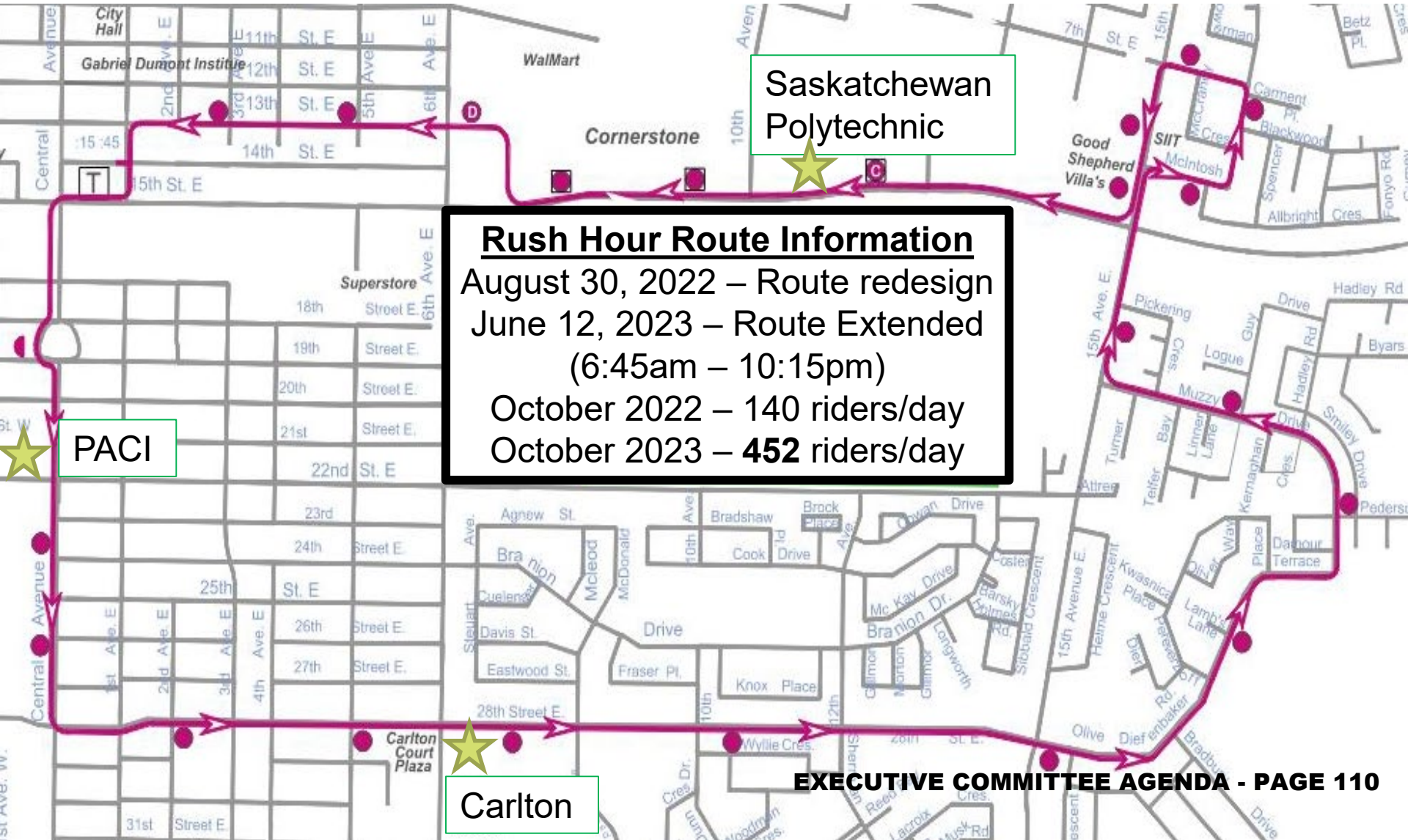
1. Extended Weekday Transit Hours to 10:15pm
2. Little Red Transit Trial – 8 week trial to promote the park.
3. Accessibility and Infrastructure Improvements
 - ❖ 11 New Transit Benches
 - ❖ 4 New Transit Shelters
 - ❖ 7 Concrete Pathways
 - ❖ 14 Concrete Transit Pads





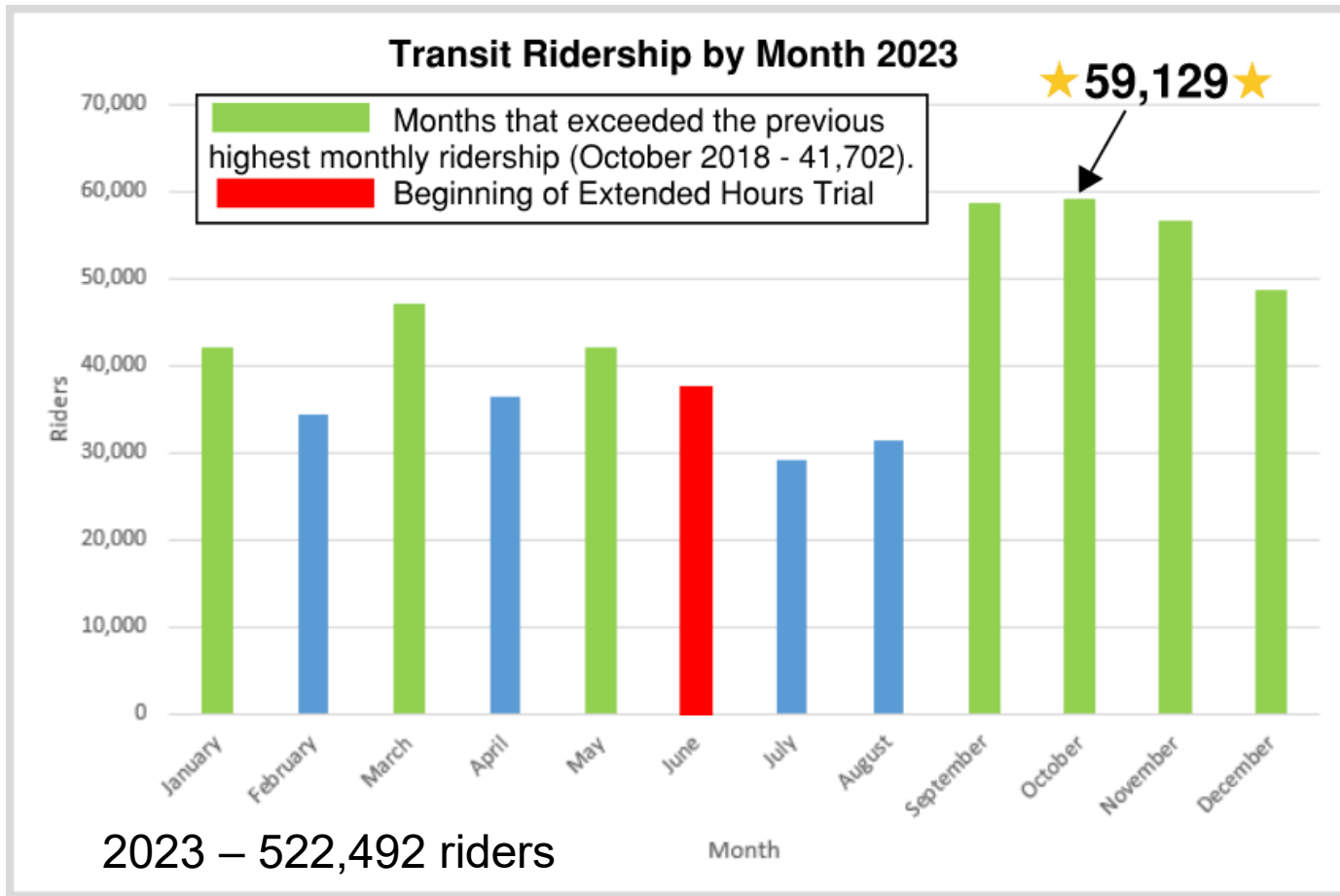
Rush Hour Route

★ School Location



Ridership by Month 2023

PRINCE ALBERT TRANSIT – 2023 REVIEW





Student Transportation

Average Daily Ridership	
September 2022	1617
September 2023	2772

- A massive surge in new student ridership to begin the 2023 school year led to some buses running over capacity
- An additional East Flat bus was added to service from 7am - 10am and 230pm – 530pm in order to provide adequate capacity at peak hours of the day.
- As of October 2023, High School and Post-Secondary Students account for over **700** monthly transit passes.



Performance Indicators

PRINCE ALBERT TRANSIT – 2023 REVIEW

- Performance indicators lower than optimal due to loss of transit advertising revenue, and increased transit fleet lease costs. Ridership and Revenue are projected to continue to increase in 2024.

	2020	2021	2022	2023
Total Cost	\$1,908,195	\$1,568,906	\$1,580,737	\$2,218,197
Total Revenue	\$507,478	\$418,997	\$444,401	\$699,270
Cost/Revenue Ratio	27%	27%	28%	32%
Ridership	268,477	237,218	257,494	522,492
Total Cost Per Passenger	\$7.11	\$6.61	\$6.14	\$4.25
City Subsidy Per Passenger	\$5.22	\$4.85	\$4.41	\$2.91
Average Revenue Per Passenger	\$1.89	\$1.77	\$1.73	\$1.34



Looking Forward to 2024

PRINCE ALBERT TRANSIT – 2023 REVIEW

In 2024, Prince Albert Transit aims to continue its upward trajectory by providing safe and reliable transportation for all users.

Full System Review 2024

- Public Consultation
- Route Design
- Accessibility & Connectivity
- Fare Review





RPT 24-13

TITLE: Community Grant Accessible Swim Program

DATE: January 12, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Community Grant Accessible Swim Program be approved for a trial period during the 2024 Kinsmen Water Park season.

TOPIC & PURPOSE:

The purpose of the Community Grant Accessible Swim Program is to financially assist organizations with access to City Recreational Programming.

BACKGROUND:

City Council received correspondence at the June 19th, 2023 Executive Committee meeting on behalf of the Prince Albert Safe Shelter for Women requesting a donation of Recreation Passes. A copy of the request is attached for reference. Upon consideration of the request, the following resolution was approved:

That Administration provide a report on a proposed Policy to provide Recreation Facility Passes to vulnerable sector organizations.

The Community Services Department receives many requests throughout the year for free passes to program or facilities. As a result, Administration is recommending the Community Grant Accessible Swim Program for a trial period during the 2024 Kinsmen Water Park season.

Prince Albert has many Organizations that provide services and access to recreation through the community. This trial will allow Organizations to access the Community Grant Accessible Swim Program for funding assistance with passes to the Kinsmen Water Park. By having the Organizations apply, the proposed Program will remain aligned with the Community Grant Program Guidelines, which is to assist in the development of sports, cultural and recreation programs by providing funds to non-profit community organizations.

PROPOSED APPROACH AND RATIONALE:

For the 2024 Kinsmen Water Park season, an Organization who assists with the support of family and individuals would be eligible to apply on behalf of a family or individual within the following procedural guidelines:

1. Application forms for the current application period are available on the City of Prince Albert website or from the Sport & Recreation Manager.
 - a. Organizations will apply for funding by April 15th.
 - b. The Organizations who applied will receive a phone call to confirm approval or denial by May 15th.
 - c. The pass is deemed active opening day of the Kinsmen Water Park.
 - d. In the event passes or memberships remain unpaid by June 1st, the Sport & Recreation Manager reserves the right to cancel the pass and return the funds to the Community Grant Accessible Swim Program.
2. Applications can be submitted for the following Kinsmen Water Park passes only:
 - a. Youth Pass
 - b. Adult Pass
 - c. Family Pass (Maximum 2 adults and 4 children)
 - d. Youth Membership
 - e. Family Membership
 - f. Passes are valid for 1 entry each. Memberships are for the entire Kinsmen Water Park season.
3. The application will be approved if:
 - a. There are no current passes or swimming lessons valid on the personal or family account of the potential membership holder; and,
 - b. The personal or family account of the potential membership holder is in good standing with the City of Prince Albert.
4. Participants are expected to follow all current facility rules and policies.
5. Organizations include all relevant contact information for families and/or individuals requesting a membership and ensure their online account is created.
6. Passes and memberships cannot be exchanged for any monetary amount.
7. Once the application is received it will be reviewed by the Sport & Recreation Manager and Aquatic Coordinator, based on criteria set out in the Community Grant Accessible Swim Program, the application will be approved or denied.
8. The Sport & Recreation Manager reserves the right to question any application.
9. Upon special application, the Sport & Recreation Manager may approve or deny financial assistance to community groups with Community Grant Accessible Swim Program Policy Funding.

Once applications are approved, the City of Prince Albert will invoice the Organization who will pay for the passes/memberships they were approved for. This follows the Community Grant Policy where Organizations then submit a follow up with proof of payment followed by the Organization receiving the funding they were approved for.

Accessible Swim Program funding is made available from April 1 through March 31 of the current year through funding provided by Saskatchewan Lotteries Community Grant Program. This trial will be reviewed after the 2024 Kinsmen Water Park season with a report back to City Council from the Community Services Department to determine if the trial was a success and the opportunity to further apply this program to other Recreation & Arts Programming.

CONSULTATIONS:

Administration consulted with the Saskatchewan Lotteries Trust Fund to confirm this Program meets the Community Grant Program Guidelines. Other communities such as Swift Current who have a similar Program were also consulted on their program and administration of the program.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval of the policy, The Community Services Department would advertise the application process to eligible community groups.

POLICY IMPLICATIONS:

Community Grant Program Policy

FINANCIAL IMPLICATIONS:

The City of Prince has been approved to receive \$164,239 under the 2024 Community Grant Program. A minimum of \$5,000.00 will be available for the Community Grant Accessible Swim Program Policy with the potential of more being available depending on the adjudication results of the 2024 Community Grant Program Applications.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options for consideration or any privacy implications.

STRATEGIC PLAN:

The Community Grant Program supports the City's Strategic Priority of Promoting a Progressive Community by leading the process of securing the funds for the City of Prince Albert in support of many local organizations that contribute to enhancing the quality of life in our community.

OFFICIAL COMMUNITY PLAN:

The objectives of the Community Grant Program are aligned with the Official Community Plan's Implementation Strategy for a healthy social environment to ensure that social aspects of individual and neighbourhood health and wellbeing contribute toward the health and safety of the City.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal - Jody Boulet, Director of Community Services

ATTACHMENTS:

1. Correspondence dated June 4th, 2023 – Prince Albert Safe Shelter for Women.
2. 2024 Community Grant Accessible Swim Program Application Form.
3. Community Grant Program Policy.

Written by: Curtis Olsen, Sport & Recreation Manager

Approved by: Director of Community Services & City Manager

RECEIVED
JUN 05 2023
CITY CLERK
Executive Committee

Terri Mercier

From: noreply@citypa.com on behalf of Kendra gear <kgear@live.ca>
Sent: Sunday, June 4, 2023 10:07 PM
To: City Clerk
Subject: Prince albert safe shelter for woman and child

[You don't often get email from kgear@live.ca. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello my name is Kendra and I work for the prince albert safe shelter for woman and children, I don't know who I'd ask or where to go. But I was wondering if there would be a way the city of prince albert would donate 9 family passes yearly to are shelter? I have worked there many years and I think it would be amazing expecially if a family has gone through trauma, and a mom needs to keep her kids occupied they have an opportunity to go to alfred,kinsmen Waterpark, or winter frank dunn. Were a mom can spend famly time, not stressing or thinking of there financial needs when they come in with nothing,and with the way cost of living is, and the heartache of the children not know whats going on.If there would be a help that would truly be appreciated thank you

Origin: <https://www.citypa.ca/en/city-hall/speaking-to-council.aspx>

This email was sent to you by Kendra gear<kgear@live.ca> through <https://www.citypa.ca/>.
***Caution:This email originated from outside the City of Prince Albert email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com<<mailto:support@citypa.com>>). ***

PA safe Shelter
933- 7th Street East
S6V 6T3

**Recommended
Disposition:**

Refer to
Community
Services



SASK LOTTERIES

2024 Community Grant Accessible Swim Program Application Form

**APPLICATION DEADLINE
April 15th, 2024**





2024 Community Grant Accessible Swim Program Application Form



1. Applicant Information

Name of Organization: _____

Address: _____

City: _____ Postal Code: _____

Contact Person: _____

Day Phone: _____ Night Phone: _____

Cell Phone: _____ Fax: _____

Email: _____

Alternate Contact:

Name: _____

Address: _____

City: _____ Postal Code: _____

Contact Person: _____

Day Phone: _____ Night Phone: _____

Cell Phone: _____ Fax: _____

Email: _____

The following documentation is required:

- One signed copy of the organization's most recent audited financial statement as presented at your last Annual General Meeting, or a financial statement signed by appropriate Board authorities. Information and an explanation regarding any accumulated surplus or deficit must be included with the financial statements.
- A brief outline of the organizational mandate or goals.

2. **Project Name:** Kinsmen Water Park Swim Pass/Membership Project

3. **Which category of activity would you consider your project?**

BASIC _____ SENIOR OR TARGET _____

IF A COMBINATION APPROXIMATE % TO EACH GROUP:

BASIC _____% SENIOR & TARGET _____%

4. **How many passes/memberships are being requested?**

Type	Price	# requested	Total
Youth Pass	\$6.25		
Adult Pass	\$11.25		
Family Pass	\$22.50		
Youth KWP Membership (Age 11+*)	\$90.00		
Family KWP Membership	\$300.00		
TOTAL			

**Children must be 11+ years old to attend the Kinsmen Water Park without an adult.*

5. **Estimate how many participants may become involved in this project?**

0-20 20-40 40-60 60-80 80-100 100+

6. **Please provide a brief project description of who will benefit and how you plan to distribute the passes/memberships. NOTE: Organizations applying on behalf of families or individuals who may receive a KWP Membership must ensure all online accounts are created. (<https://citypa.perfectmind.com/>)**

7. Please list project objectives:

8. How will you promote this program and publicly acknowledge the Saskatchewan Lotteries as the source of funding for your program?

Posters Newsletter Newspaper Banners Radio

TV Speeches Word of mouth Other: _____

9. Evaluation:

What key success indicators (outcomes) will be used to determine the success of the program/project?

10. Other Comments:

11. Please complete the budget summary on the attached page in detail.

12. Please include information about the individuals or families who would receive a membership on the attached page. NOTE: Organizations applying on behalf of families or individuals who may receive a KWP Membership must ensure all online accounts are created. (<https://citypa.perfectmind.com/>)

13. Information Certification

I hereby certify that the information contained in this application is accurate and complete.

Authorized Signature of Organization

Date

Print Name

Please send completed application to:

2024 Community Grant Program
1084 Central Avenue
Prince Albert, SK S6V 7P3
Attention: Curtis Olsen – Sport & Recreation Manager

Telephone: 953-4818

Email: colsen@citypa.com

Membership Summary – include as many copies as required for application

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Membership #

First Name	
Last Name	
Online account created	Yes / No
Email associated with online account	
Membership Type	Youth / Family

Statement of Policy and Procedure			
Department:	Community Services	Policy No.	56.2
Section:	Community Services	Issued:	April 15, 2013
Subject:	Community Grant Program Policy	Effective:	December 11, 2017
Council Resolution # and Date:	Council Resolution No. 0651 dated December 11, 2017		
		Replaces:	Policy No. 56.1
Issued by:	Derek Blais, Recreation Manager	Dated:	November 9, 2015
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

1.01 To establish a consistent administrative process for the application and adjudication of the Community Grant Program.

2 PURPOSE

2.01 To provide direction on the application eligibility and guidelines for the Saskatchewan Lotteries Community Grant Program.

2.02 To assist with the development and delivery of sport, culture and recreation programs by providing grant funding to eligible non-profit organizations within the City of Prince Albert.

2.03 To provide access to sport, culture and recreation programs and activities for all Prince Albert residents regardless of age, sex, ethnicity, economic status, physical or mental ability.

3 SCOPE

3.01 This Statement of Policy applies to all Community Grant Program applications received from local community organizations in which funding is provided by the Saskatchewan Lotteries Trust Fund and administered by the Community Services Department.

4 RESPONSIBILITY

4.01 Community Services Department

- a) Submit an annual application for Community Grant Program funds from the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.
- b) Coordinate the distribution and collection of the Community Grant Program application forms.
- c) Promote the application period to all community organizations.
- d) Review all applications to ensure submissions meet the guidelines and conditions of the program.
- e) Review all grant applications and make fair and equitable recommendations for the distribution of funds for the Community Grant Program to the Community Services Advisory Committee.
- f) Communicate to grant applicants regarding the status of their application following the adjudication process and final City Council approval.
- g) Prepare and assist with the execution of a Funding Agreement with all approved grant recipients.
- h) Prepare all necessary reporting documents for the Saskatchewan Lotteries Trust Fund Grant Coordinator.
- i) Make amendments to the list of approved projects if surplus funds become available due to under expenditures in the approved projects.

4.02 Community Services Advisory Committee

- a) Review the recommended distribution of funds submitted by the Community Services Department.
- b) Provide feedback on the recommendations from the Community Services Department and forward a final recommendation to City Council for endorsement.

4.03 City Council

- a) Final approval of the annual Community Grant Program applications.

5 DEFINITIONS

5.01 In this Policy:

- a) **COMMUNITY GRANT PROGRAM** - is a grant program that is administered by the City of Prince Albert on behalf of the Saskatchewan Lotteries Trust fund for Sport, Culture and Recreation and provides funding to local non-profit organizations for projects that meet the grant criteria.
- b) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
- c) **RECREATION** – is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Not applicable.

7 PROCEDURE

7.01 APPLICATIONS

- a) Application forms are available on the City of Prince Albert website and must be received by the Community Services Department by the end of the business day on the third Friday in January to be eligible for funding in that calendar year.
- b) Organizations will be authorized to proceed once confirmation of funds has been received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- c) Approved grant funds will be released upon receipt of the completed follow up and copies of supporting documentation for eligible expenditures.
- d) Follow-up documentation shall include a list of actual expenditures for each project verified with receipts or an audited financial statement prepared by a registered Certified Accountant.
- e) All receipts must be dated within the appropriate grant spending period.

7.02 PROGRAM GOALS

- a) Applications for funding through the Community Grant Program should consider the goals of the Community Services Master Plan, Prince Albert Municipal Cultural Action Plan and the 2015 Framework for Recreation in Canada. These goals may include:
- i. contributing to individual and community well-being through program and activity delivery;
 - ii. addressing social issues through the provision of sport, culture and recreation activities;
 - iii. addressing programming gaps within the community;
 - iv. identifying how the activity could become self-sustaining in the future;
 - v. honouring the past and providing a balance in this narrative of both the positives and challenges that have occurred when sharing our story;
 - vi. utilizing park spaces as focal points of the community to provide centralized programs and activities;
 - vii. ensuring that all nations, communities, newcomers, and individuals are welcomed and celebrated in the community;
 - viii. ensuring a culturally vibrant community by supporting existing volunteers and promoting new partnerships;
 - ix. strengthening the artistic and cultural community and the significant role it plays in enhancing our community's cultural make-up;
 - x. encouraging local food production and availability of ethnic food;
 - xi. fostering active living through physical recreation;
 - xii. increasing inclusion and access to recreation for populations that face constraints to participation;
 - xiii. helping people connect to recreation through nature;

- xiv. ensuring the provision of supportive physical and social environments that encourage participation in recreation and help to build strong caring communities; and
 - xv. ensuring the continued growth and sustainability of the recreation field.
- b) Projects will also be looked upon favourably if there is evidence of fostering and incorporating leadership development through program structures that allow young people:
- i. participation in formal leadership training opportunities;
 - ii. involvement in the planning and implementation of the activities;
 - iii. providing mentoring or volunteer opportunities in sport, culture, and recreation activities or special events;
 - iv. promoting or developing role models;
 - v. facilitating opportunities for meaningful civic engagement; and
 - vi. other leadership initiatives or activities.

7.03 PROGRAM ELIGIBILITY

- a) All of the following eligibility requirements must be met:
- i. only non-profit organizations are eligible to receive funding;
 - ii. expenditures must be directly related to the operation of sport, culture, or recreation programs, activities and events within the City of Prince Albert and the majority of the participants must reside within City limits;
 - iii. a minimum of 30% of the grant funding provided through the grant funding must be used for programs aimed at increasing participation for under-represented populations. Examples include indigenous peoples, seniors, women, youth at risk, economically disadvantaged, newcomers, persons with a disability, and single parent families;
 - iv. operation costs of facilities that are directly related to a program are eligible for 25% of the total grant for each program up to a maximum of \$500 per program;

- v. follow-ups verifying project expenditures must be submitted in a follow-up report prior to receiving funding;
- vi. projects are to be operated on a non-profit basis;
- vii. organizations receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities;
- viii. an organization may be limited to only one grant during each fiscal year and the maximum amount of funding that can be applied for is \$12,000;
- ix. organizations are responsible to ensure appropriate liability and participant's insurance are in place for programs funded by the Community Grant program; and
- x. religious organizations may be eligible, providing there is a clear distinction between the religious/educational and recreation programs.

7.04 INELIGIBLE PROJECTS

- a) The program is designed to provide funding for sport, culture, and recreation programs therefore the following expenditures are ineligible for grant funding:
 - i. construction, renovation, retrofits, and repairs to buildings/facilities (This includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.);
 - ii. maintenance and operation costs of facilities that are not directly related to a program supported by this grant;
 - iii. property taxes & insurance;
 - iv. alcoholic beverages;
 - v. food or food related costs (This includes catering supplies, coffee pots, coffee, BBQ's, etc.);
 - vi. membership fees in other lottery funded organizations;
 - vii. prizes: cash, gifts, awards, honourariums, trophies, plaques, and badges;
 - viii. out of province activities and travel;

- ix. donations;
- x. subsidization of wages for full time employees; eligible employment expenditures are less than 35 hours per week for no more than 90 days (or 455 hours) in a grant period;
- xi. uniforms or personal items such as sweatbands and hats; and
- xii. retroactive funding will not be permitted.

7.05 APPLICATION PREFERENCES

- a) Favourable consideration is given to the following projects:
 - i. organizations that include a financial contribution towards the project from their own operating budget;
 - ii. requests for new or innovative programs that do not duplicate existing services and programs that develop, expand, and improve opportunities in recreation, culture, and sport; and
 - iii. programs that address social issues or address programming gaps within the community through the provision of sport, culture and recreation activities.



TITLE: 2024 Municipal Election Planning

DATE: **January 23, 2024**

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Administration prepare a further Report including Bylaw amendments regarding the 2024 Civic and In-School Board Elections for consideration at an upcoming City Council meeting.

TOPIC & PURPOSE:

The purpose of this Report is to provide information and review options for consideration in relation to the upcoming Municipal and In-City School Boards Election to be held on November 13, 2024.

BACKGROUND:

For ease of reference in relation to this report, the Local Government Election Act, 2015 will be referred to as LGEA, the Saskatchewan Rivers Public School Division No. 119 will be referred to as SRPSD and the Prince Albert Roman Catholic School Division No. 6 will be referred to as PACSD.

As you may be aware, amendments to the *LGEA* and its' Regulations have been made by the Saskatchewan Legislature and are in effect as of January 1, 2024. Some of the more notable amendments are as follows:

- Vacancy in year of general election is extended to within 1 year of a general election;
- Authority for returning officers to determine polling areas and places, including hospitals and personal care facilities, in addition to the ability to change poll hours, dates and locations due to emergency;

- Additional authority and flexibility to returning officers to make decisions regarding homebound voting;
- New provisions for establishing voter registry and additional provisions for preparing, utilizing and revising a voters list;
- Nomination paper includes requirement to provide contact information on the Form;
- Ability for municipalities with a population over 20,000 to increase deposit for nominations up to \$500;
- Option to change nomination day from 5 weeks to 7 weeks prior to an election; and,
- Amendments to reflect gender neutral language and other applications of consistent wording throughout the Act;

City Council is legislatively required to determine the following matters regarding an upcoming Election:

- Set the remuneration to be paid to Election Officials; and,
- Pay the municipality's share of the costs incurred in holding the election;

In addition, City Council has discretionary authority to act respecting certain aspects of the election, and may:

- At least 180 days before a general election, pass a bylaw to change the size of City Council;
- At least 90 days before election day, appoint a person other than the City Clerk as the Returning Officer, pass a general election bylaw and/or a criminal record check bylaw;
- At least 60 days before a general election, pass a bylaw to require disclosure of campaign contributions and expenses and/or to establish election campaign limits;

At the January 27, 2020 City Council meeting, a Motion regarding the preparation of a Bylaw establishing Campaign Disclosure and Spending Limits was considered and defeated.

- At least 55 days before a general election, pass a bylaw to specify that the names on the ballots be arranged in random or rotational order, and provide for enumeration of voters for preparing a voters list;
- May provide for establishment and maintenance of voter registry;
- May provide for preparation of voters list and enter into agreement with Elections

Saskatchewan for sharing voter list information or utilize voter registry information; and,

- Pass a bylaw to use vote counting machines and mail-in ballot voting system.

PROPOSED APPROACH AND RATIONALE:

The City's responsibility in conducting the Election is first and foremost ensuring that every voter has an opportunity to vote. In reviewing the amendments and future efficiencies in conducting the Municipal and In-City School Boards Election, there are a number of areas that City Council will need to consider.

At the December 11, 2023 Management Committee meeting, members considered the matters listed below in relation to the 2024 Election planning. Recommendations from Committee members are noted under the relevant section, if any changes or suggestions were discussed:

1. Appointment of Returning Officer

In accordance with Sections 46(1) and 47 of the *LGEA*, the City Clerk is automatically appointed as the Returning Officer for the City and PACSD, unless City Council appoints another person at least 90 days prior to Election Day. If the Returning Officer is unable to act or perform his/her duties, City Council must appoint another person to act in that capacity. It is recommended that the Corporate Legislative Manager act on behalf of the Returning Officer, in her absence.

In addition, pursuant to Clause 46(2)(b), the SRPSD is required to appoint a Returning Officer at least 90 days prior to Election day. It is anticipated, as in previous years, that SRPSD Board will appoint the City Clerk to act as the Returning Officer for its In-City School Board Election.

2. Criminal Record Check

In accordance with Section 63.1 of *The Cities Act*, a Council may require that every candidate submit a criminal record check in the prescribed form and must be submitted with the nomination paper in accordance with Clause 67(6)(e) of the Act. If City Council wishes to pursue this matter, a report, along with the necessary bylaw can be brought forward to City Council for consideration at least 90 days prior to the election date.

A Bylaw of this nature has not been initiated in the past for candidates running for municipal office. A Bylaw would not restrict any person who has a criminal record to run for office, and may lead to inaccurate suggestions that the person is a criminal, when in fact the record does not provide detailed information. It is important to note that the criminal record check will only state whether the candidate may or may not have a criminal record and does not provide details or the associated records, if any.

This information also forms part of the Nomination Paper and if approved, will be publicly posted in accordance with the Act.

3. Disclosure of Campaign Contributions and Expenses

In accordance with Section 34 of *The Cities Act*, by Bylaw at least 60 days prior to the election date, City Council may establish disclosure requirements respecting election campaign contributions and expenses and/or election campaign spending limits.

Campaign expenses are typically defined as the cost of goods and services and the value of any donation in kind, used by or for the benefit of the candidate during the election expenses period for the purpose of a candidate's election campaign.

A Bylaw would include the limits on election expenses for mayoral and councillor candidates, including campaign contributions timelines. All candidates would be required to submit a form to the Returning Officer indicating the contributor's names and amounts, along with a summary of all election expenses. This information would be publicly available. The Bylaw would also require rules and procedures on any surplus monies, and any penalties for non-compliance.

Cities of Regina, Saskatoon, Moose Jaw currently have a Bylaw on election campaign contributions and expenses. However, the City of Prince Albert has not initiated such a Bylaw in the past.

4. Establishing a Voters Registry

The process for establishing a Voters Registry and Voters List is outlined in Part VI, Sections 54 to 65 of the *LGEA*. One amendment that is new to the *LGEA* is that Council may provide for the establishment and maintenance of a voter registry consisting of persons who are eligible to vote. Please note that Number 5 below outlines the establishment of a voter's list, which differs from the establishment of a voter's registry.

In 1997, Elections Canada conducted its last nationwide enumeration, and replaced the traditional enumeration process with a permanent electronic voter registry, which is updated regularly from various databases, such as tax returns. In 2016, the Province established a similar permanent registry of voters. The registry is updated regularly with information from various sources, such as provincial health insurance, drivers' license programs and the federal Register of Electors. This registry information is then used to create a voters list for upcoming elections.

In a municipality, a voter registry would contain voter data, collected through information that is available to the returning officer, such as through City tax and water records, and include the following:

- Name, address and contact information;
- Date of birth and gender;
- Eligibility of public or separate school division;
- Ward number; and,
- Other unique identifiers, if required

The registry would only be used by the returning officer or associates to create the voters list to use in an election. A person would still have the ability to remove their name or provide correction to the registry.

The Province currently maintains a digital Voters Registry, and voters are able and encouraged to update their information at any time through the Elections Saskatchewan website. If this is an option that the Committee wishes to consider, our Office would work with the Province to encourage voters to register in advance of the Election so that the information is readily available and as accurate as possible.

At this time, I do not recommend proceeding with the establishment of a Voters Registry due to the cost and time requirement in collecting and maintaining custody of the data. The Province is prepared to share their Voters List to municipalities at no cost by entering into an Information Sharing Agreement.

5. Establishing a Voters List

A voters list can be prepared using information from a voter registry as noted above or by entering into an Information Sharing Agreement with Elections Saskatchewan for their up-to-date voter list information relating to the City of Prince Albert.

With the legislative amendments, the provision for municipalities to use an existing Voters List rather than conduct a City-wide enumeration, assists greatly in reducing costs, as this was one of the barriers to using a List in past elections.

The voters list for the City must contain the voter's name, street address/legal address, school eligibility and ward. In addition, the list is required to be available for public viewing at least 31 days before the general election. Voters can then make application to correct any errors and the Returning Officer would consider the applications and make the necessary corrections/additions. Once the voters list is complete, a copy is available to each candidate at no charge, upon request. During the nomination process, candidates wishing to have a copy of the list would be required to complete a Declaration. The list can only be used for the following:

- By election officers for the purpose of carrying out their duties; and,
- By a candidate, for communicating with voters, including for soliciting contributions and campaigning.

Additional work would be required to analyze the Voters List data received from the Province, in order to refine and complete the list. Some data may be collected in advance; however, since this would be the first time using a Voters List, some of the data will need to be populated at the polls, such as school support designation and 3 month residency eligibility.

Both the Cities of Saskatoon and Regina are moving forward with utilizing a voter's list rather

than registering voters at the polls for the 2024 Election. Both Cities are utilizing software to manage the voter’s list electronically, including other election-related processes. The cost of such software is approximately \$15,000 plus hardware costs. It was determined that the City’s current GIS program has the capability to assist with establishing and maintaining a Voters List. A GIS application would be utilized to manage the list in terms of ensuring accuracy and real-time changes to the data, including applications to assist with collection of data, such as applying the Ward Number to each voter’s address on the listing prior to Election day.

One of the main points in the process of Voter Registration is to increase voter turnout and encourage all eligible voters to participate in their democratic right. If a Voters List is not used, the voting process would remain as status quo, with the continuation of registering voters at the polls.

If a Voters List is obtained through Elections Saskatchewan and modified for the City’s use, administrative time and resources would be required at the onset, but may generate advantages in future elections. Therefore, it is important to review the advantages and disadvantages of a Voters List in comparison with the voter registering at the Polls.

Advantages	Disadvantages
Voter experience is easier and faster as there is no registration form to complete.	Inaccurate or incomplete data from acquired list as eligibility may differ.
Easier way to verify identity for mail-in ballot voting.	Additional administrative work associated with review of list, identify and correct errors/omissions, including process to allow voters to revise or remove their name from the list
Integrity of voting process by ensuring only eligible voters can vote and can only vote once.	Additional collection of information such as ward, eligibility, 3 month City residency, and school support. Some of this information would be collected at the Polls.
Integrates with an electronic list using GIS applications or future election management systems and likely to save copier costs.	Potential for personal information to be breached with respect to unauthorized users and candidates.
More accuracy in identifying number of eligible voters to assist in future elections and other statistical reporting.	Personal information would be available for public viewing during a certain period prior to election. Potential for voters to remove their names from the list due to this reason reducing voter turnout.
The list can be used for the general election in which it is being prepared for and within 4 years afterwards.	
Consistency in voting methods between municipal and provincial elections.	

Option 1 – Use of Voter’s List through an Information Sharing Agreement with Elections Saskatchewan would allow access to the registered voter data for the City to create a Registered Voters List for the 2024 Election. Both Saskatoon and Regina have approved the use of Registered Voters List utilizing the data from Elections Saskatchewan.

Option 2 – Status Quo utilizing the Voter Registration Form at the Polls to register voters. All other Saskatchewan municipalities, other than Saskatoon and Regina, are not planning on moving forward at this time with a voter’s list, and will continue to register voters at the Poll.

Option 3 – Conducting Enumeration is not recommended or feasible due to the cost to enumerate, verify and manage the data. Since the option to enter into an agreement to utilize existing voter’s lists is provided in legislation, a full city-wide enumeration would create essentially the same result.

The Management Committee discussed this matter and determined that the benefits to the list were mainly for candidates being provided access to a listing and not necessarily a benefit to increasing voter turnout or creating a more efficient voting experience. However, if the Executive Committee wishes to pursue the option of moving forward with a Voters List in lieu of the Voter Registration Forms (register at the poll), a further report, along with an Information Sharing Agreement, will be required for consideration.

6. Polling Areas and Polling Places

Recent amendments provide the returning officer with the authority to determine polling areas and polling places instead of Councils or School Boards. This avoids any improper influence or the perception of improper influence by council/board regarding these decisions.

Similar to last Election, each Polling area will be designated with the same boundaries as each Ward for the City. This will assist voters in determining their polling place.

Since the City is a ward system, it is a requirement to have at least 1 polling place situated within or close to each polling area (ward) in order to serve the voters in that area. Currently, our Office is making arrangements to book similar or the same facilities as utilized in the 2020 Election for polling places.

In regards to hospital, personal care facilities or similar institutions (referred to as Special Polls), the legislative amendments include the ability to now allow eligible staff members or caregivers at these facilities, the ability to vote at the time those polls are open. Previously, only the resident or patient was entitled to vote.

At the June 7, 2016 City Council meeting, the following criteria was approved for the establishment of Special Polls at Senior Accommodations and it is recommended to continue utilizing this criteria as the basis for establishing special polls in senior facilities, along with long term care homes and personal care homes:

1. Occupied by a majority of seniors;
2. Minimum capacity of twenty (20) residents; and,
3. Adequate space within building to conduct an election.

In respect to homebound voting, the Act has been amended to reflect more flexibility, as prescribed forms are no longer required, to arrange for voting to those who are unable to leave their home, along with their caregiver.

The Returning Officer will ensure that appropriate notification to all residents will be conducted through various methods, which will include a listing/map of polling places and voting provisions for the day of Election, advance, hospital, personal care, senior facilities and homebound voting.

7. Advance Polls

In accordance with Section 83 of the LGEA, the Returning Officer is authorized to establish one or more advance polls within the City for voters to cast their vote in advance of Election day. The legislative amendments have now determined that advance polling must be conducted, as opposed to this provision being optional in the past. The City has conducted advance polls over the last several elections, therefore, this amendment change does not affect any changes in our past practices.

It is expected that we will provide a drive-thru option for advance polls once again, as that initiative was well received during the 2020 Election. The final location has not yet been determined. Since we are not expected to be faced with pandemic precautions that were previously required, I anticipate a more simplified approach.

The Provincial Election is scheduled to be held just two (2) weeks prior to the Municipal Election, on October 28, 2024; therefore, advance polls will not be scheduled until following the Provincial Election.

In addition to assisting voters in getting to the poll to cast their vote, I would recommend that City Council provide free transit on Election day. Further information including estimated costs would be provided for consideration in a further report to City Council.

8. Mail-In Ballots

The Mail-In Ballot process is outlined within the attached current Election Bylaw and will continue to be offered as an alternative option to voters. The mail-in ballot process was utilized in the last couple elections as it does provide another reasonable ability for voters to

access their right to vote if they were not expected to be in the City on Election Day or unavailable during any of the Advance Poll dates. There was a significant increase in mail-in ballots from only 19 in 2016 to over 300 voters in 2020. Some of this increase was likely attributed to the pandemic, however, I would expect that some voters prefer this method of voting, and it will continue to be offered.

If a voters list is utilized, some amendments will be required within the Election Bylaw to accommodate a different process for mail-in ballots.

9. Automated Vote Counting Machines

The City has successfully utilized the Automated Vote Counting System for several elections, as this provision is included within the Election Bylaw and is budgeted for continued usage of this technology for the upcoming Election. This technology has assisted in previous Elections with ensuring the accuracy of the vote counts along with getting the results quicker on election night.

A Request for Proposal for the rental of automated vote counting equipment and voting results software has been issued with a closing date of Tuesday, February 6, 2024. A further report will be submitted to City Council requesting approval of the successful proposal.

10. Nomination Date, Papers & Deposit

One of the legislative amendments is the option to extend the Nomination Day from 5 weeks prior to the Election day to 7 weeks. This option would provide the returning officer more time to perform staff training, ensure accuracy of ballots, test vote counting equipment and conduct other requirements in a timely manner. If the Committee is agreeable, this option will be included in Bylaw amendments to come forward for Council's approval.

As you may recall, for the 2020 Election, Nomination papers included a completed Candidate's Public Disclosure Statement, in addition to the deposit of \$100. One amendment of the LGEA is to include the nominees contact information on the Form, which Form will be publicly posted at City Hall, along with the Disclosure Statement.

Currently, the City's Election Bylaw states the following in relation to the Nomination Deposit:

"Pursuant to section 68 of the Act, the deposit of \$100, which is required when filing the nomination paper, will be returned by cheque to all candidates who are successful in obtaining an elected position."

Current amendments provide that a municipality with a population of 20,000 or more can increase the nomination deposit not to exceed \$500 for any office.

It is recommended that an increase be considered due to administrative costs and to deter those candidates who may not be fully committed to putting their name forward. Management

Committee is proposing that the deposit for all municipal candidates be increased to \$250. This increase would not apply to school board trustee nominees who will still be required to submit \$100 deposit.

11. Ballots

Section 91 of the LGEA outlines the requirements for the printing of ballots for election candidates. One of the requirements is that every ballot must contain the names of all candidates arranged in alphabetical order of their surnames.

However, Subsection 91(2) outlines that City Council may, by bylaw, provide for the alternate arrangement of the names of candidates on the ballot. Two (2) Options include withdrawing names from a receptacle or rotating in as many lots as there are candidates. With the use of automated vote counting machines, the cost to rotate ballots is significantly higher. Therefore, it is being recommended that City Council simply adhere to Clause 91(1)(d) of the LGEA, which stipulates that the names of the candidates for the municipal election be alphabetical by surname, which is what was approved and utilized in past elections.

Both School Boards will decide on the manner of their ballot, and at this time, this is unknown. Since the direct ballot costs are charged out to each group, the specific ballot costs will not have an effect on the shared cost.

As you may recall, amendments to the Act prior to the 2020 Election determined that the Candidate’s occupation is no longer a requirement on the Nomination Form. City Council may decide by Bylaw to include the addition of the candidate’s occupation to the nomination paper and ballot. In the 2020 Election, the occupation was not included on the ballots. Since there was no issues with the change at that time, I would recommend excluding the occupation on the ballot.

12. Election Worker Remuneration

City Council must set the remuneration rates for Election Officials, as indicated in Section 52 of the Act. The following charts depicts the City’s 2020 proposed remuneration rates for all election workers, and includes the training time, and compensation for meals:

2020 Remuneration Rates

Position	Base Wage	No. of Hours Expected	Meal Allowance	Training (\$35/session)	Overall Cost	Average Hourly Wage
Supervisory Deputy Returning Officer	\$16	14	\$33	\$70	\$327.00	\$18.36
Deputy Returning Officer	\$13.50	13	\$33	\$35	\$243.50	\$16.04
Poll Clerk	\$11.50	12.5	\$33	\$35	\$211.75	\$14.14

In comparison to the Cities of Saskatoon and Regina and the Province, the City’s wage per hour is lower for all positions. A meal allowance is not provided for the Cities of Saskatoon and Regina, nor the Province.

The following chart outlines the current or proposed remuneration for similar positions with Elections Saskatchewan and Cities of Saskatoon and Regina. These rates may vary depending on number of hours worked, advance or election day polls, and other variables, such as the inclusion of overtime rates:

Comparison Rates

Position	<i>Elections Saskatchewan (11 hour period)</i>		<i>City of Saskatoon (proposed rates at 13 hour period)</i>		<i>City of Regina (proposed rates at 12 hour period)</i>	
	Election Day Wage Per Hour	Training	Election Day Wage Per Hour	Training (one time payment)	Election Day Wage Per Hour	Training
Supervisory Deputy Returning Officer	\$25.18	\$44	\$24.00	\$100	\$27.67	\$100
Deputy Returning Officer	\$20.27	\$44	\$20.00	\$80	\$22.42	\$50
Poll Clerk	\$16.82	\$44	\$18.00	\$80	\$19.75	\$50

In preparing for the 2024 Election budget, the following proposed rates include increases in the base hourly wage, training sessions and recommendation to continue allocating for meal allowances.

2024 Proposed Rates

Position	Base Wage	Meal Allowance (Lunch & Supper)	Training (\$40/session –3 hr max)	Overall Cost (based on 12 hrs)
Supervisory Deputy Returning Officer	\$20.50	\$41	\$80	\$367.00
Deputy Returning Officer	\$17.50	\$41	\$40	\$291.00
Poll Clerk	\$15.50	\$41	\$40	\$267.00

The amounts shown above show a significant increase in the cost of service from 2020, and include the provision of two meal allowances based on the current City’s Travel/Meal Policy. This meal allowance would only apply to Election Day, as other polls would only be open for 4 hours or less.

In addition, the amounts above show an increase in the training session from \$35 to \$40 per session. Reimbursement for mileage claims, relating to Supervisory, Mobile and Special Poll

workers are typically approved at the rate outlined in the City's Travel Policy, at that time. The current rate is \$0.5482 per km. In addition, compensation is also offered to the Supervisors for the use of their cell phone at a rate of \$10/day.

With the inclusion of two (2) meal allowances, the compensation for workers would be equivalent to the following per hour rate, which excludes the training session payment:

- SDRO - \$23.92
- DRO - \$20.92
- PC - \$18.92

The current minimum wage in Saskatchewan is \$14.00/hour. The Province's two year plan will increase the minimum wage rate to \$15.00/hour by October 2024. It is important to match or exceed the minimum wage expectation for election positions.

A proposed increase in remuneration rates for Election Officials may have an effect on the following:

According to the Canada Revenue Agency, the employer is required to fill out T4 slips for all individuals who received remuneration if the amount was more than \$500. Workers who receive greater than \$500 per year are required to be processed through the City's payroll, which would include deductions in CPP, EI and Income Tax. City of Saskatoon processes their election workers through their payroll and if the employee makes greater than \$500, deductions are applied. T4 slips are provided to all workers. City of Regina utilized external HR services to provide payments to workers.

For the City of Prince Albert, meal allowances would be paid separately, and would not be included in wages for services. Therefore, this is one reason to continue to pay the meal allowance in addition to the base wage without incurring further payroll and administrative costs. We will continue to work with the City's Finance Department in ensuring adherence to this Federal requirement.

CONSULTATIONS:

Elections Saskatchewan was contacted to provide details on the process to acquire the Voters List from the Province. In addition, communications have occurred with the City of Saskatoon and City of Regina regarding their processes to moving towards a Voting List.

Management Committee met on December 11, 2023 to discuss the election options as noted above, and recommended the following:

- increase in nomination deposit from \$100 to \$250 for Mayor/Councillor candidates;
- continue with registering voters at the polls rather than establishing a voter's list; and,
- increase remuneration rates as shown above.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

If Council wishes to pursue the option of moving forward with a Voters List, Administration will proceed with the necessary steps which include entering into an Information Sharing Agreement with the Province. A further report would be required for City Council's approval, and will outline the communication plan to ensure voters are made aware of the change in process for municipal elections.

In addition, meetings with the respective School Divisions will be undertaken to communicate the election planning and cost sharing proposal.

Following discussion of the matters listed earlier in this report, an Administrative Report outlining Election requirements, including amendments to the Election Bylaw, and the results of the Request for Proposal will be forwarded for consideration to the Executive Committee in the next couple months.

POLICY IMPLICATIONS:

The City is legislated to conduct Elections in accordance with *The Local Government Elections Act, 2015 and Regulations*. In addition, City Council approved the Election Bylaw No. 9 of 2020, which outlines the process for automated vote counting and mail-in ballots.

FINANCIAL IMPLICATIONS:

There is no cost to enter into an Information Sharing Agreement with Elections Saskatchewan. However, there would be a small cost in obtaining ArcGIS Editor Licenses at an approximate cost of \$400, excluding staff costs. The cost of the licenses have been included in the 2024 Budget.

The cost of utilizing the GIS application for creating an electronic voters list includes:

- ArcGIS Editor and user license -approximately \$400;
- Converting data to GIS – 8 hours of staff time;
- Creating the Editor App – 40 hours of staff time;

It is not anticipated that there would be additional costs for accessing computers/tablets for use at each Polling station at Advance Poll and Election Day, as we expect there to be adequate resources at that time to obtain enough hardware for election purposes.

The Financial costs in relation to providing an increase in remuneration for Election Workers is noted above under Item No. 12.

It is anticipated that the same cost-shared formula with the School Divisions will be utilized as in previous Elections, pending consultations early next year. The total costs are shared based on the four (4) types of races within the Election. Therefore, the City's portion is 50% for the two races (Mayor and Councillors) and the School Boards portion is 25% each based on one race for each Board (Board members). It was also previously agreed, that all costs up to and including Nomination Day will be included in the cost sharing formula. In the event of an acclamation for Mayor, all Councillors, or either School Boards members, the parties agreed to equally share the remaining costs of the Election based on the number of races being held. In addition, all direct Ballot costs will be allocated to each specific party.

The Election budget has been submitted to the Budget Committee at an estimated cost of \$212,340 and will be cost-shared accordingly with the School Divisions.

PRIVACY IMPLICATIONS:

If a voters list is used, the new amendments in the LGEA require the returning officer, at least 31 days prior to Election, to publish a copy of the voters list in a manner considered appropriate. In addition, a copy of the voters list would be available to candidates running in that election. The list would contain personal information such as name and address of the voter. Each candidate would be expected to sign a declaration outlining the appropriate use of the Voters List.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no official community plan implementation strategies.

STRATEGIC PLAN:

The Strategic Priority of Delivering Professional Governance addresses the area of focus to be an engaged government, working towards technological advancements in support of the requirements in legislation.

OPTIONS TO RECOMMENDATION:

The options to the recommendation are outlined under each respective area of focus.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal Presentation by Terri Mercier, City Clerk

ATTACHMENTS:

1. Election Bylaw No. 9 of 2020
2. Local Government Election Act, 2015
3. Information Sharing Agreement Template-Voter's List

Written by: Terri Mercier, City Clerk

Approved by: City Manager

CITY OF PRINCE ALBERT

BYLAW NO. 9 OF 2020



Disclaimer:

This consolidation is not an Official Copy of the Bylaw. Amendments have been incorporated solely for research convenience purposes only. Original Bylaw and amendments are available from the City Clerk's Office and must be consulted for purposes of interpretation and application of the law.

OFFICE CONSOLIDATION

ELECTION BYLAW

BYLAW NO. 9 OF 2020

Including the Following Amendments:

AMENDMENTS

Bylaw No. 20 of 2020

DATE PASSED

August 10, 2020

CITY OF PRINCE ALBERT BYLAW NO. 9 OF 2020

A Bylaw of The City of Prince Albert to provide for the use of a Vote Counting System, Mail-In Ballot Voting System and other matters in the Municipal Election.

WHEREAS the Council of The City of Prince Albert deems it necessary to establish Election procedures in relation to Vote Counting Systems pursuant to the provisions of Subsection 90(2) of *The Local Government Election Act, 2015*.

WHEREAS it is necessary to establish a Mail-in Ballot Voting System pursuant to the provisions of Section 92 of *The Local Government Election Act, 2015*.

WHEREAS it is deemed expedient to provide for any other matters pursuant to Section 9.1 of *The Local Government Election Act, 2015*.

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "Election Bylaw."

PURPOSE

2. The purpose of this Bylaw is:
 - (a) to provide for the use at elections of voting machines, and other voting devices used in a vote counting system, and to authorize the form of the ballot and the procedures for voting and counting votes, pursuant to section 90 of the Act;
 - (b) to establish a mail-in ballot voting system for the purpose of receiving ballots in an election, pursuant to section 92 of the Act;
 - (c) to establish a mobile poll for the purpose of allowing voters 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 voter, pursuant to section 30 of the Act; and,

- (d) to set out any other matters required by Bylaw pursuant to Section 9.1 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) “ballot” means a ballot paper or form designed for use in a vote counting system;
- (d) “ballot box” means the ballot box used with the voting machine for holding counted ballots;
- (e) “blank ballot” means a ballot without any votes in the voting areas as determined by a voting machine;
- (f) “deputy returning officer” means a deputy returning officer appointed pursuant to Section 48 of *The Local Government Election Act, 2015* and includes an issuing deputy returning officer, receiving deputy returning officer and supervising deputy returning officer;
- (g) “election” means an election as defined in *The Local Government Election Act, 2015*;
- (h) “election headquarters” means the municipal election office, as determined by the returning officer;
- (i) “election official” includes a returning officer, associate returning officer, deputy returning officer, poll clerk, nomination officer, and any other supervisory officers and assistants appointed pursuant to Section 47 and 48 of *The Local Government Election Act, 2015*;
- (j) “emergency ballot box” means a separate ballot box into which voted ballots are temporarily deposited if the vote tabulating unit ceases to function;
- (k) “host computer” means the computer at election headquarters containing the election software, which is used for compiling election results;

- (l) “mobile poll” means a polling place for homebound voting established under section 30 of *The Local Government Election Act, 2015*;
- (m) “over voted ballot” means a ballot on which one or more of the voting areas has more than the allowed number of acceptable marks as determined by the voting machine;
- (n) “poll book” means the register of electors who have cast their vote, which contains the list of electors, information relating to the ballot, and which has the capacity to record information relating to objections and affidavits;
- (o) “portable ballot box” means a ballot box that is used at a polling place where a voting machine is not being used;
- (p) “register tape” means the printed record generated from a voting 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 bylaw, resolution or question;
- (q) “returning officer” means a person specified or appointed as a returning officer pursuant to Section 47 of *The Local Government Election Act, 2015*;
- (r) “secrecy sleeve” means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector;
- (s) “special poll” means a polling place established under section 29 of *The Local Government Election Act, 2015*;
- (t) “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;
- (u) “USB media” means a device used to store electronic information which plugs into the voting machine and into which is pre-programmed the information necessary to conduct the election and record the votes, and a mechanism to record and retain the information set out on the register tape;
- (v) “vote counting system” means a system that counts and records votes and processes and stores election results, and which is comprised of:

- (i) software programs and hardware applications including devices for the storage of electronic information;
 - (ii) an voting machine that has a main ballot box for voted ballots, an emergency ballot box for the temporary storage of voted ballots, and portable ballot boxes into which voted ballots are deposited where a voting machine in not being used at the polling place, but where a voting machine is used for counting votes.
- (w) “voter-assist terminal” means a voting device used by a voter with a disability to mark a ballot by selecting a candidate using audio only voting; a touch screen; pressure sensitive paddles; punch cards; a sip/puff tube; or any other device designed to assist voters with a disability;
- (x) “voting machine” means any device that records how ballots are marked and produces election results by tabulating votes; and,
- (y) “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.

GENERAL ELECTION PROCEDURE

4. Except as modified by this Bylaw, all elections in the City of Prince Albert shall be conducted in accordance with the provisions of *The Local Government Election Act, 2015*.
5. Pursuant to section 68 of the Act, the deposit of \$100, which is required when filing the nomination paper, will be returned by cheque to all candidates who are successful in retaining an elected position.

6. The City Clerk shall retain any poll books, ballots and any electronic election results 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.

VOTE COUNTING SYSTEM

7. (a) The Council of The City of Prince Albert hereby authorizes the use of an vote counting system at general elections, by-elections and votes on bylaws, resolutions or questions.

(b) Where this Bylaw does not provide for any matter, an election to which this Bylaw applies shall be conducted as far as practicable in accordance with the Act.

Form of Ballot

8. Subject to such modifications and deviations as are permitted by the Act, the ballot shall be a paper ballot 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 "A";
 - (b) vote on a bylaw or resolution shall be in the form set forth in Schedule "B"; and
 - (c) vote on a question shall be in the form set forth in Schedule "C".

Programming

9. (a) The USB media that is inserted into the voting machine shall be programmed so that a printed record of the following can be reproduced:
 - (i) the number of blank ballots;
 - (ii) the number of over voted ballots;
 - (iii) the number of votes for each candidate; and,
 - (iv) if there is a vote on a bylaw, resolution or question, the number of votes for and against each bylaw, resolution or question.
- (b) The USB media shall not be programmed until twenty-four (24) hours after the close of the nomination period.

- (c) 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 or audible sound.

Pre-Poll Logic and Accuracy Testing

- 10. 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*.
- 11. The following sets out the general testing process and procedures:
 - (a) A test deck of every ballot style is created and then marked by the election official to ensure all combinations of votes have been included and then each test deck is inserted through each voting machine.
 - (b) The test deck includes blank and over voted ballots which are also inserted into each 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 writes the serial number of the voting machine, the date the testing was conducted and the 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 is retained in accordance with The City's Record Retention Bylaw.
 - (h) After the testing is complete and the voting machine and USB media accurately record the ballots, the voting machines and the USB media inserted into each machine are sealed.

- (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.

Security

- 12. (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 passwords that can only be accessed by assigned election officials.

Procedure of the Poll

- 13. (a) All polling places where a voting machine is being used shall be supplied at least one (1) ballot box, and one (1) emergency ballot box.
- (b) The receiving deputy returning officer shall, in the presence of another election official and any candidates or candidates' agents present, cause the voting machine to print a register tape prior to the opening of the poll and display to all those present a zero total for all candidates, bylaws, resolutions or questions.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.

- (g) 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.
- (h) Upon a request under subsection (g), 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.
- (i) 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 vote tabulating unit to be counted.
- (j) Any ballot which does not bear one of the initials of an issuing deputy returning officer at the polling place or which is damaged to the extent that it cannot be inserted into the voting machine and for which no replacement ballot was provided shall be marked “spoiled” and not 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 17 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.
- (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.

Accommodation of Voters with Disabilities

14. (a) Voters 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.
- (b) The Returning Officer may provide for the use of voter-assist terminals at a polling location, if deemed appropriate.

Advance Poll

15. (a) Voting machines shall be used at the advance poll and the voting procedures at the poll shall be the same as those set forth in section 11 of this Bylaw.
- (b) At the close of each day at the advance poll, the supervising deputy returning officer shall:
 - (i) ensure that the voting machine, the main and emergency ballot boxes, all unused ballots and other election material are secured when not in use;
 - (ii) ensure that no additional ballots are inserted into the voting machine; and,
 - (iii) ensure that the register tapes in the voting machine are not generated.
- (c) The supervising deputy returning officer at the advance poll shall at the end of voting on the final day of the advance poll:
 - (i) ensure that any remaining ballots in the emergency ballot box, if utilized, are inserted into the voting machine;
 - (ii) secure the voting machine so that no additional ballots are inserted;
 - (iii) ensure that the register tapes in the voting machine are not generated; and,
 - (iii) 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.
- (d) 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.

Procedure for Closing the Poll on Election Day

16. After the close of polls on election day, if a voting machine has been used, the deputy returning officer 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) on request from any candidate or candidates' agent present, provide a printout of the election results from the voting machine;
 - (g) complete a ballot statement accounting for the supplied, unused, spoiled, 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.

17. After the poll is closed 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 16(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 16(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) allow all candidates and candidates' agents to attend 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 the until 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) on request from any candidate or candidates' agent present, provide a printout of the election results from the voting machine;

- (viii) deliver the election data in accordance with subsection 16(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.
18. 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.

Recounting of Votes

19. Following the close of polls, in the case of a malfunction of the vote counting equipment, the DRO will replace the malfunctioning unit with another unit, and move the USB to the working machine.
20. In the case of the print paper jamming, the DRO will navigate through the print menu on the screen to re-print another results tape.
21. If the Returning Officer is in the opinion that it is impractical to count the votes with the vote counting machines or replacement vote counting machines, the Returning Officer may direct that all votes cast in the election shall be counted manually as outlined in the provisions of the Act.

MOBILE & SPECIAL POLL

22. (a) A mobile poll for the purpose of allowing voters 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 voter, be hereby established.
- (b) The procedures for conducting a mobile poll will be in accordance with sections 30 and 31 of the Act.
- (c) 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 17 of this Bylaw.
- (d) Procedures at the mobile or special poll shall be conducted in accordance with sections 13(e),(g) to (k) of this Bylaw.
- (e) The deputy returning officer shall ensure that the portable ballot box and all ballots and other election material are secured when not in use.

- (f) 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 BALLOTS

Application Process

- 23. A person, who is an eligible voter, may apply to vote using a mail-in ballot.
- 24. An application to vote using a mail-in ballot, in the form established by the returning officer, may be made:
 - (a) in person; or,
 - (b) by mail, facsimile, or electronically.
- 25. Before being issued a mail-in ballot, a person shall:
 - (a) complete a voter's registration form and a declaration of person requesting a mail-in ballot; and,
 - (b) establish the person's identity in accordance with Section 110 of the Act to the satisfaction of the returning officer or designated election official.
- 26. In addition to the requirements of Section 25 and for the purposes of subsection 25(b), a person applying for a mail-in ballot by mail, facsimile or electronically shall submit, for each of the person applying for a mail-in ballot and any witness identified in Section 2 and 3 of Schedule D, a photocopy or a scanned copy of the front and back of:
 - (a) one (1) piece of identification issued by the Government of Canada, Government of Saskatchewan, a municipality or a government agency that contains a photograph of the applicant or witness, as the case may be, and their name, address and signature; or,
 - (b) two (2) pieces of information prescribed in Appendix D, Table 1 of The Local Government Election Regulations, 2015, each of which establishes the name and:
 - (i) at least one (1) of which establishes the address of the applicant or witness, as the case may be; and,
 - (ii) at least one (1) of which bears the signature of the applicant or witness, as the case may be; and,

- (c) for the purpose of subsection (b) above, a person shall submit, for any occupational-based professional witness identified in Section 4 of Schedule D:
 - (i) a photocopy or a scanned copy of the witness' business card;
 - (ii) the witness' license or registration number; or,
 - (iii) any other form of license or registration confirmation.

- 27. The persons identified in Schedule D – Persons Authorized to Witness a Mail-In Ballot are authorized to witness the signature of a person applying for a mail-in ballot and to complete a voter's registration form and a declaration of person requesting a mail-in ballot.

- 28. Notwithstanding Section 27, a candidate for an election or a candidate's agent shall not act as a witness after signing nomination papers.

- 29. A person applying for a mail-in ballot by mail, facsimile or electronically shall be required to attend in person if their application, including all supporting documentation is incomplete, unclear, illegible or otherwise unsatisfactory as determined by the returning officer or other designated election official.

- 30. An application to vote using a mail-in ballot must be received by the returning officer or designated election official:
 - (a) in the event of a person applying in person, no later than close of polls on election day; or,
 - (b) in the event of a person applying by mail, facsimile or electronically no later than fourteen (14) calendar days prior to election day.

- 31. Upon receiving an application for a mail-in ballot, the returning officer or designated election official shall note the date of approval in the appropriate area of the voter's registration form.

- 32. The returning officer or designated election official is permitted to attend a person's residence to accept a mail-in ballot application and verify identify if the person is unable to apply in person due to an illness, compromised immune system or has increased health risk factors.

Providing Mail-in Ballot

33. The returning officer or designated election official shall provide a ballot packet to a person whose mail-in ballot application has been approved in accordance with this Bylaw.
34. As soon as reasonably practicable after nomination day, the returning officer or designated election official shall mail or otherwise deliver to each person approved to receive a mail-in ballot, a packet containing:
 - (a) a ballot for the upcoming election, which includes the designated election officials' initials on the reverse side of the ballot;
 - (b) a ballot security envelope;
 - (c) a voter confirmation envelope, which includes the name of the voter and the type of ballot in which the voter is entitled to vote;
 - (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.
35. Self-addressed mailing envelopes for the return of the ballot to the returning officer shall be postage paid for destinations within Canada.
36. The designated election official shall make the following entries on the voter's registration form upon providing a ballot packet to a person:
 - (a) those required pursuant to Section 107 of the Act; and,
 - (b) the date on which the ballot packet was provided to the person.
37. Where the returning officer or designated election official provides a mail-in ballot to a person, the person is deemed to have voted and is not entitled to vote at any other poll.

Voting and Return of Mail-in Ballots

38. A person who receives a mail-in ballot:
 - (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 the person is entitled to vote.

39. A person who has voted by mail-in ballot shall:
- (a) place the marked ballot into 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 voter confirmation envelope;
 - (d) seal the voter confirmation envelope;
 - (e) place the signed voter confirmation envelope in the mailing envelope and seal the envelope; and,
 - (f) return the mailing envelope by mail, courier, in person, or by any other means to the returning officer.

Receipt of Mail-in Ballots

40. Upon receipt of the mail-in ballot, the returning officer or designated election official shall:
- (a) determine and record on the voter's registration form the date and time the ballot is received;
 - (b) open the mailing envelope;
 - (c) remove the sealed voter confirmation envelope from the mailing envelope and:
 - (i) determine if the voter confirmation envelope has been properly completed; and,
 - (ii) ensure the signature on the voter confirmation envelope matches the signature on the applicant's voter's registration form and a declaration of person requesting a mail-in ballot; and,
 - (d) if the voter confirmation envelope has not been properly completed or the signatures do not match, place the unopened voter confirmation envelope in a separate envelope for ballots that are not accepted; or,
 - (e) if the voter confirmation envelope has been properly completed and the signatures match, remove the sealed ballot security envelope from the voter confirmation envelope and place the envelope in a portable ballot box designated for mail-in ballots.

41. The returning officer may designate at least one (1) deputy returning officer who will receive mail-in ballots prior to the close of polls on election day.

Counting of Mail-in Ballots

42. In order to be counted, a mail-in ballot must be received by the returning officer or designated election official by the close of polls on election day.
43. Mail-in ballots received after the close of polls on election day:
 - (a) are deemed to be spoiled;
 - (b) will remain unopened in the ballot security envelope; and,
 - (c) shall be dealt with by the deputy returning officer in accordance with subsection 118(2) of the Act.
44. Subject to Section 45, after the close of the polls on election day, the returning officer or designated election official shall:
 - (a) remove the sealed voter confirmation envelopes from the portable ballot box designated for mail-in ballots;
 - (b) remove the mail-in ballot from the ballot security envelope;
 - (c) insert the mail-in ballot into the vote tabulating machine designated for mail-in ballots;
 - (d) complete the vote counting procedures outlined in section 17 of this Bylaw; and,
 - (f) record on the voter's registration form whether the mail-in ballot was accepted, not accepted or spoiled.
45. If one hundred (100) or more mail-in ballots are received on or before the final day of advance voting, subsections 44(a) through (c) may be performed by the returning officer or designated election official on the business day immediately following the final day of advance voting.
46. Where the returning officer is of the opinion that the number of voters who voted by mail-in ballot is small, the returning officer may include the mail-in ballots in another ballot box that is utilized for special, mobile or election day polls.
47. The mail-in ballots, forms and other election materials shall be retained and destroyed in accordance with section 142 of the Act.

Examination by Candidate or Agent

- 48. Candidates or a candidate's agent shall be notified by the returning officer or designated election official prior to the processing of mail-in ballots as provided for in Section 45.
- 49. The voter's registration form, declaration of person requesting a mail-in ballot, and voter confirmation envelopes may be inspected by candidates or candidate's agents at the election office during normal business hours commencing on the day following nomination day and ending at the close of polls on election day.
- 50. A candidate or a candidate's agent retains the right to object to a person's entitlement to vote if that person votes by mail, facsimile or other electronic means.
- 51. On the objection of a candidate or a candidate's agent, the returning officer or designated election official shall make the necessary entries in the voter's registration form consistent with sub-clause 112(1)(b)(c) and (d) of the Act.

(20/2020, s.1)

REPEALED BYLAWS

- 52. That Bylaw No. 16 of 2016, and any amendments thereto, are hereby repealed.

COMING INTO FORCE

- 53. This Bylaw comes into force and take effect, from and after the final reading thereof.

INTRODUCED AND READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

READ A THIRD TIME AND PASSED THIS DAY OF , 2020.


"Greg Dionne"

MAYOR

"Sherry Person"

CITY CLERK

**Schedule "A"
Front of Ballot**

<p>City of Prince Albert</p> <p>Civic/In-City School Boards Election</p> <p>Date of Election</p>	
<p>INSTRUCTIONS TO VOTE:</p>	
<p>Using the pen provided, completely fill in the oval to the left of the candidate(s) of your choice, like this:</p>	
	
<p>Ballot for the office of:</p> <p align="center">MAYOR</p> <p>You are entitled to vote for ONE (1) candidate for this office.</p>	<p>Ballot for the office of:</p> <p align="center">COUNCILLOR Ward #</p> <p>You are entitled to vote for ONE (1) candidate for this office.</p>
<p><input type="radio"/> LAST NAME, First Name</p>	<p><input type="radio"/> LAST NAME, First Name</p>
<p><input type="radio"/> LAST NAME, First Name</p>	<p><input type="radio"/> LAST NAME, First Name</p>
<p><input type="radio"/> LAST NAME, First Name</p>	
<p><input type="radio"/> LAST NAME, First Name</p>	
<p>Typ:01 Seq:0003 Spt:01</p>	

Schedule "A" continued
Back of Ballot

DRO Initials

Printer's Name
& Address


SAMPLE

Schedule "B"

Form DD

(Subsection 148(1) of the Act)

Ballot for 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. Do not write any word or other figure on this ballot.
VOTE LIKE THIS 

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 Prince Albert (or school division) this __day of _____, 20__.

Schedule "C"

Form EE

(Subsection 148(1) of the Act)

Ballot For 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. Do not write any word or other figure on this ballot.
VOTE LIKE THIS .

Vote on the Question:

(here state question)

Yes

No

Submitted by The City of Prince Albert (or school division) this __day of _____, 20__.

Schedule D

Persons Authorized to Witness a Mail-In Ballot

The following persons are authorized to witness the signature of a person applying for a mail-in ballot by mail, facsimile or electronically and to complete a Voter's Registration Form and Declaration of Person Requesting Mail-In Ballot form:

1. the Returning Officer or other designated election official;
2. a family member, as defined in Appendix D Table 2, of *The Local Government Elections Regulations, 2015*, provided that the witness:
 - (a) is an eligible voter, in accordance with the Act, for the upcoming election; and,
 - (b) have known the applicant for at least two (2) years;
3. someone living at the same address as the applicant or a neighbour residing immediately adjacent to or across from the applicant provided that the witness:
 - a) is an eligible voter, in accordance with the Act, for the upcoming election; and,
 - b) have known the voter for at least two (2) years; or,
4. an occupation-based professional, who is defined as:
 - (1) a judge, dentist, pharmacist, veterinarian, police officer, notary public, commissioner of oaths, lawyer, medical doctor, dean of a university or college, or a signing officer of a bank or trust company or other financial institution that offer a full range of banking services, including cash withdrawals, deposits and savings provided that the professional is:
 - (i) registered or licensed to practice in the Province of Saskatchewan; and,
 - (ii) working in or as a practicing member of their profession at the time of being a witness; and,
 - (2) the responsible authority of a hospital, shelter, soup kitchen, student residence, senior residence, assisted living facility, rehabilitation centre, long term care facility or care home.

The Local Government Election Act, 2015

being

Chapter L-30.11* of *The Statutes of Saskatchewan, 2015* (effective January 1, 2016) as amended by the *Statutes of Saskatchewan, 2017, c.P-30.3; 2019, c.R-21.3, c.10; 2022, c.41; and 2023, c.32.*

NOTE:

This consolidation is not official and is subject to House amendments and Law Clerk and Parliamentary Counsel changes to Separate Chapters that may be incorporated up until the publication of the annual bound volume. Amendments have been incorporated for convenience of reference and the official Statutes and Regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the official Statutes and Regulations, errors that may have appeared are reproduced in this consolidation.

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Schedule

CHAPTER L-30.11

An Act respecting Elections in Municipalities and School Divisions and making consequential amendments to other Acts

PART I Preliminary Matters

Short title

1 This Act may be cited as *The Local Government Election Act, 2015*.

Interpretation

2(1) In this Act:

“**administrator**” means an administrator of a municipality appointed pursuant to *The Municipalities Act*, an administrator or clerk of a northern municipality appointed pursuant to *The Northern Municipalities Act, 2010*, a City Clerk appointed pursuant to *The Cities Act* or a commissioner or clerk appointed pursuant to *The Lloydminster Charter*;

“**board**” means a board of education within the meaning of *The Education Act, 1995*;

“**board member**” means a member of a board;

“**business day**” means a day other than a Saturday, Sunday or holiday;

“**by-election**” means an election held to fill a vacancy in the office of mayor, reeve, councillor or board member on a day named pursuant to section 11, 12 or 141.1;

“**candidate**” means a person nominated in accordance with this Act for election to a council or board;

“**chief enumerator**” means the person who is chief enumerator pursuant to section 53.6;

“**clerk**” means the clerk or administrator of a municipality;

“**council**” means the council of a municipality;

“**councillor**” means a member of council other than the mayor or reeve;

“**court**” means, other than in section 43, the Court of Queen’s Bench;

“**deputy returning officer**” means a deputy returning officer appointed pursuant to section 48;

“**division**” means a division of a rural municipality established pursuant to Part IV of *The Municipalities Act*;

“election” means:

- (a) an election of members of council;
- (b) an election of board members; or
- (c) a vote of voters for approval of a bylaw or resolution or to obtain their opinion on any question or resolution submitted to them, pursuant to *The Cities Act*, *The Municipalities Act*, *The Northern Municipalities Act, 2010*, *The Lloydminster Charter* or *The Education Act, 1995*, as the case may be;

and includes a by-election;

“election day” means:

- (a) in the case of a general election, a date set pursuant to section 10;
- (b) in the case of a by-election, a date set pursuant to section 11, 12 or 141; and
- (c) in the case of a vote with respect to a bylaw, resolution or question pursuant to Part IX, a date set pursuant to section 146;

“election official” includes a returning officer, deputy returning officer, poll clerk, revising officer, associate returning officer, nomination officer, constable and any other supervisory officer and assistant appointed pursuant to section 48, 49 or 54;

“election procedure bylaw” means a bylaw passed by a council or board pursuant to section 146;

“elector” means a person described in section 36 who is eligible to vote in an election;

“general election” means:

- (a) an election held pursuant to section 10; or
- (b) a first election held in a newly established municipality or school division;

“hospital” means a facility designated as a hospital pursuant to *The Provincial Health Authority Act* that has five or more patient or resident beds and includes any free-standing facility that is a mental health centre within the meaning of *The Mental Health Services Act* and that:

- (a) serves persons who are patients pursuant to that Act; and
- (b) has five or more patient beds;

“judge” means a judge of the court sitting at the judicial centre nearest to which the municipality or school division is situated;

“member” means a mayor, reeve, councillor or board member, as the case may be;

“minister” means, other than in section 23, the member of the Executive Council to whom for the time being the administration of this Act is assigned;

“municipality” means a municipality as defined in *The Municipalities Act* or *The Northern Municipalities Act, 2010* or a city as defined in *The Cities Act*, and includes the City of Lloydminster;

“newspaper” means a printed publication or local periodical that is distributed at least weekly in a municipality or area that is affected by a matter with respect to which a provision of this Act requires publication in a newspaper, but does not include:

- (a) a publication exclusively for advertising; or
- (b) an advertising supplement to or contained in a newspaper;

“nomination day” means:

- (a) in the case of a general election, the day set in accordance with section 73;
- (b) in the case of a by-election, the day set in accordance with section 11;

“nomination paper” includes any required attachments;

“northern school division” means a school division located in the Northern Saskatchewan Administration District;

“personal care facility” means a personal care home licensed pursuant to *The Personal Care Homes Act*, a special-care home designated pursuant to *The Provincial Health Authority Act*, a care facility licensed pursuant to *The Residential Services Act, 2019* or an approved home as defined in *The Mental Health Services Act*, but only if the home or facility accommodates or cares for at least five individuals;

“polling area” means a polling area established pursuant to section 22;

“polling place” means a polling place named or established pursuant to section 22, 24, 28 or 29;

“prescribed form” means a form prescribed in the regulations;

“property” means land or improvements or both;

“public school board” means the board of a public school division;

“public school division” means a public school division as defined in *The Education Act, 1995*;

“rejected ballot” means a ballot rejected by the deputy returning officer pursuant to this Act;

“returning officer” means a person appointed as a returning officer pursuant to section 46 or 47, as the case may be;

“school division” means a school division as defined in *The Education Act, 1995*;

“**separate school board**” means the board of a separate school division;

“**separate school division**” means a separate school division as defined in *The Education Act, 1995*;

“**spouse**” means a person’s legally married spouse or someone with whom the person cohabits and has cohabited as a spouse in a relationship of some permanence;

“**vacancy**” means an elected office for which there is no duly elected incumbent;

“**voter**” means a person described in section 36 who is eligible to vote in an election;

“**voters list**” means a list of voters prepared pursuant to section 54;

“**voter’s registration form**” means a voter’s registration form in the prescribed form;

“**voter registry**” means the registry of voters prepared pursuant to section 53.1;

“**ward**” means:

(a) a ward described in Division 2 of Part V of *The Cities Act*, Division 2 of Part V of *The Municipalities Act* or Division 2 of Part 5 of *The Lloydminster Charter*; or

(b) a sub-division described in section 40 of *The Education Act, 1995*.

(2) References in this Act to time of day are references to the local time of the municipality or school division to which the reference relates.

(3) Terms used in this Act and not defined in this section have the meanings ascribed to them in:

(a) *The Cities Act*, with respect to an election involving a city;

(b) *The Municipalities Act*, with respect to a municipality governed by that Act;

(c) *The Northern Municipalities Act, 2010*, with respect to a municipality governed by that Act;

(d) *The Lloydminster Charter*, with respect to the City of Lloydminster; or

(e) *The Education Act, 1995*, with respect to school divisions.

(4) Subject to subsection (5), for the purposes of this Act, a school division is wholly or substantially within a municipality if:

(a) at least 80% of the geographic area of the school division is within the municipality; or

(b) a majority of the schools operated by the school division are within the municipality.

(5) For the purposes of this Act, a separate school division is wholly or substantially within a municipality only when the public school division within which it is situated is wholly or substantially within a municipality.

2015, c.L-30.11, s.2; 2017, c.P-30.3, s.11-1; 2019, c.10, s.3; 2019, c.R-21.3, s.40; 2023, c.32, s.3.

Rules of residence

3 For the purposes of this Act:

- (a) the residence of a person is the place in which the person's habitation is fixed and to which, when the person is absent from that place, he or she has the intention of returning;
- (b) a person who is temporarily absent from the place where the person's habitation is fixed does not lose his or her residence;
- (c) no person, while he or she remains in Saskatchewan, loses his or her residence until he or she has acquired another residence; and
- (d) no person has more than one residence in Saskatchewan and, if the person has more than one home in Saskatchewan, he or she shall elect one home as his or her residence.

2015, c.L-30.11, s.3.

Ordinary residence – Canadian Forces, students

4(1) In this section:

- (a) **“Canadian Forces”** means the Canadian Forces within the meaning of the *National Defence Act* (Canada);
 - (b) **“member of the Canadian Forces”** means:
 - (i) a member of the regular force or the special force of the Canadian Forces; or
 - (ii) a member of the reserve force of the Canadian Forces who is on full-time training or service or on active service.
- (2) If a person leaves his or her residence in Saskatchewan to serve as a member of the Canadian Forces outside Saskatchewan, the person is deemed:
- (a) to be ordinarily resident in the place in which he or she was resident immediately before leaving Saskatchewan; and
 - (b) to continue to have that ordinary residence while serving as a member of the Canadian Forces.
- (3) If a person leaves his or her residence in Saskatchewan to serve as a member of the Canadian Forces elsewhere in Saskatchewan, that person is, while serving as a member of the Canadian Forces in Saskatchewan, deemed to have one of the following as his or her place of residence:
- (a) the place where he or she was last ordinarily resident;
 - (b) the place where he or she is residing.
- (4) If a person leaves his or her residence in a province or territory other than Saskatchewan to serve as a member of the Canadian Forces in Saskatchewan, that person is, while serving as a member of the Canadian Forces in Saskatchewan, deemed to have acquired an ordinary residence in Saskatchewan for the duration of his or her service.

(5) If a person leaves that person's residence because that person lives with a person mentioned in subsection (2), (3), (4), (6), (7) or (8) as the spouse or dependant of that person, the place of residence of the spouse or dependant may be determined as follows:

- (a) if the spouse or dependant lives with a person mentioned in subsection (2) or (4), the spouse or dependant is considered to be resident in the place where the person mentioned in subsection (2) or (4) resides;
- (b) if the spouse or dependant lives with a person mentioned in subsection (3), the spouse or dependant is considered to be resident in one of the places mentioned in clauses (3)(a) and (b);
- (c) if the spouse or dependant lives with a person mentioned in subsection (6), the spouse or dependant is considered to be resident in the place where the person mentioned in subsection (6) was resident immediately before leaving Saskatchewan for that person's studies;
- (d) if the spouse or dependant lives with a person mentioned in subsection (7), the spouse or dependant is considered to be resident in one of the places mentioned in clauses (7)(a) and (b); or
- (e) if the spouse or dependant lives with a person mentioned in subsection (8), the spouse or dependant is considered to have acquired the same residence as the person mentioned in subsection (8) for the duration of that person's studies.

(6) If a person leaves his or her place of residence in Saskatchewan to study at an educational institution outside Saskatchewan, the person is deemed to be ordinarily resident in the place in which he or she was resident immediately before leaving Saskatchewan and is deemed to continue to have that ordinary residence until he or she completes or abandons his or her studies.

(7) If a person leaves his or her place of residence in Saskatchewan to study at an educational institution elsewhere in Saskatchewan, the person is deemed to be ordinarily resident in the two following places:

- (a) in the place where he or she was residing immediately before leaving to pursue his or her studies, and the individual is deemed to continue to have that ordinary residence until he or she completes or abandons his or her studies;
- (b) in the place to which he or she has moved for the purpose of pursuing his or her studies and in which he or she was residing on nomination day.

(8) If a person leaves his or her place of residence in another province or territory of Canada to study at an educational institution in Saskatchewan, the person is deemed to have acquired an ordinary residence in Saskatchewan for the duration of his or her studies.

2015, c.L-30.11, s.4; 2019, c.10, s4; 2023, c32, s.4.

Application of Part XI.1 to board elections

5(1) All proceedings for contesting an election or voting on a bylaw or question pursuant to this Act are to be taken pursuant to Part XI.1.

(2) The validity of the election of a board member may be contested before a judge by any person entitled to vote at the election, and Part XI.1 applies, with any necessary modification, to that contested election.

2019, c 10, s5.

Act prevails

6(1) Except insofar as they are inconsistent with this Act, *The Municipalities Act, The Cities Act, The Northern Municipalities Act, 2010, The Education Act, 1995* and *The Lloydminster Charter* apply, with any necessary modification, to a municipality or school division.

(2) If there is any conflict between this Act and any other Act, this Act prevails, except in relation to the election of boards of trustees of school districts pursuant to *The Education Act, 1995*.

2015, c.L-30.11, s.6.

Extension of time

7(1) Except with respect to nomination day or election day, if a certain date is set in this Act on or by which certain things are to be done or proceedings to be taken and it appears that the date was set having regard to an earlier date on or by which certain other things are to be done or proceedings taken, then, notwithstanding any other provision of this Act, if a default is made with respect to the earlier date, a like delay is allowed with respect to the later date.

(2) If a thing required pursuant to this Act to be done at or within a set time cannot be or is not done, the minister may, by order, appoint a further or other time for doing the thing, whether the time within which it ought to have been done has or has not expired, and a thing done within the time appointed by the minister is deemed to have been done within the time set pursuant to this Act.

2015, c.L-30.11, s.7.

Results not invalidated

8(1) Subject to subsection (2), no election is to be deemed or declared invalid by reason of:

- (a) non-compliance with the provisions of this Act with respect to the holding of the poll or the counting of the votes;
- (b) mistakes in the use of forms; or
- (c) any inadvertent errors or irregularities.

(2) Subsection (1) applies only if it appears to the court that an election was conducted in accordance with the intent of this Act and that the non-compliance, error or irregularity did not affect the result of the election.

(3) Nothing in this section prevents or affects any remedy that any person has pursuant to Part XI.1.

2015, c.L-30.11, s.8; 2019, c 10, s6.

Posting of notices

9(1) Notices required to be posted by this Act are to be posted in the following manner:

- (a) in a conspicuous public location in the buildings that are the main office of the municipality or school division;
 - (b) in the office of the returning officer, if that office is different from the location described in clause (a).
- (2) Subject to subsection (4), in addition to posting pursuant to subsection (1), a notice mentioned in that subsection is to be published, in the case of an election of:
- (a) members of a council of a municipality, in at least one issue of one or more newspapers having general circulation in the municipality;
 - (b) board members, in at least one issue of one or more newspapers having general circulation in the school division;
 - (c) in the case of an election in a municipality or school division that is not divided into wards, to be posted in one or more conspicuous locations in the municipality or school division that are different from the location described in clause (1)(a); and
 - (d) in the case of an election in a municipality or school division that is divided into wards, to be posted in one or more conspicuous locations in each ward within which an election is to be held and in one or more additional conspicuous locations within the municipality or school division that are different from the location described in clause (1)(a).
- (3) In addition to the requirements for posting and publication mentioned in subsections (1) and (2), the returning officer may publish the notice in the form of an announcement on a radio or television station received in the area or on a website or by other electronic means.
- (4) The contents of a notice that is distributed or delivered need not be published in a newspaper if:
- (a) in the opinion of the council or board, it is not feasible or practicable to do so; and
 - (b) all or part of the contents of the notice are:
 - (i) distributed by mail to all voters of the municipality or school division;
 - (ii) published on a website or publicly distributed by other electronic means; or
 - (iii) distributed by any other means of publishing or otherwise providing notice as long as notice is given within the same time frame and frequency required by this Act.
- (5) In the case of a council, the requirements mentioned in subsection (4) must be set out in the municipality's general election bylaw passed pursuant to section 9.1, at least 90 days before the general election.
- (6) The Lieutenant-Governor in Council may make regulations respecting:
- (a) the posting of notices pursuant to this section and this Act;
 - (b) the means of posting the notices; and
 - (c) the acceptable means of providing notice.

(7) Every decision made pursuant to this section or a general election bylaw must comply with and not contravene or contradict any regulations made pursuant to this section.

2015, c.L-30.11, s.9; 2019, c10, s7.

General election bylaw

9.1(1) A council may, by bylaw, establish a general election bylaw.

(2) A bylaw made pursuant to subsection (1) may address all the matters pursuant to this Act that municipalities may decide by bylaw, including:

- (a) subject to the regulations made pursuant to subsection 9(6), the methods for providing public notice pursuant to section 9;
- (b) the disclosure of campaign contributions and finances pursuant to section 34;
- (c) the addition of the candidate's occupation to the nomination paper and ballot;
- (d) the rules for the deposit required in section 68 to be returned to the candidate following the election;
- (e) the use of voting machines, voting recorders, optical scanning vote tabulators or other similar devices permitted pursuant to section 90;
- (f) the form of ballots pursuant to section 91;
- (g) the establishment of a mail-in ballot system pursuant to section 92; and
- (h) the distribution and authorization of advertisements pursuant to section 182.

2019, c 10, s8.

Occupation of candidate re boards

9.2 A board may, by resolution, require the occupation of a candidate to be included on the nomination paper and ballot.

2019, c 10, s8.

PART II

Proceedings Preliminary to Elections

General elections

10(1) Subject to subsections (2) to (5), a general election must be held:

- (a) on November 9, 2020;
- (b) on November 13, 2024; and
- (c) after the date mentioned in clause (b) at intervals of every four years on the second Wednesday of November.

(2) In resort villages, a general election of a council must be held on July 30, 2016 and after that date at intervals of every four years on the last Saturday of July.

- (3) The council of a northern municipality or the board of a northern school division may, at least 90 days before the day on which a general election is to be held, set one of the following days as the day on which a general election is to be held:
- (a) the second last Wednesday in September;
 - (b) the last Wednesday in September; or
 - (c) the first Wednesday in October.
- (4) In a rural municipality, the election of members of council:
- (a) in the case of odd-numbered divisions and the election of reeves, must be held:
 - (i) on November 9, 2020;
 - (ii) on November 13, 2024; and
 - (iii) after the date mentioned in subclause (ii) at intervals of every four years on the second Wednesday of November; and
 - (b) in the case of even-numbered divisions, must be held on November 9, 2022 and after that date at intervals of every four years on the second Wednesday of November.
- (5) If, in the week the general election is to be held, the Wednesday is a holiday, the general election must be held on the Monday of that week.

2015, c.L-30.11, s.10; 2019, c 10, s.9.

By-elections

- 11(1)** Subject to sections 12 and 15, if a vacancy occurs on a council or board, that council or board shall, at its next meeting, set a date for the holding of a by-election to fill the vacancy, and that date must be within six months after the date on which the vacancy occurred.
- (2) If a by-election is held pursuant to subsection (1), that by-election must be held, as nearly as possible, in accordance with the provisions of this Act respecting general elections, including the following:
- (a) in resort villages, the by-election must occur on a Saturday that is not a holiday;
 - (b) in all other municipalities, the by-election must occur on a Wednesday that is not a holiday.
- (3) Nomination day for a by-election held pursuant to subsection (1) must be set in accordance with section 73.
- (4) If the council of a municipality neglects or refuses to comply with this section, the minister may appoint a returning officer and set a date for an election to fill the vacancy.

2015, c.L-30.11, s.11; 2023, c32, s.5.

By-election to fill vacancy on board situated in municipality

12(1) If a school division is situated wholly or substantially within a municipality and a vacancy occurs on the board, the board shall request the council to set a date specified by the board as by-election day, unless the board and council agree on another day.

(2) Within 30 days after a request pursuant to subsection (1) or at the next meeting of the council, the council shall set the date specified or otherwise agreed on as by-election day.

2015, c.L-30.11, s.12; 2023, c32, s.6.

Consultation required re by-elections

13 If a vacancy occurs:

(a) on the board of a school division that is not situated wholly or substantially within a municipality, the board shall:

(i) advise the councils of all municipalities situated in the ward or school division in which the vacancy occurs; and

(ii) consult with the councils mentioned in subclause (i) before setting the date on which the by-election will be held to fill the vacancy; or

(b) on a council, the council shall:

(i) advise the board of all school divisions situated in the municipality in which the vacancy occurs; and

(ii) consult with the boards mentioned in subclause (i) before setting the date on which the by-election will be held to fill the vacancy.

2015, c.L-30.11, s.13.

Number less than quorum

14(1) If the number of members of a council or board is reduced by death, resignation, invalidation of election or otherwise below the number required to constitute a quorum, the minister or the minister responsible for the administration of *The Education Act, 1995*, as the case may be, may by order do one or both of the following:

(a) appoint a returning officer and set a date for an election to fill the vacancies;

(b) appoint one or more persons to act as members to constitute a quorum and hold office until the vacancies are filled at an election.

(2) Every person appointed pursuant to clause (1)(b) may exercise all the powers and shall fulfil all the obligations of an elected member.

2015, c.L-30.11, s.14.

Vacancy in year of a general election

15 Notwithstanding sections 11 and 12, if a vacancy occurs on a council or board within 1 year of the next scheduled general election, the council or board may:

- (a) proceed to fill the vacancy by a by-election in accordance with those sections; or
- (b) decide not to fill the vacancy until the next general election.

2015, c.L-30.11, s.15; 2023, c32, s.7.

Terms of office

16(1) Subject to subsections (4) and (5), the term of office of members elected at a general election commences at the first meeting of the council or board following the general election and, unless their offices are sooner vacated, continues until the first meeting of the council or board following the next general election.

(2) If a member is elected in a by-election to fill a vacancy, that member's term of office commences at the first meeting of the council or board following the by-election and continues for the unexpired term of the person with respect to whom the vacancy arose.

(3) In a rural municipality, the reeve and each councillor hold office for a term of four years commencing at the first meeting of the council following the date of his or her election.

(4) If an order is made pursuant to subsection 61(2) of *The Municipalities Act*:

- (a) in the order, the minister may alter the term of office of the mayor, reeve or any councillor; and
- (b) if a new election is required, the minister shall, in the order, set the terms of the newly elected members of the council.

(5) If an election is not held in accordance with section 10, the minister, at any time, may, by order, extend the term of the office of any member of council for a time sufficient for an election to be held in accordance with section 10.

(6) If a candidate is declared elected pursuant to section 77 or 78, that candidate's term of office commences at the first meeting of the council or board following the day of the election for which the candidate was declared elected.

2015, c.L-30.11, s.16; 2023, c32, s.8.

Disestablishment of school division

17 Notwithstanding sections 10 to 16, if a school division is to be disestablished pursuant to section 60 of *The Education Act, 1995* and if the date of disestablishment is later than the date of the next general election:

- (a) no election is to be held for the board of that school division during the next general election; and
- (b) the term of office of the existing members of the board continues until the school division is disestablished.

2015, c.L-30.11, s.17.

Councillors, board members if wards established

18(1) If a city, town, village or resort village has been divided into wards, the voters of each ward shall elect the proper number of councillors as determined pursuant to *The Cities Act*, *The Municipalities Act* or *The Lloydminster Charter*, as the case may be.

(2) The voters of each ward shall elect one board member in the case of:

(a) a school division that has been divided into wards; or

(b) a portion of a school division that has been divided into wards pursuant to section 18 of *The Education Act* or section 40 of *The Education Act, 1995*.

2015, c.L-30.11, s.18.

Election at large

19(1) In a municipality other than a rural municipality or a school division or portion of a school division that has not been divided into wards, the voters of the municipality or school division or portion of a school division shall elect the councillors and board members at large.

(2) A rural municipality shall conduct its elections at large if:

(a) required to do so pursuant to subsection 49.1(3) of *The Municipalities Act*; or

(b) no divisions remain after an order is made pursuant to subsection 49(4) of *The Municipalities Act*.

(3) In a rural municipality conducting elections at large, general elections must be held in accordance with clause 10(4)(a).

(4) Notwithstanding subsection 16(3), all terms of office in a rural municipality conducting elections at large expire at the next general election held in accordance with clause 10(4)(a).

(5) A municipality or school division conducting elections at large shall provide notice at least 90 days before election day.

2023, c32, s.9.

Mayor and reeve elected at large

20 All voters of a municipality are entitled to vote in an election for mayor or reeve of that municipality, and each voter may vote only once for mayor or reeve.

2015, c.L-30.11, s.20.

Board members who represent Indian Reserve

21 Notwithstanding any other provision of this Act, the election of a board member of a school division with respect to an Indian Reserve is to be conducted in accordance with the regulations.

2015, c.L-30.11, s.21.

PART III
Polling Places

Determination of polling areas and places

22(1) If a school division is situated wholly or substantially within a municipality, the returning officer shall:

(a) in accordance with section 25, divide the municipality and school division into as many polling areas as the returning officer considers necessary for the convenience of voters; and

(b) name the polling place for each polling area.

(2) Subject to subsection (3), if a school division is not situated wholly or substantially within a municipality:

(a) in the case of a by-election or a vote pursuant to Part IX held at a time other than a general election, the returning officer for the municipality or the returning officer for the school division with respect to which a by-election is to be held shall:

(i) in accordance with section 25, divide the municipality or school division into as many polling areas as the returning officer considers necessary; and

(ii) name the polling place for each polling area; and

(b) in the case of a general election or a vote pursuant to Part IX held at the same time as a general election, the returning officer for the public school division shall:

(i) in accordance with section 25, divide the public school division and any separate school division and municipalities within the public school division into as many polling areas as the returning officer, in consultation with the returning officers for the municipalities, considers necessary; and

(ii) name the polling place for each polling area.

(3) If a school division to which subsection (2) applies includes a city within its boundaries, subsection (1) applies, with any necessary modification, to that portion of the school division located within the city.

(4) Polling areas established pursuant to subsections (1), (2) and (3) must be numbered consecutively.

(5) In the case of a school division described in subsection (3), the returning officer for the school division shall consult with the returning officer for the city to ensure that, if possible, polling areas in the school division are numbered consecutively.

(6) If a school division is required by an order made pursuant to section 23 to conduct a school board election, the returning officer for the school division shall establish a polling station in each municipality affected by the order.

2015, c.L-30.11, s.22; 2023, c32, s.10.

School division to conduct election

23(1) In this section, “**minister**” means the member of the Executive Council to whom for the time being the administration of *The Education Act, 1995* is assigned.

(2) If a municipality is required pursuant to this Act to conduct a school board election and if the municipality, on written application to the minister, satisfies the minister that conducting the election would cause undue hardship for the municipality or that it would be more practical for the affected school division to conduct the election, the minister may, after consulting with the affected school division, issue an order notwithstanding any other provision of this Act:

- (a) relieving the municipality of the responsibility of conducting the election; and
- (b) requiring the school division to conduct the election.

2015, c.L-30.11, s.23.

Polling places in rural municipalities

24 The returning officer for a rural municipality shall name one or more polling places within Saskatchewan for each division.

2015, c.L-30.11, s.24; 2023, c32, s.11.

Criteria for polling areas and places

25(1) Subject to sections 27 to 30 and 124, in a school division and in a municipality other than a rural municipality, polling areas must be established and polling places must be named in such a way that:

- (a) all polling areas contain, as nearly as possible, an equal number of voters;
 - (b) each voter may vote at one polling place on all matters on which he or she is entitled to vote;
 - (c) there is at least one polling place situated within or close to each polling area;
 - (d) a polling place is located, if possible, in a place allowing convenient access to persons who have a disability;
 - (e) if practical, a polling place is located in each municipality; and
 - (f) if wards are established, each polling area is within only one ward.
- (2) One polling place may be used as the polling place for two or more polling areas.
- (3) A polling place for one or more polling areas may be used in addition to polls established pursuant to subsection (1) and may be located anywhere in the municipality.

2015, c.L-30.11, s.25.

Change of polling place

26 If any polling place named pursuant to section 22 or 24 becomes unavailable, the returning officer shall:

- (a) name another place as an alternate polling place; and
- (b) by notice posted at the first-named polling place, direct the voters to the alternate polling place.

2015, c.L-30.11, s.26; 2023, c32, s.12.

c. L-30.11**LOCAL GOVERNMENT ELECTION, 2015****Discretion re polling place in resort village**

27 A board may decide not to establish a polling place in a resort village for the purpose of board elections.

2015, c.L-30.11, s.27.

Polling place in resort village

28 In addition to the polling place named in a resort village, the council of a resort village may name one or more polling places outside its boundaries where voters of the resort village may vote, irrespective of their place of residence, with respect to an election in that resort village.

2015, c.L-30.11, s.28.

Hospitals and personal care facilities

29(1) A returning officer may do either or both of the following:

- (a) establish a polling place in a hospital, personal care facility or similar institution at which a voter of the municipality or school division who is a resident or receiving care at that institution may vote in an election;
 - (b) permit a voter of the municipality or school division who is a resident or receiving care at a hospital, personal care facility or similar institution situated within the municipality or school division to vote in an election by mail-in ballot in accordance with the mail-in ballot voting system established by bylaw or resolution pursuant to section 92, and facilitate the use of mail-in ballots by delivering the ballots to the institution.
- (2) The polling place mentioned in clause (1)(a) may be held on election day or on a day in advance of election day.
- (3) If a returning officer establishes a polling place pursuant to clause (1)(a), the returning officer may also take the vote of a caregiver or any staff member of the institution if the caregiver or staff member is also a voter in the municipality or school division.
- (4) If a polling place mentioned in clause (1)(a) is held in advance of election day, sections 85, 86 and 87 apply, with any necessary modification.
- (5) Notwithstanding subsection 83(4), the returning officer may determine the days and hours during which a poll established pursuant to this section is to be open, but the poll must be kept open for at least 1 continuous hour on any day that it is open.

2015, c.L-30.11, s.29; 2023, c32, s.13.

Procedure for homebound voting

30(1) Subject to subsections (2) and 46(3), a returning officer may provide for the attendance of election officials at a voter's residence at any time between the first day of advance polling and the closing of polls on election day to take the vote:

- (a) of a voter in the municipality or school division who is unable to attend at an established polling place to vote because he or she has a disability or limited mobility; and
- (b) of a resident caregiver of the voter mentioned in clause (a) if the resident caregiver is also a voter in the municipality or school division.

- (2) If a school division is situated wholly or substantially within a municipality and, pursuant to subsection 46(1), the administrator or another person appointed by the council is the returning officer with respect to both the municipal election and the board election, only the returning officer may provide pursuant to subsection (1) for the taking of votes mentioned in clauses (1)(a) and (b).
- (3) If a returning officer has made provision for the taking of votes of voters pursuant to subsection (1), a voter who has a disability or limited mobility, or a person acting on behalf of that voter, may apply to the returning officer in accordance with subsection (4):
- (a) to have the voter's vote taken in the manner provided for in subsection (1); and
 - (b) if applicable, to have the resident caregiver's vote taken in the manner provided for in subsection (1).
- (4) An application made pursuant to subsection (3) must:
- (a) be submitted within the time required by the returning officer;
 - (b) include a completed voter's registration form;
 - (c) include the voter's preferred contact information; and
 - (d) if applicable, set out the contact information of the voter's resident caregiver.
- (5) If a returning officer receives an application in accordance with this section and is satisfied that the application is proper and complies with this section, the returning officer shall include the name and address of each voter entitled to vote pursuant to this section on a list in the form and manner determined by the returning officer.
- (6) When the returning officer has completed the list pursuant to subsection (5), the returning officer shall advise each voter whose name appears on the list in the form and manner determined by the returning officer:
- (a) that the name and address of the voter has been entered on the list of voters entitled to vote at the election pursuant to this section; and
 - (b) of the approximate time and the day when the voter's vote will be taken pursuant to this section.

2015, c.L-30.11, s.30; 2023, c32, s.14.

Additional procedures re homebound voting

- 31(1)** The returning officer shall, on receipt of a request in writing from a candidate or an agent of a candidate, provide the candidate or agent of the candidate with a copy of the list completed pursuant to subsection 30(5).
- (2) Subject to subsection (3), every residence where a vote is taken pursuant to this section is deemed to be a polling place, and the procedures for voting provided by this Act apply, with any necessary modification, in and to each residence where a vote is taken pursuant to this section.

- (3) The candidate or a candidate's agent mentioned in clauses 103(b) and (c) may choose to be present at the residence of a voter voting pursuant to this section.
- (4) If wards have been established in a school division where an election is to be held, the returning officer shall maintain separate ballot boxes for each ward for the purposes of this section.
- (5) In a rural municipality, the returning officer shall maintain separate ballot boxes for each division for the purposes of this section.
- (6) If the council or board makes provision for the taking of the votes of voters pursuant to subsection 30(1), the returning officer shall include, in the notice of poll given pursuant to section 81, particulars of the provisions that will be made to enable voters to vote pursuant to this section.

2015, c.L-30.11, s.31.

Use of ballot boxes

32(1) Subsection (2) applies if the returning officer is of the opinion that:

- (a) only a small number of voters are likely to vote:
 - (i) at an advance poll;
 - (ii) at a polling place established pursuant to section 29; or
 - (iii) pursuant to section 30; and
 - (b) it may be possible to determine for which candidate any of the voters voted.
- (2) In the circumstances mentioned in subsection (1), the returning officer may, notwithstanding any other provision of this Act, provide for the use of the same ballot box or boxes:
- (a) at the advance poll;
 - (b) at a polling place established pursuant to section 29;
 - (c) for voting pursuant to section 30; and
 - (d) for voting on election day.
- (3) If the returning officer uses any ballot box pursuant to subsection (2), the returning officer shall comply with the regulations governing the use of the ballot box for taking the votes of voters in those circumstances.

2015, c.L-30.11, s.32.

Expenses of election

33(1) All reasonable expenses incurred in providing for the holding of an election pursuant to this Act must be paid:

- (a) in the case of municipal elections, by the municipality;
 - (b) in the case of board elections, by the school division;
 - (c) in the case of the same officials, facilities and election materials being used for both municipal and board elections, in proportion to the value of the services used in relation to the municipal and board election, respectively; and
 - (d) in the case of the same officials, facilities and election materials being used for both public school board elections and separate school board elections, in proportion to the value of the services used in relation to the public school board election and the separate school board election, respectively.
- (2) If, pursuant to clauses (1)(c) and (d), there is disagreement as to the amount or proportion of the expenses to be paid by the parties, the matter shall be determined by the Saskatchewan Municipal Board at the request of either party, and the decision of the Saskatchewan Municipal Board is final.
- (3) Notwithstanding clauses (1)(c) and (d), a council and a board may enter into any arrangements with respect to the sharing of costs and the provision of services and facilities necessary for the holding of an election.

2015, c.L-30.11, s.33.

Disclosure of campaign contributions and expenses

34 At least 60 days before an election, a council, by bylaw, or a board, by resolution, may do either or both of the following:

- (a) establish disclosure requirements respecting campaign contributions and expenses;
- (b) establish election campaign spending limits.

2015, c.L-30.11, s.34.

Agreement with Chief Electoral Officer

35 For the purposes of carrying out this Act, a council or board may enter into agreements with the Chief Electoral Officer of Saskatchewan with respect to supplies, equipment, services or any other assistance that a council or board may require.

2015, c.L-30.11, s.35

PART IV
Voters and Candidates

DIVISION 1
Voters

Eligibility to vote

36(1) A person is eligible to vote in a municipality or school division who, on election day:

- (a) is a Canadian citizen;
- (b) is at least 18 years of age;
- (c) in the case of a municipality other than a resort village or rural municipality, has resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election and:
 - (i) has resided in the municipality, or on land now in the municipality, for at least three consecutive months immediately preceding the day of the election; or
 - (ii) is the owner of assessable land in the municipality, or land now situated in the municipality, for at least three consecutive months immediately preceding the day of the election;
- (d) subject to subsection (2), in the case of a school division:
 - (i) has resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election; and
 - (ii) has resided in the school division, or land now in the school division, for at least three consecutive months immediately preceding the day of the election; and
- (e) in the case of a rural municipality:
 - (i) has resided in the rural municipality, or land now in the rural municipality, for at least three consecutive months immediately preceding the day of the election;
 - (i.1) is the registered owner of property in the rural municipality, or property now situated in the municipality
 - (ii) is the assessed person with respect to property in the rural municipality, or property now situated in the municipality, pursuant to section 207 of *The Municipalities Act*;
 - (iii) is the occupant of a trailer or mobile home in the municipality, or land now situated in the municipality, that is the object of a permit required pursuant to section 306 of *The Municipalities Act*;
 - (iv) is the spouse of a person mentioned in subclause (ii) or (iii); or
 - (v) is the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation; and

- (f) in the case of a resort village:
 - (i) has resided in the resort village, or on land now in the resort village, for at least three consecutive months immediately preceding the day of the election;
 - (ii) **Repealed.** 2019, c10, s.10.
 - (iii) is the assessed person with respect to property in the resort village, or property now situated in the resort village, pursuant to section 207 of *The Municipalities Act* for at least three consecutive months immediately preceding the day of the election; or
 - (iv) is the spouse of a person mentioned in subclause (i), (ii) or (iii).
- (2) To be eligible to vote in any election held in a separate school division, the person shall, in addition to the requirement set out in subclause (1)(d), be of the religious faith of the minority that established that separate school division, whether Protestant or Roman Catholic, and, on being registered as a voter in that separate school division, that person is not eligible to vote in any other school division.
- (3) A person who is registered as a voter in a public school division is not eligible to vote in any other school division.
- (4) The Lieutenant Governor in Council may make regulations respecting any other matter necessary for determining a person's eligibility to vote.

2015, c.L-30.11, s.36; 2019, c 10, s10.

One vote per voter and exceptions

- 37(1) Subject to subsection (2), a voter may vote only once during an election.
- (2) A person who is eligible to vote in more than one municipality is entitled to vote at the election in each of those municipalities.

2015, c.L-30.11, s.37.

Voting in wards

- 38(1) If wards are established, a voter may vote:
 - (a) in the case of a school division, only in the election with respect to the ward in which the voter resides; or
 - (b) in the case of a municipality, in the ward in which the voter:
 - (i) resides;
 - (ii) is the owner of assessable land in the case of a municipality other than a resort village in which the voter does not reside; or
 - (iii) is the owner or lessee of assessable land in the case of a resort village.
- (2) A voter who is the owner of assessable land in more than one ward in a municipality in which the voter does not reside is eligible to vote only in the ward in which the total assessment of the voter's land is highest.

- (3) A voter described in subsection (2):
- (a) may obtain a certificate from the municipal assessor indicating in which ward the voter is eligible to vote; and
 - (b) if the voter obtains a certificate pursuant to clause (a), shall present the certificate to the deputy returning officer when the voter attends the polling place to vote

2015, c.L-30.11, s.38; 2023, c32, s.15.

Divisions where voters eligible to vote

39(1) The division of a rural municipality with respect to which a person is eligible to vote is determined in accordance with this section.

(2) Notwithstanding any other provision of this Act, if a person is otherwise eligible to vote with respect to more than one division of a rural municipality pursuant to this section:

- (a) that person is eligible to vote only with respect to one division in the rural municipality; and
- (b) the division with respect to which the person is eligible to vote is determined by establishing which is the first subsection of subsections (3) to (15) to apply to that person.

(3) A person who resides in the rural municipality is eligible to vote at the polling place for the division in which he or she resides.

(4) Notwithstanding that he or she resides outside the rural municipality, a person is eligible to vote at the polling place for a division if he or she:

- (a) is assessed with respect to property situated in the division and in that division only; or
- (b) is the occupant of a trailer or a mobile home that is the object of a permit required pursuant to section 306 of *The Municipalities Act* in the division and in that division only.

(5) If a person is assessed with respect to property that he or she owns or occupies in two or more divisions but does not reside in any of those divisions, the person:

- (a) is eligible to vote at the polling place for the division in which his or her total assessment is the highest; and
- (b) in the case of equality of assessment, is eligible to vote at the polling place for the division bearing the lowest number.

(6) If one person is assessed with respect to property jointly held with another person or persons, the total assessed value of that property is to be used with respect to each voter in determining the division in which he or she votes.

(7) Notwithstanding subsection (5), by notifying the administrator in writing before September 1 in any year, a person who does not reside within the rural municipality but is assessed with respect to property situated in two or more divisions may designate the division in which he or she wishes to vote.

- (8) If a person makes a designation pursuant to subsection (7), he or she is:
- (a) eligible to vote at the polling place for the division so designated; and
 - (b) bound by the notice given pursuant to subsection (7) as long as he or she continues to be assessed only in the same divisions.
- (9) If a person is assessed with respect to property situated in one division and his or her spouse is assessed in another division, either person may designate one of those divisions as the division in which they wish to vote by notifying the administrator in writing before September 1 in any year.
- (10) If a person makes a designation pursuant to subsection (9), both spouses are:
- (a) eligible to vote at the polling place for the division so designated; and
 - (b) bound by the notice given pursuant to subsection (9) as long as they continue to be assessed in the same divisions.
- (11) The persons mentioned in subsection (9) may change the designation of the division in which they are eligible to vote pursuant to subsection (9) to another division in which one or the other is assessed by notifying the administrator in writing not less than four years before an election is to be held in the division designated in the new notice.
- (12) A voter mentioned in subclause 36(1)(e)(i) is eligible to vote in the division in which the voter resides.
- (13) A voter mentioned in subclause 36(1)(e)(iv) is eligible to vote in the division in which the spouse of the voter is eligible to vote.
- (14) A chief executive officer mentioned in subclause 36(1)(e)(v) who does not reside in the rural municipality:
- (a) is eligible to vote at the polling place for the division in which the total assessment of the co-operative, corporation or religious association of which he or she is chief executive officer is the highest; and
 - (b) in the case of equality of assessment, is eligible to vote at the polling place for the division bearing the lowest number.
- (15) A person who is the owner of assessable property in more than one division in a rural municipality in which he or she does not reside:
- (a) may obtain a tax notice from the administrator indicating in which division he or she is eligible to vote; and
 - (b) if the person obtained a tax notice pursuant to clause (a), he or she shall present the tax notice to the deputy returning officer when he or she attends the polling place to vote.
- (16) The Lieutenant Governor in Council may make regulations respecting any other matter necessary for determining the division in which a person is eligible to vote.

40 Repealed. 2019, c10, s11.**Voting place**

41 Every voter that has not already voted pursuant to section 29, 30 or 92 shall vote:

- (a) in a rural municipality, only at the polling place for the division in which the voter is eligible to vote, as established by section 39; or
- (b) in a municipality other than a rural municipality, only at the polling place for the polling area in which the voter resides or in which the voter is otherwise eligible to vote, or at a polling place set up in accordance with subsection 25(3).

2015, c.L-30.11, s.41.

DIVISION 2 Candidates

Candidates in municipal election

42(1) A person is eligible to be nominated as a candidate in a municipal election and to hold office as a member of council if the person:

- (a) is at least 18 years of age on the day of the election;
- (b) is not disqualified pursuant to this or any other Act;
- (c) is a Canadian citizen at the time that he or she submits the nomination paper;
- (d) has resided in Saskatchewan for at least six consecutive months immediately preceding the date on which he or she submitted the nomination paper and:
 - (i) in the case of a municipality other than a rural municipality or a resort village, has resided in that municipality, or on land now in that municipality, for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper; or
 - (ii) in the case of a resort village:
 - (A) has resided in that resort village, or on land now in that resort village, for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper; or
 - (B) is the assessed person with respect to property in the resort village, or property now situated in the resort village, pursuant to section 207 of *The Municipalities Act*, for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper; or
 - (C) is the spouse of a person mentioned in paragraph (A) or (B); and
- (e) in a rural municipality, subject to subsection 72(1):
 - (i) resides in Saskatchewan; and
 - (ii) is eligible to vote in the rural municipality.

(2) The Lieutenant Governor in Council may make regulations respecting any other matter necessary for determining a person's eligibility as a candidate.

2015, c.L-30.11, s.42; 2019, c 10, s12.

Disqualification

43(1) None of the following persons are eligible to be nominated or elected or to hold office as a member of a council:

- (a) a judge of any court;
- (b) an auditor or solicitor of the municipality.

(2) No person is disqualified from being nominated or elected or from holding office as a member of a council by reason of:

- (a) having an interest in a contract with the municipality; or
- (b) undertaking the duties of a volunteer firefighter on behalf of the municipality.

(3) The following persons may seek nomination to the council, the board or a joint board, as defined in *The Education Act, 1995*, with which the person is employed if the person has first obtained a leave of absence in accordance with clause 2-54(1)(a) of *The Saskatchewan Employment Act*:

- (a) an employee of the municipality;
- (b) an employee of a board or commission appointed by a council;
- (c) an employee of the board of education;
- (d) an employee of the joint board.

(4) Notwithstanding clause 2-54(1)(c) of *The Saskatchewan Employment Act*, an employee described in subsection (3) who is elected is deemed to have resigned from his or her position of employment on the day before the day on which he or she is declared elected unless for any reason the results of the election are overturned.

2015, c.L-30.11, s.43; 2019, c 10, s13.

Consequence of disqualification

44 Pursuant to sections 120 to 124 of *The Cities Act*, sections 147 to 151 of *The Municipalities Act*, sections 165 to 169 of *The Northern Municipalities Act, 2010* and section 136 of *The Lloydminster Charter*, a member of a council is disqualified from council if the member:

- (a) when nominated, was not eligible for nomination or election as a candidate pursuant to section 42 or 43; or
- (b) ceases to be eligible for nomination or election or to hold office pursuant to section 42 or 43.

2015, c.L-30.11, s.44.

Candidates in board election

45 A person is eligible to be nominated as a candidate for and hold office as a board member for a school division if the person:

- (a) is a voter of the school division on the day of the election;
- (b) is a Canadian citizen at the time that he or she submits his or her nomination paper; and
- (c) has resided:
 - (i) in the school division for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper; and
 - (ii) in Saskatchewan for at least six consecutive months immediately preceding the date on which he or she submitted the nomination paper.

2015, c.L-30.11, s.45.

PART V Election Officials

Returning officer for elections in school divisions

46(1) If a school division is situated wholly or substantially within a municipality, the returning officer for a general election, a by-election or a vote pursuant to Part IX is the administrator of the municipality with respect to both municipal elections and board elections, unless the council of the municipality, at least 90 days before election day for a general election, or when setting a date for a by-election or a vote pursuant to Part IX, appoints another person as returning officer.

(2) If a school division is not situated wholly or substantially within a municipality, the returning officer for a general election, a by-election or a vote pursuant to Part IX held at the same time as the general election:

- (a) for the purpose of the election, held in a municipality within the school division, is the administrator of the municipality, unless the council of the municipality at least 90 days before election day appoints another person as returning officer; and
- (b) for the purpose of the school board election, is the person appointed by the board as the returning officer at least 90 days before election day.

(3) Notwithstanding subsection (2), for the purposes of municipal and board elections, the boards of any separate school divisions, the councils of any municipalities within a public school division and the public school board may agree by each passing a complementary bylaw or resolution giving effect to the agreement:

- (a) to appoint only one returning officer; and
- (b) to provide for taking the votes of voters pursuant to section 30.

(4) If a school division is situated substantially within a municipality, the returning officer, as determined pursuant to this section, has the same authority and jurisdiction with respect to voters in any portion of the school division that lies outside the boundaries of the municipality as the returning officer has with respect to the voters in the municipality.

(5) Notwithstanding any other provision of this Act, if a school division is required by an order made pursuant to section 23 to conduct a school board election, the returning officer is the person appointed by the board as the returning officer at least 90 days before election day.

2015, c.L-30.11, s.46.

Returning officer

47(1) The administrator of the municipality is the returning officer unless a council appoints another person as returning officer at least 90 days before election day.

(2) The returning officer is responsible for all matters relating to the election as provided in this Act.

(3) If the returning officer is for any reason unable to act or perform his or her duties, the council or board shall appoint another person to act in that capacity.

(4) A person appointed pursuant to subsection (3) may exercise all the powers, shall perform all the duties and is subject to the same liabilities as the returning officer in whose place the person is acting.

2015, c.L-30.11, s.47.

Emergency powers of returning officers

47.1(1) If, in the opinion of the returning officer, an emergency exists that would cause a substantial number of voters who are entitled to vote at a polling place to be unable to vote, the returning officer may do one or more of the following:

- (a) extend the hours during which a polling place is to be kept open;
- (b) suspend voting at one or more polling places and postpone that voting to a date not more than 7 days after the day of the election;
- (c) move the location of one or more polling places.

(2) Immediately after taking any action pursuant to this section, the returning officer shall give notice of the action and the reasons for taking the action to voters and every candidate and election official within the municipality or school division, as the case may be, affected by the action as the returning officer considers appropriate, including:

- (a) by placing a notice at the original polling place or as close as possible to that location of the polling place; and

- (b) at least 2 of the following:
 - (i) by posting notice on the website of the municipality;
 - (ii) by posting on the municipality's social media;
 - (iii) by issuing a press release;
 - (iv) by posting notice on a media website operating in the community;
 - (v) by giving notice on local radio stations;
 - (vi) by using any other method of notice that will reach the greatest number of voters during the hours in which the polling place was to be open.
- (3) The Lieutenant Governor in Council may make regulations respecting:
 - (a) the nature or type of emergency mentioned in subsection (1);
 - (b) the maximum number of hours a polling place can be open pursuant to clause (1)(a);
 - (c) the accessibility of alternate locations for the purposes of clause (1)(c);
 - (d) any requirements for giving notice of any actions carried out pursuant to this section; and
 - (e) any other matter necessary to carry out the intent of this section.

2023, c32, s.16.

Appointment of election officials

- 48(1)** A returning officer may appoint one or more persons as associate returning officers and may delegate to them any duty or power imposed or conferred on returning officers pursuant to this Act.
- (2) A returning officer may appoint one or more persons as nomination officers to receive nominations and issue receipts on behalf of the returning officer.
 - (3) A returning officer shall appoint, in writing, in the prescribed form:
 - (a) a deputy returning officer or, if the returning officer considers it necessary, more than one deputy returning officer for a polling place;
 - (b) a deputy returning officer or, if the returning officer considers it necessary, more than one deputy returning officer for an advance poll;
 - (c) a deputy returning officer for a polling place established pursuant to section 29;
 - (d) a deputy returning officer for the purpose of taking the votes of voters pursuant to section 30 if provision has been made pursuant to that section for taking the votes of voters;
 - (e) a deputy returning officer for the purpose of receiving mail-in ballots, if the council has passed a bylaw pursuant to section 92;
 - (f) poll clerks; and
 - (g) any other officials that may be necessary for the conduct of an election.

(4) Notwithstanding subsection (3), a returning officer may act as deputy returning officer in a municipality or school division with a population of less than 200 or in which there is only one polling area.

(5) If a deputy returning officer or any person appointed pursuant to this section is unable to act, the returning officer shall appoint a person to act in the place of that person.

2015, c.L-30.11, s.48.

Constables

49 A deputy returning officer or, if there is more than one, the deputy returning officer designated by the returning officer in the deputy returning officer's appointment may appoint a constable to preserve peace and maintain order at a polling place.

2015, c.L-30.11, s.49.

Oath or declaration of office

50(1) Every returning officer, before entering on the duties of his or her office, shall take an oath, affirmation or make a declaration in the prescribed form.

(2) Every deputy returning officer, poll clerk, constable or other person appointed to act as an official at an election shall, before entering on his or her duties, take an oath, affirmation or make a declaration in the prescribed form before the returning officer or any person authorized to administer oaths, affirmations or declarations in Saskatchewan.

2015, c.L-30.11, s.50.

Poll clerk as deputy returning officer

51 If a deputy returning officer is ill or otherwise unable to act, a poll clerk may act in place of the deputy returning officer.

2015, c.L-30.11, s.51.

Remuneration of election officials

52 A council or board shall set the remuneration to be paid to election officials acting with respect to an election.

2015, c.L-30.11, s.52.

Prohibition and impartiality

53(1) No candidate shall act as an election official.

(2) All election officials shall act fairly and impartially when performing their duties.

2015, c.L-30.11, s.53.

**PART VI
Voters List**

Voter registry

53.1(1) Subject to subsection (2), the council or board may provide for the establishment and maintenance of a voter registry consisting of persons who are eligible to vote from which a voters list mentioned in section 54 may be prepared for use in an election.

(2) If a school division is located wholly or substantially within a municipality, only the council may provide for the establishment and maintenance of a voter registry.

(3) The returning officer is responsible for the preparation or revision of a voter registry unless the council or board directs otherwise.

(4) The returning officer may appoint assistants for the purpose of preparing or revising a voter registry.

(5) The voter registry may be established and maintained manually or in an electronic format.

2023, c32, s.17.

Contents of voter registry

53.2(1) The voter registry may only contain the following voter data about persons who are voters or who will be eligible to vote at the next general election after the date on which the information is collected:

- (a) surname, given name and any middle name;
- (b) residential address, including the postal code, of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address;
- (c) date of birth;
- (d) gender;
- (e) telephone number;
- (f) the permanent unique identifier assigned pursuant to subsection (2);
- (g) whether the person is or will be eligible to vote with respect to the public or separate school division;
- (h) in the case of a rural municipality that is divided into divisions, the division in which the person is or will be eligible to vote; and
- (i) in the case of a municipality that is divided into wards, the ward in which the person is or will be eligible to vote.

(2) The returning officer may assign or utilize, with respect to each person whose information is contained in the voter registry, a permanent unique identifier consisting of numbers or letters, or a combination of numbers and letters, to be used to assist in distinguishing a person from another person or verifying information about a person.

2023, c32, s.17.

Revising the voter registry

53.3(1) The returning officer shall revise the voter registry in accordance with this section at any time that the returning officer considers it necessary in order to keep the voter registry information current.

- (2) The voter registry may be revised by any or all of the following methods:
- (a) using information obtained from conducting an enumeration in accordance with section 53.6;
 - (b) using information provided pursuant to an agreement made pursuant to section 55;
 - (c) using personal information listed in public telephone directories;
 - (d) using any other information obtained by or available to the returning officer.
- (3) Information, including a person's name, must be removed from the voter registry for the following reasons:
- (a) the person to whom the information relates or whose name is listed is no longer alive;
 - (b) the person is not eligible or will not be eligible to vote in the next general election;
 - (c) in the opinion of the returning officer, the information is false;
 - (d) the person to whom the information relates or whose name is listed requests the removal of that person's information or name.

2023, c32, s.17.

Protection of voter registry data

53.4(1) A voter registry must be used only by the returning officer and any assistants appointed pursuant to subsection 53.1(4) for the purpose of preparing a voters list in accordance with this Act.

- (2) A returning officer shall take reasonable steps to ensure that voter registry data is used only accordance with this Act.

2023, c32, s.17.

Access to information in voter registry

53.5(1) A person or a person's agent may apply in the form and manner prescribed in the regulations to:

- (a) have access to information in the voter registry about the person to determine whether the information is correct; and
 - (b) have the person's information removed from or not included in the voter registry.
- (2) If an application is made pursuant to clause (1)(b), the returning officer shall remove the person's information from the voter registry or not include the person's information in the voter registry.
- (3) The returning officer may remove information on the voter registry to protect the security or privacy of a voter.

2023, c32, s.17.

Enumeration

53.6(1) Subject to subsection (2), at least 55 days before the day on which a general election is held, the council or board may provide for the enumeration of the names of voters for the purpose of preparing or revising a voters list.

(2) If a school division is located wholly or substantially within a municipality, only the council may provide for the enumeration of the names of voters for the purpose of preparing or revising a voters list.

(3) For the purposes of enumeration, the returning officer is the chief enumerator, unless the council or board otherwise specifically directs.

(4) If a council or board has directed the enumeration of voters pursuant to subsection (1), the chief enumerator shall conduct the enumeration of voters for the purpose of preparing or revising a voters list.

(5) The chief enumerator may appoint assistants for the purpose of enumeration.

(6) A returning officer may use information from enumeration to update a voter registry.

2023, c32, s.17.

Voters list

54(1) Subject to subsection (2), the council or board may provide for the preparation or revision of a voters list.

(2) If a school division is located wholly or substantially within a municipality, only the council may provide for preparation or revision of a voters list.

(3) The returning officer is responsible for the preparation or revision of a voters list unless the council or board specifically directs otherwise.

(4) The returning officer may appoint assistants for the purpose of preparing or revising a voters list.

(5) The preparation and revision of a voters list mentioned in this section may be completed:

(a) in any manner necessary for the purposes of preparing or revising a voters list; and

(b) using any information obtained by or available to the returning officer, including:

(i) a voter registry mentioned in section 53.1; and

(ii) agreements mentioned in section 55.

(6) The voters list mentioned in this section may be compiled and kept manually or in an electronic format.

(7) Nothing in this section prevents a voter whose name does not appear on a voters list from voting in accordance with clause 108(1)(b).

2023, c32, s.18.

Use of data from federal or provincial sources

55(1) The council of a municipality may enter into agreements with respect to sharing or using a voter registry or voters list, or any voter data used for the purpose of creating a voter registry or voters list, with any officer who is appointed or body that is appointed or established pursuant to an Act or an Act of the Parliament of Canada and who or that is responsible for conducting an election pursuant to that Act.

(2) Any information obtained pursuant to subsection (1) must be used only for the purpose of preparing or revising a voter registry or voters list.

(3) An agreement pursuant to subsection (1) may involve the sharing of any voter data used by any party to the agreement for the purpose of the preparation or revision of a voter registry or voters list

2015, c.L-30.11, s.55; 2023, c32, s.19.

Contents of voters list

56(1) The voters list must state:

- (a) each voter's name;
- (b) each voter's street address or the legal description of the land located within the municipality; and
- (c) in the case of:
 - (i) a rural municipality that is divided into divisions, the division in which the voter is eligible to vote; or
 - (ii) a municipality that is divided into wards, the ward in which the voter is eligible to vote.

(2) In addition to the requirements listed in subsection (1), a voters list may also include the school division for which a voter intends to vote in accordance with subsection 36(2), if applicable and available.

2023, c32, s.20.

Publishing of voters list

57(1) At least 31 days before the day on which a general election is held, the returning officer shall publish in any manner that the returning officer considers necessary to bring to the attention of voters:

- (a) a copy of the voters list mentioned in section 54 or 60, as the case may be; and
- (b) information respecting how a voter or applicant mentioned in section 58 or 59 may apply for revisions to a voters list.

(2) If the voters list is kept and revised in an electronic format as mentioned in subsection 54(6) and the information in subsection (1) is not published manually, the returning officer shall provide voters with public access to a computer for the purposes of viewing the voters list and information mentioned in clause (1)(b).

2023, c32, s.21.

Application to strike name

58(1) Any voter may apply to the returning officer at least 21 days before the day on which a general election is to be held to have the name of any person struck off the voters list on the ground that the person is not eligible as a voter.

(2) Every application pursuant to subsection (1) and must specify the grounds on which the applicant alleges that the person is not eligible to be a voter.

(2.1) An application made pursuant to subsection (1) may be made:

(a) in writing; or

(b) if the municipality has dealt with methods of application in a general election bylaw adopted pursuant to section 9.1, by email or other electronic means.

(2.2) An application made by email or other electronic means must include the applicant's contact information.

(3) An application pursuant to subsection (1) may be made by a person on that person's own behalf.

2015, c.L-30.11, s.58; 2023, c32, s.22.

Application to correct error

59(1) In this section, "**applicant**" means a person:

(a) who is eligible as a voter, but whose name does not appear on the voters list;

(b) whose name is listed in error on a voters list;

(c) whose designation as a voter of a public school division or separate school division is incorrect; or

(d) whose name is listed on a voters list in the incorrect division, ward or polling area.

(2) At least 21 days before the day on which a general election is to be held, an applicant may apply to the returning officer to correct the error or omission in the voters list by filing with the returning officer in the form and manner required by the returning officer an application to correct the error or omission.

(3) An application made pursuant to subsection (2) may be made:

(a) in writing; or

(b) if the municipality has dealt with methods of application in a general election bylaw adopted pursuant to section 9.1, by email or other electronic means.

(4) An application made by email or other electronic means must include the applicant's name, address and email address or telephone number.

2015, c.L-30.11, s.59; 2023, c32, s.23.

Revised voters list

- 60(1)** Before the first day of advance voting, the returning officer shall:
- (a) consider all applications made pursuant to sections 58 and 59; and
 - (b) if the returning officer considers that a change is necessary, amend the voters list and record each change.
- (2) The voters list amended pursuant to subsection (1) is the revised voters list.

2015, c.L-30.11, s.60; 2023, c32, s.24.

Procedure if name deleted

- 61(1)** If the name of a person is deleted from the voters list after the voter list has been published in accordance with section 57, the returning officer shall immediately cause to be served personally or sent by registered mail to that person, at the mailing address given in the voters list, a notice indicating the reason that the person's name was deleted from the list and advising the person of the eligibility requirements of a voter set out in section 36.
- (2) Subsection (1) does not apply if the name was deleted at the request of the person whose name was deleted or if the deleted name is that of a deceased person.

2015, c.L-30.11, s.61; 2023, c32, s.25.

Errors

- 62** The returning officer may, at any time, correct any errors apparent on the face of the voters list and, if a correction is made, the returning officer shall record each correction.

2023, c32, s.26.

Copies of voters list

- 63(1)** The returning officer shall provide, on request, one copy of the voters list to each candidate free of charge.
- (2) Subject to section 55, the voters list must only be used as follows:
- (a) by election officers for the purpose of carrying out their duties pursuant to this Act or the regulations;
 - (b) by a candidate, for communicating with voters, including for soliciting contributions and campaigning.

2015, c.L-30.11, s.63; 2023, c32, s.27.

Use of voters list

- 64** A board or council may use the voters list or revised voters list prepared in accordance with sections 54 to 63 at any general election or by-election.

2023, c32, s.28.

Duties of chief enumerator re voters list

65 No returning officer shall knowingly fail to:

- (a) prepare a voters list when requested to do so by council;
- (b) enter on the voters list the name of any person whom the returning officer knows to be entitled to have his or her name placed on this list;
- (c) enter on the voters list any other particulars as provided by this Act;
- (d) omit from the voters list the name of any person who is not a voter;
- (e) take all reasonable steps to protect against any use of a voters list other than a use authorized by this Act.

2015, c.L-30.11, s.65; 2023, c32, s.29.

PART VII Nominations

Call for nominations: notice

66(1) At least 10 business days before nomination day, the returning officer shall publish a notice in the prescribed form calling for nominations with respect to the vacancies to be filled by election.

(2) In the case of a school division that is situated wholly or substantially within a municipality and in the case of a school division described in subsection 22(3), the person designated by the board shall give notice to the administrator of the municipality of the number of vacancies required to be filled to constitute full membership of the board.

(3) The notice mentioned in subsection (1) is to be posted in accordance with section 9.

2015, c.L-30.11, s.66.

Nomination paper

67(1) A person may be nominated as a candidate for election by submitting a nomination paper in the prescribed form to the returning officer or nomination officer on a day and during the hours specified in section 74.

(2) Subject to the requirements of this section, nomination papers may be submitted personally or by agent by personal service, by registered mail, by ordinary mail, by fax, by email or as otherwise specified by the returning officer.

(3) In a municipality that is not a rural municipality, a nomination paper must be signed:

- (a) in the case of a municipality with a population of 20,000 or more that is not divided into wards, by 25 voters of the municipality;
- (b) in the case of a municipality with a population of 20,000 or more that is divided into wards, by 25 voters of the ward for which the nomination is made;

- (c) in the case of a municipality with a population of less than 20,000 that is not divided into wards, by five voters of the municipality;
 - (d) in the case of a municipality with a population of less than 20,000 that is divided into wards, by five voters of the ward for which the nomination is made;
 - (e) in the case of a school division that is not divided into wards, by 10 voters of the school division;
 - (f) in the case of a school division that is divided into wards, with respect to nomination for the office of board member for a ward, by 10 voters of the ward;
 - (g) in the case of nomination for the office of mayor of a municipality with a population of 20,000 or more, by 25 voters of the municipality;
 - (h) in the case of nomination for the office of mayor of a municipality with a population of less than 20,000, by five voters of the municipality.
- (4) In a rural municipality, a nomination paper must be signed:
- (a) in the case of reeve, by two voters of the rural municipality; and
 - (b) in the case of councillors, by two voters of the division for which the person is seeking office.
- (5) Every nomination paper must include:
- (a) the name of the nominee;
 - (b) the nominee's street address or the legal description of the land located within the municipality on which the nominee's eligibility to vote is based;
 - (c) the nominator's street address or the legal description of the land located within the municipality on which the nominator's eligibility to vote is based;
 - (d) in the case of a nomination for the office of board member, a statement that each nominator is a voter of the school division for which the person is nominated; and
 - (e) the nominee's acceptance, in the prescribed form, of the nomination statement.
- (6) No nomination is complete or shall be accepted by the returning officer unless the nominee's acceptance of nomination statement is:
- (a) signed by the person nominated;
 - (b) witnessed by two individuals;
 - (c) accompanied by any deposit required pursuant to section 68;
 - (c.1) accompanied by the nominee's telephone number, email address or any other preferred contact information;

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- (d) accompanied by a completed version of the municipality's public disclosure statement, as required pursuant to *The Cities Act, The Municipalities Act, The Northern Municipalities Act, 2010* or *The Lloydminster Charter*;
 - (e) with respect to a nominee in a municipal election, accompanied by any criminal record check required pursuant to a bylaw passed pursuant to *The Cities Act, The Municipalities Act, The Northern Municipalities Act, 2010* or *The Lloydminster Charter*; and
 - (f) with respect to a nominee in a school board election, accompanied by any criminal record check that may be required pursuant to a resolution passed pursuant to *The Education Act, 1995*.
- (6.1) Nothing in this section requires the returning officer to verify that the information contained in the nomination papers is correct or truthful.
- (7) Nomination papers that are not complete or otherwise not accepted may be replaced or corrected if the new or corrected nomination papers are submitted before the nomination period ends.
- (8) A returning officer or nomination officer shall:
- (a) post in an area to which members of the public have access in the municipal office or the school board office, as the case may be, copies of the nomination papers received;
 - (b) ensure that the copies remain posted until close of polls on election day; and
 - (c) provide any information on any nomination paper submitted, or a copy of the nomination paper, to any person on request.
- (9) In addition to posting pursuant to subsection (8), nomination papers may be made publicly available by posting on a website or by other electronic means.

2015, c.L-30.11, s.67; 2019, c 10, s14; 2022, c 41, s.7; 2023, c32, s.30.

Deposit required

68(1) The nomination paper for every nominee for the office of councillor or mayor in a municipality with a population of 20,000 or more, or for the office of board member in a school division that is situated wholly or substantially within a municipality with a population of 20,000 or more, must, when filed with the returning officer or nomination officer, be accompanied by a deposit of \$100 or by a certified cheque or money order in that amount made payable to the municipality or the board, as the case may be.

(1.1) Notwithstanding subsection (1), a municipality with a population of 20,000 or more with a general election bylaw adopted pursuant to section 9.1 may, in that bylaw, require a nomination deposit not exceeding \$500 for any elected office specified in the bylaw.

- (2) The returning officer or nomination officer shall not accept a person's deposit until he or she is satisfied that the person's nomination is complete.
- (3) On being accepted by the returning officer or nomination officer, the deposit becomes the property of the municipality or the board, as the case may be.
- (4) A council, by bylaw, or a board, by resolution, shall establish the rules for the deposit required in this section to be returned to the candidate following the election.
- (5) If a candidate dies before the election, the amount of the candidate's deposit must be returned to the candidate's personal representative.

2015, c.L-30.11, s.68; 2019, c 10, s15; 2023, c32, s.31.

Procedure re nomination paper

- 69(1)** Only one person shall be nominated for election on each nomination paper.
- (2) A voter may sign the nomination paper of more than one person.
- (3) No candidate shall nominate himself or herself.
- (4) No proceedings taken pursuant to this Act with respect to the nomination of any candidate are invalid for informality if there has been substantial compliance with this Act.
- (5) The onus to submit a complete and truthful nomination paper is on the person nominated for election to an office.
- (6) After the election, the returning officer shall deliver all completed nomination forms in his or her possession to the administrator or to the person designated by the board, as the case may be, and the forms shall be retained by the municipality or the board, as the case may be, for the duration of the term of office for which the election is being held.

2015, c.L-30.11, s.69.

Restriction on nominations

- 70(1)** Subject to subsection (2), no person is eligible to be nominated as a candidate to hold office:
 - (a) as both mayor and councillor of a municipality;
 - (b) as councillor in more than one ward or division of a municipality; or
 - (c) as board member in more than one ward of a school division.
- (2) A person who is eligible to be nominated as a candidate and hold office in more than one municipality is eligible to be nominated and hold office in each of those municipalities.
- (3) A person who is eligible to be nominated as a candidate and hold office in a municipality and a board member in a school division is eligible to be nominated and hold office in both capacities.

2015, c.L-30.11, s.70.

Eligibility of incumbents, except in rural municipalities

71(1) A person holding an elected office is eligible:

- (a) in a municipality other than a rural municipality:
 - (i) during the last year of his or her current term of office, to be nominated for re-election to that office or as a candidate for any other elected office of the municipality for which he or she is qualified; and
 - (ii) to be nominated as a candidate for mayor if a vacancy is to be filled at a by-election; and
 - (b) in a school division, during the last year of his or her current term of office, to be nominated for re-election to that office.
- (2) For the purposes of subclause (1)(a)(ii), the person is not required to resign from his or her current office on nomination day.
- (3) If a person holding the office of councillor is elected as mayor in a by-election, that person is deemed to have resigned from the office of councillor on the day before the day on which he or she is declared elected as mayor.

2015, c.L-30.11, s.71.

Eligibility of incumbents in rural municipalities

72(1) No person is eligible to be nominated or elected as:

- (a) a councillor for more than one division; or
 - (b) a councillor of a division and the reeve of the rural municipality.
- (2) Except in the case of a general election held in the last year of a councillor's term of office, no councillor or person who has been declared elected to a future term of office as councillor pursuant to section 77, 78 or 80 is eligible to be nominated or elected as reeve unless he or she has, before filing his or her nomination paper, filed his or her resignation as councillor with the administrator.
- (3) A resignation filed pursuant to subsection (2) takes effect:
- (a) in the case of a general election, at the first meeting of the council following the general election; or
 - (b) in the case of an election other than a general election, immediately on the filing of the resignation.

2015, c.L-30.11, s.72.

Nomination day

73(1) Nomination day is:

- (a) the fifth Wednesday before election day; or
- (b) in the case of:
 - (i) a resort village, the fifth Saturday before election day;
 - (ii) a northern municipality or northern school division, the Wednesday that is five weeks before election day as determined pursuant to subsection 10(3);

(iii) a first election of a newly incorporated municipality or school division, the day set as nomination day in the order incorporating the municipality or pursuant to section 42 of *The Education Act, 1995*, as the case may be;

(iv) a first election of a newly incorporated northern municipality, the Wednesday that is five weeks before the day set for the election in the order establishing the northern municipality.

(2) Notwithstanding clause (1)(a) and subclauses (1)(b)(i), (ii) and (iv), a municipality may, as part of its general election bylaw adopted pursuant to section 9.1, establish a nomination day that is up to 7 weeks before election day

2015, c.L-30.11, s.73; 2023, c32, s.32.

Receiving nominations

74(1) Subject to subsection (2), a returning officer or nomination officer shall receive nominations for candidates:

(a) in a general election or a by-election, between 9:00 a.m. and 4:00 p.m. on nomination day;

(b) in the case of an election in a resort village, between 11:00 a.m. and 2:00 p.m. on nomination day; and

(c) in the case in the case of a first election of a newly incorporated municipality or newly established school division, between 9:00 a.m. and 4:00 p.m. on nomination day.

(2) The returning officer or nomination officer shall receive nominations for candidates, in addition to the times set out in subsection (1), at any time during normal office hours during the period after the posting of the call for nominations until the time set out in subsection (1) for the receipt of nominations on nomination day.

2015, c.L-30.11, s.74.

Receipt for nomination paper

75 If a nomination paper is submitted to the returning officer or nomination officer within the time specified in section 74, the returning officer or nomination officer shall, if satisfied that the form is complete, issue a receipt in the prescribed form to the candidate or the candidate's agent.

2015, c.L-30.11, s.75; 2023, c32, s.33.

Withdrawal of nomination

76(1) A person who has been nominated pursuant to section 67 in accordance with section 66 may withdraw his or her nomination by filing with the returning officer or nomination officer a written statement to that effect, signed by the person and two witnesses or by the returning officer or nomination officer, at any time during normal office hours during the period from the receipt of the person's nomination until 24 hours after the close of nominations.

(2) The name of a person who withdraws his or her nomination pursuant to subsection (1) must not appear on the ballot.

2015, c.L-30.11, s.76.

Nominations equal to vacancies

77 On the close of the period for withdrawal of nominations, if the number of persons remaining in nomination is equal to the number to be elected to any office, the returning officer shall declare the persons nominated to be elected, and there shall be no polling with respect to that office.

2015, c.L-30.11, s.77.

Nominations less than vacancies

78(1) On the close of the period for withdrawal of nominations, if the number of persons remaining in nomination is less than the number to be elected to any office, the returning officer shall:

(a) declare the persons then in nomination for that office, if any, to be duly elected; and

(b) give notice in the prescribed form in accordance with section 9 calling for further nominations for the remaining vacancies in office to be received by the returning officer or nomination officer during normal office hours from the close of the period for withdrawal of nominations until:

(i) in the case of a nomination as mayor or councillor of a resort village, 2:00 p.m. on the second Saturday following the date of the close of the period for withdrawal of nominations; and

(ii) in the case of a nomination other than one mentioned in subclause (i), 4:00 p.m. on the second Wednesday following the date of the close of the period for withdrawal of nominations.

(2) If the number of persons remaining in nomination after the second call for nominations is fewer than the number required to be elected to any office, the returning officer shall declare those then in nomination to be duly elected, and the council or board shall, at its next meeting, provide for the holding of a by-election in accordance with section 11 to fill the remaining vacancies.

(3) If a by-election pursuant to subsection (2) does not result in filling the remaining vacancies, nothing in this section relieves a council or board from the requirement to fill any vacancies in accordance with this Act or any other Act.

2015, c.L-30.11, s.78; 2023, c32, s.34.

Death of candidate before close of period for withdrawal

79 If a candidate dies before the close of the period for withdrawal of nominations, that candidate's nomination is void.

2015, c.L-30.11, s.79.

Death of candidate before close of voting

80 If a candidate dies before the close of voting on election day, that candidate is deemed to have withdrawn and:

- (a) if no candidate would be elected by acclamation as a result of the death, the election must proceed as if the deceased candidate had not been nominated; or
- (b) if the number of candidates remaining for the office is the same or less than the number to be elected, the returning officer shall immediately declare the remaining candidate or candidates elected.

2015, c.L-30.11, s.80.

Notice of poll

81 If the number of persons nominated is more than the number required to be elected to any office, the returning officer shall, within 10 business days after the close of the nomination period, give notice in accordance with section 9 that an election is to be held in accordance with section 10 or 11, as the case may be.

2015, c.L-30.11, s.81.

Abandonment of poll

82 If a poll for an office is not required pursuant to section 77, subsection 78(2) or clause 80(b), the returning officer shall immediately give notice of abandonment of the poll in accordance with section 9.

2015, c.L-30.11, s.82.

**PART VIII
Polling**

**DIVISION 1
Advance Polls**

Advance polls

83(1) The returning officer shall authorize the establishment of one or more advance polls within the municipality or school division, as the case may be, for voters to cast their votes in advance of election day.

(2) **Repealed.** 2023, c32, s.35.

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- (3) The returning officer may:
- (a) authorize the establishment of one or more advance polls outside the municipality or school division, as the case may be, for voters to cast their votes in advance of the day appointed for the holding of an election; and
 - (b) authorize the establishment of one or more advance polls in accordance with section 29.
- (4) Subject to subsection (5), the returning officer shall set the days and hours during which an advance poll established pursuant to subsection (1) or (3) is to be kept open, but the poll must be kept open for at least 2 consecutive hours on any day that is it open.
- (5) An advance poll mentioned in subsection (4) must be open at least three days but not more than 15 days before election day.

2019, c 10, s16; 2023, c32, s.35.

Polling place

84 If an advance poll is established pursuant to section 83, the returning officer shall:

- (a) establish at least one place for the advance poll that is conveniently accessible to a voter who has a disability;
- (b) give notice of the advance poll in accordance with section 9; and
- (c) subject to sections 85 and 86, conduct the advance poll in the same manner, as nearly as possible, as a poll at a general election.

2015, c.L-30.11, s.84.

Sealing, safekeeping of election materials

85 At the close of the advance poll on each day on which it is held, the deputy returning officer shall:

- (a) seal the ballot box in a manner so that no ballots can be deposited in the ballot box without breaking the seal and provide for its safekeeping;
- (b) cause all election records, supplies and materials to be enclosed in a sealed or securely locked container other than the ballot box and provide for the safekeeping of that container until its contents are required; and
- (c) prevent any person from having access to the ballots and election material until the close of polls on the day of the election.

2015, c.L-30.11, s.85.

Close of advance poll

86(1) At the close of the advance poll on the last day it is held, the deputy returning officer shall:

- (a) proceed in accordance with section 85;
- (b) if a voters list is used, prepare and deliver to the returning officer an advance poll book in accordance with the regulations; and
- (c) attend at the place designated by the returning officer on the close of the polls on election day.

(2) The returning officer shall ensure that a copy of the voters list marked in accordance with section 87 is provided to each deputy returning officer with respect to the election for which the advance poll was held.

2015, c.L-30.11, s.86; 2023, c32, s.36.

If voters list used

87 If a voters list is used in an election and the returning officer has received the advance poll book from the deputy returning officer in accordance with section 86, the returning officer shall mark the voters list in a manner that indicates which voters have already voted.

2023, c32, s.37.

DIVISION 2

Temporarily Displaced Voters

Temporarily displaced voters

88(1) For the purposes of this section, a voter is temporarily displaced if the voter:

- (a) on election day, is absent from the municipality, school division or ward in which the voter is ordinarily resident;
- (b) has not voted before election day; and
- (c) due to special or unusual circumstances, cannot conveniently return to the municipality, school division or ward in which the voter is ordinarily resident to vote on election day.

(2) If the returning officer determines that a majority of the voters in a municipality, school division or ward, as the case may be, are temporarily displaced on election day, the returning officer may postpone the poll.

(3) On postponing a poll pursuant to subsection (2), the returning officer shall, if possible, post a notice in accordance with section 9 at the established polling place advising:

- (a) that the poll has been postponed; and
- (b) that the date, time and place of the new poll will be established and published within 14 days after the date of the postponement.

(4) Within 14 days after the date of the postponement pursuant to subsection (2), the returning officer shall:

- (a) establish a new poll, to be held within 60 days after the date of the postponement; and
- (b) publish a notice respecting the date, time and place of the new poll in accordance with section 9.

(5) If a poll is postponed pursuant to subsection (2) and a new poll established:

- (a) the provisions of this Act apply, with any necessary modification, to votes taken at the new poll and to the procedures to be followed after the poll closes;

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- (b) the term of office of the existing elected members continues until:
 - (i) in the case of a municipality, the date of the first meeting of the council after the date of the new poll; and
 - (ii) in the case of a board, the date of the organizational meeting of the board;
 - (c) in the case of a municipality, the first meeting of council is to be held within 14 days after the date of the new poll; and
 - (d) notwithstanding section 72 of *The Education Act, 1995*, in the case of a board, the organizational meeting of the board is to be held within 30 days after the date of the new poll.
- (6) Subject to subsection (5), this Act, *The Education Act, 1995*, *The Municipalities Act*, *The Cities Act*, *The Northern Municipalities Act, 2010* and *The Lloydminster Charter* apply, with any necessary modification, to the terms of office of members elected at a poll established pursuant to this section.

2015, c.L-30.11, s.88; 2023, c32, s.38.

DIVISION 3

Poll**Vote by ballot**

89(1) Voting pursuant to this Act must be by ballot.

- (2) If a poll is required, the returning officer shall cause a sufficient number of ballots for the purpose of the election to be printed in accordance with section 91.

2015, c.L-30.11, s.89.

Voting machines

90(1) If this section or the regulations conflict with any other provision of this Act or any other Act or any other regulations, this section and the regulations prevail.

- (2) Notwithstanding any other provision of this Act but subject to the regulations, the council, or if the board conducts the election, the board, may, by bylaw in the case of a council and by resolution in the case of a board, provide for the use at elections of voting machines, voting recorders, optical scanning vote tabulators or other similar devices.

- (3) Subject to the provisions of this section, the returning officer or the deputy returning officer may make any modification to the requirements of this Act that is necessary to deal with a vote taken in accordance with this section.

- (4) A bylaw or resolution mentioned in subsection (2):

- (a) must include provisions:
 - (i) respecting the form of ballot; and
 - (ii) respecting procedures for voting and for counting votes; and
- (b) may include provisions respecting any other matter that the council or board considers necessary or advisable.

- (5) **Repealed.** 2019, c 10, s.17.
- (6) **Repealed.** 2019, c 10, s.17.
- (7) Subject to the regulations, a judge who determines pursuant to this Act that a recount of ballots counted by a device mentioned in subsection (2) is required:
 - (a) shall determine whether the recount or any part of it is to be conducted manually, using the device, or both; and
 - (b) notwithstanding subsection (3), may make any modification to the requirements of this Act that is necessary to deal with a recount in which a device mentioned in subsection (2) is used.

2015, c.L-30.11, s.90; 2019, c 10, s17.

Form of ballot

91(1) Every ballot for the election of a member:

- (a) must be in the prescribed form;
- (b) must be printed on the type and quality of paper prescribed in the regulations;
- (c) must state the number of persons required to be elected;
- (d) must, subject to subsections (2) and (3), contain the names of all duly nominated candidates arranged in alphabetical order of their surnames and, in the case of two or more candidates having the same surname, in alphabetical order of the initial of their given names;
- (e) if two or more candidates have the same surname and given names, may state, at the request of either candidate, each candidate's address on the ballot;
- (f) if a candidate so requests, must show in brackets:
 - (i) a name by which he or she is commonly known; and
 - (ii) with respect to a municipal election, his or her affiliation with a voters' organization or the word "Independent";
- (g) must not indicate in any manner that a candidate has at any time held office as a member; and
- (h) must bear on the back:
 - (i) the name and address of the printer who printed the ballot; and
 - (ii) a rectangle, at the top of which must be printed "DRO initials".

(2) If, in the opinion of the returning officer, there may be five or more candidates in a municipality or school division, the council or board may, by bylaw or resolution passed at least 55 days before the day on which a general election is held, provide for the arrangement of the names of the candidates on the ballot:

- (a) by having the returning officer:
 - (i) write the name of each candidate on blank paper, with the papers for all candidates being of the same size, colour and texture;
 - (ii) fold the papers in a uniform manner so that the names are concealed;
 - (iii) deposit the papers prepared in accordance with subclauses (i) and (ii) in a receptacle;
 - (iv) direct a person to draw the papers from the receptacle until all names have been withdrawn; and
 - (v) arrange the names on the ballot in the order that they are withdrawn from the receptacle; or
- (b) by having the returning officer:
 - (i) direct a person to electronically generate the names of the candidates in random order; and
 - (ii) arrange the names on the ballot in the order that they are generated.

(3) At least 55 days before the day on which a general election is held, a council, by bylaw, or a board, by resolution, may provide that the following provisions must govern the form of ballots:

- (a) ballots must be printed in as many lots as there are candidates for the office;
- (b) in the first lot, the names of the candidates must appear, as the case may be:
 - (i) in alphabetical order pursuant to clause (1)(d);
 - (ii) in the order that the names are withdrawn from the receptacle pursuant to clause (2)(a); or
 - (iii) in the order that the names are generated pursuant to clause (2)(b);
- (c) in the second lot the names must appear in the same order as in the first lot, except that the first name in the first lot must be placed last;
- (d) in each succeeding lot, the order must be the same as that of the preceding lot, except that the first name in the preceding lot must be placed last; and
- (e) tablets of ballots to be used at polling places must be made up by combining ballots from the different lots in regular rotation so that no two consecutive voters will receive ballots from the same lot, and so that each candidate's name will appear first and in each other position substantially the same number of times on the ballots used.

- (4) A bylaw or resolution passed pursuant to subsection (2) or (3) remains in force until it is repealed by the council or board, as the case may be.
- (5) Different types of ballots must be used for the voting for each of mayor or reeve, councillors, board members and for any other purpose for which a vote is required, and each type of ballot may be of a different size or colour of paper.
- (6) If a municipality has been divided into wards, separate ballots for councillors must be used with respect to the wards.
- (7) If a school division has been divided into wards, separate ballots for board members must be used with respect to the wards.
- (8) In a rural municipality, separate ballots must be prepared for the councillors for each division of the rural municipality.

2015, c.L-30.11, s.91; 2019, c 10, s18.

Mail-in ballot

92(1) Notwithstanding any other provision of this Act but subject to subsection (2) and any regulations made for the purposes of this section, a council, by bylaw, or a board, by resolution, may establish a mail-in ballot voting system for the purpose of receiving ballots in an election.

- (2) A bylaw or resolution mentioned in subsection (1):
 - (a) must not extend the period for the receipt of mail-in ballots beyond the closing of the polls on election day; and
 - (b) must provide that mail-in ballots received after the closing of the polls on election day:
 - (i) are deemed to be spoiled ballots; and
 - (ii) are to be dealt with by the deputy returning officer in the manner set out in subsection 118(2).

2015, c.L-30.11, s.92; 2019, c 10, s19.

Election materials

93(1) Before election day, the returning officer shall cause to be delivered to the deputy returning officer:

- (a) a sufficient number of ballots and voter's registration forms;
- (b) a sufficient number of printed Directions for Voting in the prescribed form;
- (c) a poll book in which to record the names and qualifications of the voters;
- (d) a sufficient number of printed copies in the prescribed form of sections 185.1, 185.11, 185.21 and 185.22 as required pursuant to clause 101(2)(b);

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- (e) a sufficient number of ballot boxes and voting compartments; and
 - (f) any other materials and supplies that may be necessary for the holding of the elections and for carrying out the provisions of this Act.
- (2) If a voters list is used in an election, the returning officer shall:
- (a) provide to the deputy returning officer one copy of the voters list for the polling area and one copy of the advance poll book mentioned in clause 86(1)(b); and
 - (b) provide, free of charge, one copy of the advance poll book mentioned in clause 86(1)(b) to each candidate who requests one.

2015, c.L-30.11, s.93; 2019, c 10, s20; 2023, c32, s.39.

Voting compartments

- 94(1)** Every polling place must be furnished with at least one compartment in which the voters can mark their ballots screened from observation.
- (2) The deputy returning officer at the polling place shall maintain the voting compartments in proper condition.

2015, c.L-30.11, s.94.

Ballot boxes

- 95(1)** The ballot boxes must:
- (a) be constructed of durable material;
 - (b) have two durable seals; and
 - (c) be constructed in such a way that the ballots can be deposited and cannot, when the box is sealed with one of the seals, be withdrawn unless and until the seal is broken.
- (2) A ballot box may be constructed of cardboard or any other recyclable material, if the requirements of subsection (1) are complied with.
- (3) In a rural municipality, if the polling places for two or more divisions are located in one room, it is not necessary to provide a separate ballot box for each division.
- (4) If a school division is wholly or substantially within a municipality, the returning officer may use the same ballot box for both municipal and board elections.
- (5) If a school division is not wholly or substantially within a municipality but the returning officers of the municipality and school division have agreed to share election officials or only one returning officer is appointed for the purposes of municipal and board elections, the returning officers may agree to share the same ballot box for both the municipal and board elections but only if the returning officers also agree:
- (a) to designate the same returning officer as the returning officer to whom election materials are delivered as required by section 137; and
 - (b) on the disposition of the ballot box pursuant to subsection 142(1).

2015, c.L-30.11, s.95.

Poll book

96(1) The poll book must be in the form and manner determined by the returning officer and must be sufficient to accommodate the requirements of the election.

(2) Notwithstanding subsection (1), the returning officer may fasten together voter's registration forms for use as a poll book, and if the returning officer has done so, the voter's registration forms are deemed to be a poll book for the purposes of subsection (1).

(3) All entries in the poll book must be numbered in consecutive order and if voter's registration forms are used as a poll book pursuant to subsection (2), they must be fastened together and numbered in consecutive order.

(4) If a voters list is used in an election, the returning officer may use the information from the poll book to revise the voters list.

2015, c.L-30.11, s.96; 2023, c32, s.40.

Transfer certificate

97 Subject to section 99, if a voter has been appointed as an election official or candidate's agent at a polling place other than the polling place at which he or she is entitled to vote, the returning officer shall, on the application of that voter, supply him or her with a certificate in the prescribed form entitling the voter to vote at the polling place at which he or she is required to attend instead of at the polling place where he or she would otherwise be required to vote.

2015, c.L-30.11, s.97.

Transfer certificate for voters

98 Subject to section 99, on the application of a voter who has a disability, the returning officer or deputy returning officer shall supply that voter with a certificate in the prescribed form entitling that voter to vote at a polling place allowing convenient access instead of at a polling place where that voter would otherwise be required to vote.

2015, c.L-30.11, s.98.

No transfer from ward

99 If a municipality or school division is divided into wards, no person shall transfer his or her vote from one ward to another ward.

2015, c.L-30.11, s.99.

Duration of poll

100(1) Subject to subsection (2) and section 47.1, polls must be open for voting by 9:00 a.m. and must close at 8:00 p.m. on election day.

(2) The returning officer may open polls for voting earlier than 9:00 a.m. on election day.

(3) **Repealed.** 2023, c32, s.41.

2015, c.L-30.11, s.100; 2023, c32, s.41.

Duties before opening of poll

- 101(1)** The deputy returning officer shall attend at the polling place:
- (a) in a rural municipality, at least 15 minutes before the time set for the opening of the polling place for voting; and
 - (b) in a municipality other than a rural municipality, at least 30 minutes before the time set for the opening of the polling place for voting.
- (2)** Before the opening of the polling place for voting, the deputy returning officer shall:
- (a) on the request of any candidate or candidate's agent, count the ballots intended to be used at the polling place, in the presence of the candidate or candidate's agent;
 - (b) cause the printed Directions for Voting and copies of sections 185.1, 185.11, 185.21 and 185.22 to be posted at the entrance to, and in every voting compartment of, the polling place;
 - (c) provide a black lead pencil in each compartment of the polling place;
 - (d) if a voters list is being used in the election, and a certificate has been supplied pursuant to clause 87(1)(b), make entries in the poll book in accordance with that clause; and
 - (e) if a voters list is not being used in the election, cause a copy of section 181 to be posted at the entrance to the polling place.

2015, c.L-30.11, s.101; 2019, c 10, s21.

DIVISION 4
Procedures While Poll is Open

Opening of poll

- 102(1)** At the opening of the poll, the deputy returning officer shall show the ballot box to the persons present in the polling place so that they may see that the ballot box is empty and then in their presence:
- (a) close the ballot box;
 - (b) attach to the ballot box one of the seals with which the deputy returning officer is provided in a manner that ensures that it is impossible to open the ballot box without breaking the seal; and
 - (c) place the ballot box in the deputy returning officer's unobstructed view for the receipt of ballots.
- (2)** Subsection (1) does not apply to a ballot box that has been used previously to receive votes in the election pursuant to section 32.

(3) If a ballot box mentioned in subsection (2) is to be used, the deputy returning officer shall show the ballot box to the persons present in the polling place in a manner so that they may see that any seal remains intact.

(4) During the hours of voting, the deputy returning officer shall keep the sealed ballot box in the deputy returning officer's view and in full view of all persons present from time to time in the polling place.

2015, c.L-30.11, s.102.

Persons entitled to be in polling place

103 During the hours that the poll is open for the purposes of voting, only the following persons are entitled to be present in the polling place with respect to each polling area:

- (a) any election official who has been duly appointed and assigned duties in conducting the poll;
- (b) each candidate for the office with respect to which the vote is being held;
- (c) not more than two duly authorized agents of a candidate;
- (d) any person who is acting as an escort or assistant to a voter who requires the person's services pursuant to sections 123 and 125;
- (e) any voter waiting to cast his or her ballot.

2015, c.L-30.11, s.103.

Agents

104(1) If a person presents to the deputy returning officer a written notice in the prescribed form and signed by a candidate, the person named in the notice shall:

- (a) be recognized by the deputy returning officer as an agent of the candidate; and
 - (b) on making a declaration in the prescribed form, be permitted to exercise his or her duties and functions as an agent.
- (2) A candidate may be present at any place at which his or her agent is authorized to attend pursuant to subsection (1) and may:
- (a) undertake the duties that his or her agent might have undertaken; or
 - (b) assist his or her agent in the performance of any duties.
- (3) The deputy returning officer may designate the location in a polling place from which an agent or candidate may observe the conduct of the election.

2015, c.L-30.11, s.104.

Oath, affirmation or declaration of office, secrecy

105(1) Every candidate and candidate's agent authorized to attend at a polling place or at the counting of the votes shall, before entering the polling place, take an oath, affirmation or declaration of secrecy in the prescribed form.

(2) An oath, affirmation or declaration required pursuant to this section may be taken before the returning officer, deputy returning officer or poll clerk or any other person authorized by law to administer an oath, affirmation or declaration.

2015, c.L-30.11, s.105.

Evidence of voting

106 The receipt by a person of a ballot within the polling place is admissible in evidence as proof, in the absence of evidence to the contrary, that the person was at that polling place and voted.

2015, c.L-30.11, s.106.

Voting if no voters list

107(1) If a voters list has not been prepared, a person who wishes to vote shall:

- (a) complete, or cause to be completed, a voter's registration form obtained from the election official at the polling place; and
- (b) deliver the completed form to the deputy returning officer.

(2) The deputy returning officer shall cause to be recorded in the poll book the name and residence of the person and, if applicable, whether the person is a voter of the public school division or separate school division.

2015, c.L-30.11, s.107.

Voting if voters list

108(1) If a voters list has been prepared and the name of a person wishing to vote:

- (a) appears on the voters list, the deputy returning officer shall cause to be recorded in the poll book the name and residence of the person, and, if applicable, whether the person is a voter of the public school division or separate school division; or
- (b) does not appear on the voters list, the deputy returning officer shall require the person to complete a voter's registration form and deliver it to the deputy returning officer who shall cause to be recorded in the poll book the information specified in clause (a).

(2) Every person whose name is on the voters list is entitled to vote without making a voter's declaration unless the person is required to make a voter's declaration pursuant to section 109 or 112.

(3) If an entry in a voters list does not include whether the person is a voter of the public school division or separate school division as described in clause (1)(a), the deputy returning officer shall, in accordance with subsection 36(2), cause to be recorded in the poll book this updated information.

2015, c.L-30.11, s.108; 2023, c32, s.42.

When voter's declaration can be demanded

109 No deputy returning officer shall fail to require an individual who appears at the polling place to make a voter's declaration if the deputy returning officer has reasonable grounds to believe that the individual:

- (a) is not entitled to vote;
- (b) is tendering his or her vote under a false name or designation;
- (c) is impersonating another person or falsely representing himself or herself as being on the voters list;
- (d) has already voted; or
- (e) has participated in or committed any corrupt practice.

2015, c.L-30.11, s.109.

Evidence of identity

110 A voter shall:

- (a) provide to the deputy returning officer and the poll clerk one of the following to prove his or her identity:
 - (i) one piece of identification issued by the Government of Canada, the Government of Saskatchewan, a municipality or a government agency that contains a photograph of the voter and his or her name and address;
 - (ii) two pieces of information prescribed in the regulations, each of which establishes the voter's name and at least one of which establishes the voter's address; or
- (b) establish his or her identity in accordance with the procedures prescribed in the regulations.

2015, c.L-30.11, s.110.

Refusal or failure to comply with requirements

111 A person is not entitled to vote if the person fails or refuses to:

- (a) make a declaration required pursuant to section 107, 108, 109 or 112; or
- (b) establish his or her identity pursuant to section 110.

2015, c.L-30.11, s.111.

Rights of candidate and agent re entitlement to vote

112(1) If a candidate or his or her agent objects to the eligibility of any person intending to vote, the deputy returning officer shall:

- (a) require the person to complete a voter's registration form if the person has not already done so;
 - (b) enter the objection in the poll book opposite the name of the person;
 - (c) note in the poll book the name of the person who made the objection; and
 - (d) initial the entry in the poll book.
- (2) A candidate or his or her agent may make a request to the deputy returning officer with respect to any person intending to vote to:
- (a) see the evidence required pursuant to clause 110(a); or
 - (b) verify that the procedures mentioned in clause 110(b) have been followed.
- (3) On receipt of a request made pursuant to subsection (2), the deputy returning officer shall:
- (a) require the person who intends to vote to show the evidence required pursuant to clause 110(a) to the candidate or candidate's agent whether or not the person has already done so; or
 - (b) verify with the candidate or agent that the procedures mentioned in clause 110(b) have been followed.

2015, c.L-30.11, s.112.

Provision of ballot to voter

113(1) Before providing a ballot to a voter and permitting the voter to vote, a deputy returning officer shall:

- (a) make the entries in the poll book required pursuant to sections 107, 108 and 112;
 - (b) ensure that the voter has complied with any requirement to make a declaration pursuant to section 109;
 - (c) ensure that he or she is satisfied that the voter's identity has been established in accordance with section 110; and
 - (d) place his or her initials in the box on the reverse side of the ballot.
- (2) The deputy returning officer may, or on the request of a voter, shall, either personally or through the poll clerk, explain the proper method of voting.

2015, c.L-30.11, s.113.

Marking ballot

114 On receiving a ballot, the voter shall:

- (a) proceed into the compartment provided for voting;
- (b) place a cross or other mark that clearly indicates the voter's choice in the circle provided on the ballot opposite the name of the candidate;
- (c) fold the ballot in a manner so as to conceal the face of the ballot and to expose the initials of the deputy returning officer on the reverse side; and
- (d) leave the compartment and, without displaying the ballot so as to make known the person for whom he or she has voted, deliver the folded ballot to the deputy returning officer.

2015, c.L-30.11, s.114.

Deposit of ballot

115(1) When the deputy returning officer receives the ballot from the voter, the deputy returning officer shall, without unfolding it, verify the deputy returning officer's initials on the ballot and deposit the ballot in the ballot box.

(2) When the ballot has been deposited pursuant to subsection (1), the deputy returning officer or poll clerk shall:

- (a) enter in the poll book in the proper column or columns, after the voter's name, the word "voted" or a checkmark; or
- (b) number the voter's registration form and fasten it to the other voters' registration forms for use as a poll book in accordance with sections 96 and 121.

2015, c.L-30.11, s.115.

Voter to leave

116 After a voter has delivered the ballot to the deputy returning officer and observed the deputy returning officer deposit the ballot in the ballot box, the voter shall leave the polling place unless he or she is otherwise entitled to remain.

2015, c.L-30.11, s.116.

Removal of ballot from polling place prohibited

117(1) No person who has received a ballot from the deputy returning officer shall take it out of the polling place.

(2) A person forfeits his or her right to vote at the election in progress if, after receiving a ballot from the deputy returning officer, the person:

- (a) leaves or attempts to leave the polling place without first delivering his or her ballot to the deputy returning officer as required by this Act; or
- (b) intentionally deals with the ballot in such a manner that it cannot be used to indicate properly his or her intention to vote.

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(3) The deputy returning officer shall record in the poll book every forfeiture pursuant to subsection (2) and the reason for the forfeiture.

2015, c.L-30.11, s.117.

Ballot inadvertently spoiled

118(1) A voter who has inadvertently dealt with his or her ballot in such a manner that it cannot be used to indicate properly his or her intention to vote shall, on delivering to the deputy returning officer the ballot inadvertently dealt with, receive another in its place.

(2) If a ballot is delivered to the deputy returning officer pursuant to subsection (1), the deputy returning officer shall:

- (a) write “spoiled” on the ballot; and
- (b) preserve it for reference in the deputy returning officer’s report of the count of the votes.

2015, c.L-30.11, s.118.

Certain errors on voters list

119(1) If the name of a voter is on a voters list for a polling area other than the polling area in which the voter is entitled to vote, that voter may apply to vote at the correct polling place by completing a voter’s registration form.

(2) If the school division in which the person is a voter is incorrectly described on the voters list, the voter may apply for a correction to the list by making a declaration in the form and manner determined by the returning officer.

(3) If a voter complies with subsection (1) or (2), the deputy returning officer shall:

- (a) permit that voter to vote; and
- (b) record in the poll book:
 - (i) the name and residence of the voter; and
 - (ii) whether the person is a voter of the public school division or separate school division.

(4) If a voter refuses to make a declaration or to complete a voter’s registration form pursuant to subsection (1) or (2), that refusal must be recorded in the poll book and that person is not entitled to vote.

2015, c.L-30.11, s.119; 2023, c32, s.43.

Attendance at incorrect polling place

120 Subject to sections 97 and 98, the deputy returning officer shall not allow a voter to vote at the polling place and shall direct that voter to the proper polling place if the voter:

- (a) is at the incorrect polling place;
- (b) is entitled to vote in a different division from the division served by the polling place; or
- (c) is not eligible to vote in the municipality or school division.

2015, c.L-30.11, s.120.

Recording ballots

121(1) When a voter receives a ballot, the deputy returning officer shall cause to be placed in the appropriate column of the poll book a check mark opposite the name of the person receiving the ballot to indicate that the person has received a ballot for mayor, reeve, councillor, board member or other matter on which the person is entitled to vote.

(2) If a voters list is not used, the prescribed voter's registration form and poll book must be used and the poll book section of the form must be marked as indicated in subsection (1).

2015, c.L-30.11, s.121.

Secrecy of voting

122 Subject to section 123, when a voter is voting, no other person is allowed to occupy a position from which the other person can see the way in which the ballot is marked.

2015, c.L-30.11, s.122.

Voters who have a disability or limited mobility

123(1) A deputy returning officer shall, on the request of a voter who is unable to read or is unable, for any physical reason, to vote in the manner prescribed by this Act, at the option of the voter, do one of the following:

(a) require the voter making the request to make a declaration in the prescribed form and shall, either within or outside the compartment provided for voting:

(i) assist the voter by marking the voter's ballot in the manner directed by the voter in the presence only of the poll clerk and of the candidates' agents in the polling place; and

(ii) place the ballot in the ballot box;

(b) if the voter has taken a declaration in the prescribed form and is accompanied by a friend, permit the friend to accompany the voter into the compartment provided for voting and to mark the voter's ballot for the voter;

(c) if the voter is visually impaired, provide the voter with a template in the prescribed form to enable the voter to mark the ballot in secret.

(2) A friend who is permitted to mark the ballot of a voter shall, before marking the ballot make a declaration in the prescribed form that he or she will keep secret the name of the candidate marked on the ballot of the voter.

(3) No person shall act as the friend of more than two voters in the same election.

(4) The deputy returning officer or poll clerk shall enter in the column for remarks in the poll book opposite the voter's name:

(a) the reason that the ballot was marked for the voter;

(b) whether it was marked by the deputy returning officer or by a friend and, if by a friend, the name of the friend; and

(c) the word "declared" after the name of the voter and the friend.

- (5) Anyone who accompanies a voter may act as a friend for the purposes of this section.
- (6) For the purpose of taking a person's vote, the deputy returning officer and the poll clerk may attend on the person if:
 - (a) the person is a patient of a hospital, personal care facility or similar institution that is named or established as a polling place; and
 - (b) the person is bedridden or is physically unable to vote at the polling place.
- (7) The deputy returning officer, after permitting those voters who have received ballots to vote in the polling place, may temporarily suspend voting proceedings in the polling place to permit a person to vote pursuant to subsection (6).

2015, c.L-30.11, s.123.

Inaccessible polling place

- 124(1)** This section applies to a voter who attends at a polling place to vote but is unable to enter the polling place because he or she has a disability or limited mobility.
- (2) A voter mentioned in subsection (1), or a person acting on behalf of the voter, may make an oral or written request to the returning officer or deputy returning officer to have the voter's vote taken at a nearby place that has convenient access for the voter.
- (3) If a request is made pursuant to subsection (2), the returning officer or deputy returning officer shall attend the voter at the alternate place mentioned in subsection (2) during the time when polls are open for voting in order to take the voter's vote.
- (4) The procedures for voting provided by this Act apply, with any necessary modification, in and to each location where a vote is taken pursuant to this section.
- (5) The returning officer or deputy returning officer may, after permitting those voters who have received ballots to vote in the polling place, temporarily suspend voting proceedings in the polling place to allow a voter to vote pursuant to this section.

2015, c.L-30.11, s.124.

Interpreters

- 125(1)** The deputy returning officer may permit an interpreter or sign language interpreter, other than a person who is a candidate or agent of a candidate, to translate any declaration and any lawful question necessarily put to the voter and the voter's corresponding answers.
- (2) Every interpreter shall take an oath or affirmation or make a declaration in the prescribed form.
- (3) If a voter votes in accordance with subsection (1), the deputy returning officer shall cause to be entered in the poll book opposite the name of the voter, in the proper column, that the vote of the voter is marked pursuant to this section.

2015, c.L-30.11, s.125.

Declined ballot

126(1) If a voter declines to mark his or her ballot, the voter may so indicate to the deputy returning officer.

(2) If a voter returns the ballot and indicates that it is unmarked, the deputy returning officer shall:

- (a) write “declined” on the ballot;
- (b) preserve it for reference in the deputy returning officer’s report of the count of the votes; and
- (c) indicate the return of the ballot in the poll book and mark the deputy returning officer’s initials.

2015, c.L-30.11, s.126.

Voting after close of poll

127(1) Every voter qualified to vote at the polling place who is in the polling place or waiting for admission into the polling place at the time set for closing the polling place is entitled to vote.

(2) For the purposes of subsection (1), a polling place must be kept open after the time set for the close of the polling place if, at the time set for closing, there are voters who have not yet voted.

(3) If a voter is not in the polling place or is not waiting for admission into the polling place at the time set for closing the polling place, the polling place is closed to that voter and that voter is not permitted to vote.

(4) The deputy returning officer is responsible for determining the eligibility of a voter to vote with respect to subsections (1) to (3).

2023, c32, s.44.

DIVISION 5 Procedures After Close of Poll

Procedures after poll closes

128(1) At the close of the poll on election day, the deputy returning officer of each poll shall:

- (a) certify, by his or her signature on the poll book after the name of the last person entered, the total number of persons who have voted at the poll;
- (b) open the ballot box in the presence of:
 - (i) the poll clerk;
 - (ii) any candidates or their agents in attendance; and
 - (iii) the returning officer if in attendance; and
- (c) examine each ballot and, subject to sections 130 and 131, reject each ballot described in section 129.

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(2) If a ballot box has been used at an advance poll or at a polling place established pursuant to section 29 or 30, at the close of polls on election day the deputy returning officer shall deliver the ballot box to the regular polling place, or to a place designated by the returning officer, before the deputy returning officer carries out his or her duties pursuant to subsection (1).

2015, c.L-30.11, s.128.

Rejected ballots

129 The deputy returning officer shall reject every ballot:

- (a) subject to section 131, that does not have the deputy returning officer's initials on its reverse side;
- (b) on which the voter made more votes than the voter is entitled to make;
- (c) on which anything is written or marked so as to identify the voter;
- (d) that has been torn, defaced or otherwise treated by the voter so as to identify the voter;
- (e) subject to section 130, that is marked in a manner other than that specified in clause 114(b); or
- (f) on which no vote is marked.

2015, c.L-30.11, s.129.

Improper marking not rejected

130 If the voter's mark on his or her ballot clearly indicates an intent to vote for the candidate opposite whose name the mark is placed, the ballot is not to be rejected for the sole reason that the voter marked his or her vote:

- (a) out of, or partly out of, its proper space; or
- (b) with a mark other than a cross.

2015, c.L-30.11, s.130.

Ballots not initialled

131(1) If, on examining the ballots, the deputy returning officer finds a ballot that he or she has not initialled, the deputy returning officer shall sign his or her initials on the ballot and shall count the ballot as if he or she had previously initialled it if the deputy returning officer is satisfied that:

- (a) he or she delivered the ballot to a voter intending to vote;
- (b) the omission of his or her initials was inadvertent; and
- (c) the ballot is required to enable the deputy returning officer to account for all ballots supplied to him or her.

(2) Subsection (1) does not relieve the deputy returning officer from any penalty to which he or she may be liable for failure to sign his or her initials on the reverse side of a ballot before delivering it to a voter intending to vote.

2015, c.L-30.11, s.131.

Objections re ballots

132(1) A candidate or candidate's agent may object to the rejection of a ballot pursuant to section 129 or the refusal of the deputy returning officer to reject any ballot found in the ballot box.

(2) If there is an objection pursuant to subsection (1), the deputy returning officer shall:

- (a) number the objection by placing a number on the reverse side of the ballot with the deputy returning officer's initials;
- (b) record the objection in full in the poll book together with the number; and
- (c) endorse the ballot that is the subject of the objection with "rejection objected to" or "counting objected to", as the case may be.

(3) After hearing an objection pursuant to subsection (1), the deputy returning officer shall:

- (a) decide whether to accept or reject the ballot;
- (b) note his or her decision in the poll book; and
- (c) initial the entry.

2015, c.L-30.11, s.132.

Statement of results

133(1) The deputy returning officer at each poll shall:

- (a) count the votes given on the ballots that have not been rejected; and
- (b) prepare in duplicate and sign a written statement of results, in the prescribed form, for each office.

(2) On request, the deputy returning officer shall give to each candidate or agent a copy of the statement of results prepared pursuant to subsection (1).

(3) The deputy returning officer shall attach to the poll book a copy of the statement of results prepared pursuant to subsection (1).

2015, c.L-30.11, s.133.

Presence of candidate at count

134 Each candidate or one of his or her agents is entitled to be present during the count of the votes.

2015, c.L-30.11, s.134.

Declaration of poll

135 On completion of the count of votes, the deputy returning officer shall make a declaration of poll in the prescribed form and attach it to the cover of the poll book.

2015, c.L-30.11, s.135.

Materials in packets

136(1) On completion of the count of votes, the deputy returning officer shall, in the presence of the persons authorized to attend pursuant to section 134, prepare separate packets for each office with respect to:

- (a) the original of the statement of results;
 - (b) all of the counted ballots to which no objection has been made;
 - (c) all of the counted ballots to which objection has been made;
 - (d) all of the rejected ballots;
 - (e) all of the spoiled and declined ballots; and
 - (f) all of the unused ballots.
- (2) The deputy returning officer shall:
- (a) mark each packet clearly to:
 - (i) identify its contents;
 - (ii) indicate the date of the vote;
 - (iii) indicate the name of the deputy returning officer; and
 - (iv) if applicable, indicate the number of the polling area; and
 - (b) seal each packet.

2015, c.L-30.11, s.136.

Duplicate statement and ballot box delivered to the returning officer

137 The deputy returning officer or, if there is more than one, the deputy returning officer designated by the returning officer in the deputy returning officer's appointment shall:

- (a) place any printed copies of the voter registry, voters list, poll book and all forms used with respect to the election and the packets prepared pursuant to section 136 in the ballot box;
- (b) seal the box; and
- (c) deliver the box along with the duplicate copy of the statement of results to the returning officer.

2015, c.L-30.11, s.137; 2023, c32, s.45.

Summing of votes

138(1) On receipt of the ballot boxes and the statement of results, the returning officer shall sum up the number of votes given for each of the candidates named on the ballots as reported on the duplicate statement of results.

(2) If the duplicate copy, as well as the original of the statement of results, has been placed in error in the ballot box, the returning officer:

(a) may open the ballot box and remove the copy of the statement of results in the presence of two witnesses; and

(b) if the ballot box is opened pursuant to clause (a), shall reseal the box.

(3) If the duplicate copy of the statement of results is or appears to be incomplete, the returning officer:

(a) may, in the presence of two witnesses, open the ballot box and remove the original statement for the purpose of verifying the result of the poll; and

(b) if the ballot box is opened pursuant to clause (a), shall return the original statement to the ballot box and reseal it.

(4) Nothing in subsection (2) or (3) authorizes the opening of any envelopes appearing to contain ballots cast for the various candidates, but, in the absence of other information, the endorsements on those envelopes may be adopted as indicating the result of the poll at the polling place in question.

2015, c.L-30.11, s.138.

Declaration of results

139(1) At the time and place appointed for the purpose, the returning officer shall:

(a) publicly declare to be elected the person or persons having the highest number of votes for each office to be filled; and

(b) post in the municipal office a declaration of results, in the prescribed form signed by the returning officer, showing the number of votes cast for each person whose name appears on the ballot and the names of any persons declared elected pursuant to section 77, 78 or clause 80(b).

(2) The council or board, as the case may require, must be provided with a copy of the declaration of results with respect to the municipal or board election.

2015, c.L-30.11, s.139.

Notice to minister

140(1) As soon as is practicable after the counting of the votes, the administrator shall give written notice to the minister in a form satisfactory to the minister of:

(a) the name and address of each person who has been elected as a member in an election;

- (a.1) in the case of a rural municipality, confirmation that:
 - (i) the municipality has established a policy for the review of its division boundaries pursuant to subsection 49.1(3) of *The Municipalities Act*; or
 - (ii) elections were conducted at large, with no reference to divisions in accordance with subsection 19(2);
 - (a.2) whether the returning officer exercised authority to move polling hours or locations pursuant to section 47.1;
 - (a.3) in the case of a northern municipality or school division, whether the council or the board set an alternate election date pursuant to subsection 10(3); and
 - (b) any other information that the minister may require.
- (2) As soon as is practicable after the counting of the votes, the person designated by the board shall give written notice to the member of the Executive Council responsible for the administration of *The Education Act, 1995* in a form satisfactory to that member of:
- (a) the name and address of each person who has been elected as a member in an election; and
 - (b) any other information that the member of the Executive Council responsible for the administration of *The Education Act, 1995* may require.

2015, c.L-30.11, s.140; 2023, c32, s.46.

Tie vote

- 141(1)** Subject to section 141.1, if, on the summing of the votes, two or more candidates for a vacant office have an equal number of votes, the returning officer shall:
- (a) establish a date on and location where the tie vote will be resolved as described in subsection (2);
 - (b) notify the two or more candidates who have an equal number of votes of the date and location established pursuant to clause (a); and
 - (c) arrange for at least 2 witnesses to observe the resolution of the tie vote as described in subsection (2) who are not the candidates.
- (2) At the date and location established in subsection (1), the returning officer shall:
- (a) write the names of the candidates separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner and so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person who is not a candidate to withdraw one of the sheets.

(3) The candidate whose name is on the sheet withdrawn pursuant to subsection (2) shall be declared elected.

(4) Subsections (1) to (3) apply with any necessary modification for each vacant office if there is more than 1 vacant office for which 2 or more candidates have an equal number of votes.

2023, c32, s.47.

By-election to resolve tie vote

141.1(1) Notwithstanding section 141, a municipality may, in its general election bylaw adopted pursuant to section 9.1, provide for a by-election to resolve any tie vote.

(2) If a municipality has provided to resolve tie votes in accordance with a by-election pursuant to subsection (1), the returning officer shall declare that the seat remains vacant until a by-election can be held to fill the vacancy.

(3) Notwithstanding any other provision of this Act, a by-election mentioned in subsection (1) must:

- (a) be held within 3 months after the summing of the votes and conclusion of any recounts, whichever is later;
- (b) not require nominations; and
- (c) involve only the 2 or more candidates who received an equal number of votes.

(4) Subsections (1) to (3) apply with any necessary modification for each vacant office if there is more than 1 vacant office for which 2 or more candidates have an equal number of votes.

(5) If, on the conclusion of a by-election held pursuant to this section, 2 or more candidates for any vacant office remain with an equal number of votes, the returning officer shall resolve the tie in accordance with section 141.

2023, c32, s.48.

Safekeeping of election materials

142(1) When an election is completed:

- (a) the returning officer shall deliver to the administrator or to the person designated by the board, as the case may be, the ballot boxes and duplicate statements of results; and
- (b) the administrator or the person designated by the board, as the case may be, is then responsible for their safekeeping in accordance with this section.

- (2) The administrator or the person designated by the board, as the case may be, shall:
- (a) retain all election documents sealed or resealed in the ballot boxes pursuant to sections 137 and 138 for three months after election day; and
 - (b) as soon as possible after the three-month period mentioned in clause (a), unless otherwise ordered by a judge, cause them to be destroyed in the presence of two witnesses whose affidavits to that effect shall be taken and filed in the records of the municipality or school division, as the case may be.
- (3) All election documents, other than those sealed or resealed in the ballot boxes pursuant to sections 137 and 138, are deemed to be public documents of the municipality or school division, and must be retained in accordance with section 90 of *The Cities Act*, section 116 of *The Municipalities Act*, section 132 of *The Northern Municipalities Act, 2010*, section 369 of *The Education Act, 1995* or section 156 of *The Lloydminster Charter*, as the case may be.
- (4) Notwithstanding subsection (2), the administrator or the person designated by the board, as the case may be, shall retain the nomination forms of all candidates for the duration of the term of office for which the election is held in accordance with section 69.
- (5) At the end of the term of office, the administrator shall destroy the nomination papers from the previous election in the presence of two witnesses.
- (6) Affidavits of the witnesses mentioned in subsection (2) attesting that they have witnessed the destruction of the nomination papers are to be taken before a justice of the peace, a notary public or a commissioner for oaths and filed by the administrator among the records of the municipality.
- (7) In addition to the requirements of this section, the returning officer, administrator or person designated by the board, as the case may be, may electronically store any information used in conducting an election for the purpose of preparing for a future election, if the information is stored securely.

2015, c.L-30.11, s.142; 2023, c32, s.49.

PART IX

Votes on Bylaws, Resolutions or Questions

Procedure

143(1) If a bylaw, resolution or question is submitted to the voters pursuant to *The Cities Act*, *The Municipalities Act*, *The Northern Municipalities Act, 2010*, *The Education Act, 1995* or *The Lloydminster Charter*, the other Parts of this Act apply, with any necessary modification, to that vote, except as modified or extended by this Part.

(2) Without limiting the generality of subsection (1), the following provisions apply to a vote on a bylaw, resolution or question, with any necessary modification:

- (a) section 50;
- (b) section 53;
- (c) section 105;
- (d) section 171;
- (e) section 172;
- (f) section 173;
- (g) section 174;
- (h) section 175;
- (i) section 176; and
- (j) section 177.

2015, c.L-30.11, s.143.

Limitation on actions of municipal employees

144(1) No municipal employee is to be:

- (a) compelled in any manner to take part in an undertaking or to make any contribution to a campaign in favour of or against a bylaw, resolution or question; or
- (b) threatened or discriminated against in any manner for refusing to take part in an undertaking or to make a contribution mentioned in clause (a).

(2) No municipal employee shall:

- (a) directly or indirectly use or seek to use the authority or official influence of his or her position to influence the vote of any other person on a bylaw, resolution or question; or
- (b) during his or her hours of duty in the position in which he or she is employed, engage in any form of activity in favour of or against a bylaw, resolution or question.

(3) Notwithstanding subsections (1) and (2), a municipality may, as part of its election procedure bylaw passed pursuant to section 146, designate one or more municipal employees, other than a person who is or will become an election official, as spokesperson for the municipality in favour of or against the bylaw, resolution or question.

(4) Nothing in this section limits an elected member of council from supporting or opposing a bylaw, resolution or question and communicating his or her position to a voter.

2015, c.L-30.11, s.144.

Vote for school division

145(1) If a bylaw respecting a loan is to be submitted for the assent of the voters of a school division that is situated wholly or substantially within a municipality, the board may:

- (a) give notice to the council of the authorization of the loan by the Saskatchewan Municipal Board; and
 - (b) forward to the council a copy of the bylaw and of the authorization, both certified by the board of the school division, with a request that the bylaw be submitted to the voters.
- (2) Section 12 applies, with any necessary modification, to a request pursuant to subsection (1).

2015, c.L-30.11, s.145.

Election procedure bylaw

146(1) A council or board shall, by an election procedure bylaw, set the day and terms for the election pursuant to this Part and proceed in accordance with the provisions of this Act, as nearly as possible, with respect to the conduct of a general election.

(2) The day set for the taking of a vote must be not less than three weeks but not more than five weeks after the first publication or posting of the notice pursuant to section 147.

(3) The election procedure bylaw:

- (a) may provide that a vote pursuant to this Part must be taken on the same day and at the same time and places as the general election or by-election;
- (b) may apply to the taking of a vote on two or more bylaws, resolutions or questions on the same day;
- (c) must set a time when and a place where the returning officer shall declare the results of the vote; and
- (d) must set a time when and place where the returning officer shall attend to receive representations and designate voters to represent supporters and opponents of the bylaw, resolution or question in accordance with section 149.

2015, c.L-30.11, s.146.

Notice of vote

147(1) At least three weeks before the day on which a vote is to be held, the council or board shall give, in accordance with section 9, a notice setting out:

- (a) a correct statement of the question to be submitted to a vote and, in the case of a bylaw or resolution, a statement of its object;

- (b) in the case of a bylaw, the object of which is to borrow money for capital purposes:
 - (i) the amount of the debt or liability to be created by the proposed borrowing;
 - (ii) how the amount is to be repaid; and
 - (iii) the amount to be provided annually for payment of the principal and interest on the debt or the amount of annual instalments, as the case may be;
 - (c) in the case of a bylaw granting a special franchise, the bylaw in full;
 - (d) the time and place set pursuant to clause 146(3)(c); and
 - (e) the time for the taking of the vote and the location of the polling place.
- (2) Notwithstanding subsection (1), in a resort village, the council, in lieu of advertising in a newspaper, may post notices in at least three widely separated conspicuous places in the resort village at least three weeks before the day of the vote.
- (3) Each notice given pursuant to this section must contain the certification of the returning officer:
- (a) with respect to the correctness of the statement of the question or the object of a bylaw or resolution, as the case may be; and
 - (b) stating, in the case of a bylaw, that it shall or may be finally passed by the council or board, if the assent of the voters is given, in accordance with *The Cities Act, The Municipalities Act, The Northern Municipalities Act, 2010, The Education Act, 1995* or *The Lloydminster Charter*, as the case may be.
- (4) If two or more bylaws, resolutions or questions are to be submitted at the same time, the notice required by this section may include summaries of all the proposals.

2015, c.L-30.11, s.147.

Form, printing of ballot

148(1) The ballot must be in the prescribed form except:

- (a) if more than one bylaw, resolution or question is to be submitted to a vote, the ballot is to be modified in the manner that the council or board may state by resolution so that it serves for the voting on all the bylaws, resolutions or questions;
- (b) in the case of a bylaw to repeal an existing bylaw, the ballot is to be modified in the manner that the council or board may determine to facilitate the vote;

- (c) if a vote is to be taken with respect to two or more bylaws, resolutions or questions pursuant to section 132 of *The Municipalities Act*, section 106 of *The Cities Act*, section 150 of *The Northern Municipalities Act, 2010* or section 174 of *The Lloydminster Charter*, the ballot is to contain:
- (i) a question whether the voters are in favour or not of any of the bylaws, resolutions or questions being submitted to the voters; and
 - (ii) the bylaws, or a statement of their objects, as the case requires, in a manner that indicates that the voter may indicate his or her approval with respect to one bylaw only.
- (2) The returning officer shall cause to be printed a sufficient number of ballots in the form set out in subsection (1).

2015, c.L-30.11, s.148.

Representatives

- 149(1)** At the time and place appointed pursuant to clause 146(3)(d), the returning officer shall attend to receive representations requesting the appointment of voters to be authorized to attend at the polling place and at the final summing up of the votes and shall, from among those representations, designate in writing, in the prescribed form:
- (a) not more than two voters for each polling area who are willing to act on behalf of those who support the bylaw, resolution or question;
 - (b) not more than two voters for each polling area who are willing to act on behalf of those who oppose the bylaw, resolution or question;
 - (c) not more than one voter to attend at the final summing up of votes who is willing to act on behalf of those who support the bylaw, resolution or question; and
 - (d) not more than one voter to attend at the final summing up of votes who is willing to act on behalf of those who oppose the bylaw, resolution or question.
- (2) Voters appointed pursuant to clauses (1)(a) and (1)(b) are entitled to be present at the polling place and to perform at the polling place any functions that this Act authorizes agents of candidates to perform.
- (3) Voters appointed pursuant to clauses (1)(c) and (1)(d) are entitled to be present at the final summing up of votes and to perform at the final summing up of votes any functions that this Act authorizes agents of candidates to perform.
- (4) Every voter appointed pursuant to subsection (1) shall:
- (a) before he or she is designated, make a declaration in the prescribed form before the returning officer; and
 - (b) before being admitted to the polling place or to the summing up of the votes, produce his or her written appointment to the deputy returning officer at the poll or to the returning officer, as the case may require.

(5) In the absence of a voter authorized pursuant to this section to attend at the final summing up of the votes, any voter representing the same interest as the absent voter may, on making a declaration in accordance with clause (4)(a), be admitted to attend and act on behalf of the absent voter.

2015, c.L-30.11, s.149.

Count of votes

150 Immediately on the close of the poll, the deputy returning officer in every polling place shall open the ballot box and proceed to count, from the ballots that are not rejected, the votes for and the votes against the bylaw or resolution and the affirmative and negative votes on a question.

2015, c.L-30.11, s.150

Statement of results

151(1) When the count of the votes pursuant to section 150 is complete, the deputy returning officer shall prepare and sign the deputy returning officer's statement of results in duplicate in the prescribed form.

(2) The deputy returning officer shall give to a voter authorized to attend pursuant to section 149, on request, a copy of the statement of results prepared pursuant to subsection (1).

2015, c.L-30.11, s.151.

Declaration of results

152 On receipt of the ballot boxes and duplicate statements of results, the returning officer shall:

(a) at the time and place appointed for the purpose, sum up the number of votes for and against the bylaw or resolution, or in the affirmative or negative of the question, as the case may be, as reported to the deputy returning officer on the statement of results; and

(b) at the time and place set by the election procedure bylaw, declare the results of the vote.

2015, c.L-30.11, s.152.

Statement of results

153 The returning officer shall prepare a statement immediately after declaring the results of the vote, certified by the returning officer to be true, indicating that the majority of persons who voted on the bylaw or resolution have given or withheld, as the case may be, their approval of the bylaw or resolution, or have voted in the affirmative or negative, as the case may be, of the question.

2015, c.L-30.11, s.153.

Determining majority

154 In determining whether the required majority of the persons who voted have approved or disapproved of the bylaw or resolution or have voted in the affirmative or negative of a question, the returning officer shall not take into account the ballots that were rejected at the count of the votes pursuant to section 150.

2015, c.L-30.11, s.154.

Tie vote

155 In the case of an equality of votes, the matter is deemed to be resolved in favour of the situation as it exists at the time the vote is taken.

2015, c.L-30.11, s.155.

Notice of results

156 As soon as possible after the counting of the votes on a bylaw, resolution or question, the returning officer shall give notice of the results in the prescribed form:

- (a) in the case of a bylaw, resolution or question for the purposes of a board, to the member of the Executive Council responsible for the administration of *The Education Act, 1995*, the Saskatchewan Municipal Board and the board;
- (b) in the case of a bylaw, resolution or question for the purposes of a municipality, to the council.

2015, c.L-30.11, s.156.

Recount

157 Any recount of votes with respect to the voting on a bylaw, resolution or question is to be conducted, as nearly as possible, in the same manner as at an election for a mayor, reeve or councillors.

2015, c.L-30.11, s.157.

**PART X
Recount of Votes**

**DIVISION 1
Request for Recount**

Request to returning officer for recount

158(1) Subsection (2) applies if the returning officer has declared the results of a vote pursuant to section 139 or 152 and one of the following circumstances exists:

- (a) the difference between the number of votes cast for any elected member and the candidate having the next highest number of votes is less than the number of ballots counted but objected to plus all rejected ballots, except those on which no vote was made;
- (b) the difference between the yes and no or affirmative and negative votes respectively is less than the number of ballots counted but objected to plus all rejected ballots, except those on which no vote was made.

(2) In a circumstance mentioned in subsection (1), any voter or candidate in the municipality or school division, as the case may be, in which the vote was taken, may request a recount by delivering to the returning officer, within 10 business days after the declaration of the results of the vote, a notice in the prescribed form requesting a recount.

2015, c.L-30.11, s.158.

Duties of returning officer re request

159(1) Within four business days after the returning officer receives a request pursuant to section 158, the returning officer shall:

- (a) issue a certificate in the prescribed form stating that the applicant named in the certificate has requested a recount;
 - (b) immediately present the certificate to a judge and deliver a copy of it to the person who requested the recount; and
 - (c) request the judge to appoint a time and place for a recount of votes cast at the election that is the subject of the request.
- (2) On a request pursuant to subsection (1), the judge shall appoint a date that is not later than 10 business days after the date on which the request is made and a place for the recount of the votes.
- (3) Within four business days after the judge appoints a date pursuant to subsection (1), the returning officer shall serve a true copy of the appointment on the applicant and on any other person that the judge may direct.

2015, c.L-30.11, s.159.

Application to judge for recount

160(1) In a circumstance other than those set out in section 158 or if a voter has made a request for a recount and the returning officer fails to comply with subsection 159(1), the voter or candidate may, within 10 business days after the day on which the returning officer has declared the results of the election, apply by affidavit to a judge for a recount.

- (2) On an application pursuant to subsection (1), the judge shall appoint a time and place to recount the votes cast at the election if in the opinion of the judge:
- (a) a deputy returning officer, in his or her count of the votes, has:
 - (i) counted or rejected any ballots improperly; or
 - (ii) made an incorrect statement of the number of ballots cast for a candidate, for or against a bylaw or resolution or in the affirmative or negative of a question;
 - (b) the returning officer has improperly added up the votes; or
 - (c) the returning officer has failed to comply with subsection 159(1).

(3) If a judge appoints a time and place pursuant to subsection (2), the judge shall cause a written notice of the time and place at which the judge will recount the votes to be served on the applicant and on any other person that the judge may direct.

2015, c.L-30.11, s.160.

DIVISION 2 Procedure

Attendance at recount

161(1) At the time and place appointed for the recount, the returning officer shall attend the recount with the ballot boxes and all documents in the returning officer's possession relating to the election.

(2) The judge, the returning officer, each candidate, candidate's agent, the local registrar and any other person that the judge may direct are entitled to be present at the recount.

2015, c.L-30.11, s.161.

Opening packets

162(1) At the time and place appointed, the judge shall receive the ballot boxes from the returning officer and proceed with the recount of the ballots with respect to the election in question.

(2) In the presence of the persons authorized to attend and who are then in attendance, the judge shall open the sealed packets containing:

- (a) all of the ballots to which no objection has been made and which have been counted;
- (b) all of the ballots to which objection has been made but which have been counted;
- (c) all of the rejected ballots;
- (d) all of the spoiled and declined ballots; and
- (e) all of the unused ballots.

2015, c.L-30.11, s.162.

Continuation of recount

163 As far as is practicable, a recount must proceed continuously except during the hours that the judge may determine.

2015, c.L-30.11, s.163.

Security of documents

164 During any period that the recount is suspended, the judge shall take any precautions that the judge considers necessary for the security of the ballots and documents until the recount is resumed.

2015, c.L-30.11, s.164.

Secrecy

165 In conducting the recount of votes, every reasonable precaution must be taken to ensure that the manner in which any person has voted is not disclosed.

2015, c.L-30.11, s.165.

Procedure for recount

166(1) A recount must be conducted in accordance with this section.

- (2) The judge shall examine the ballots and exclude from the recount any ballot:
 - (a) subject to subsection (3), that does not have on its reverse side the initials of the deputy returning officer;
 - (b) on which votes are given for more candidates than the number to be elected for the office in question or, in the case of a vote on a bylaw, resolution or question, that has been marked both yes and no or affirmatively and negatively;
 - (c) on which anything, except the initials of the deputy returning officer, is written or marked in any manner so as to identify the voter;
 - (d) that has been torn, defaced or otherwise treated by the voter in any manner sufficient to obscure the voter's intent in the vote or to reveal the voter's identity;
 - (e) on which no vote is marked; or
 - (f) that is not contained in one of the packets mentioned in section 136.
- (3) No word or mark written or made or omitted to be written or made by the deputy returning officer on a ballot affects the validity of the vote.
- (4) The judge shall take note of any objection to a ballot made by any person entitled to attend the recount and shall decide any question arising out of that objection, and the judge's decision is final.
- (5) On the completion of the judge's examination of the ballots pursuant to subsection (2), the judge shall:
 - (a) count the votes given on all the ballots that have not been rejected; and
 - (b) prepare a written statement setting out:
 - (i) in the case of an election, the names of the candidates;
 - (ii) the number of votes given for each candidate or given in the affirmative or negative on a question or for or against a bylaw or resolution;
 - (iii) the number of ballots on which the initials of the deputy returning officer have not been inscribed;
 - (iv) the number of ballots rejected by reason of having been marked for more persons than the number to be elected or, in the case of a vote on a bylaw, resolution or question, those rejected by reason of having been marked both for and against or affirmatively and negatively, respectively;
 - (v) the number of ballots rejected by reason of being torn, defaced, or otherwise treated so as to identify the voter;

- (vi) the number of ballots rejected by reason of being unmarked, marked or written on in a manner so as to obscure the intent of the voter or to reveal the voter's identity; and
 - (vii) the number of ballots not contained in one of the packets.
- (6) When the judge has ascertained the result of the voting on the recount, the judge shall:
- (a) seal the ballots in separate packets in the manner in which they were received by the judge;
 - (b) return them to the custody of the returning officer; and
 - (c) immediately certify the result of the recount to the returning officer.
- (7) The returning officer shall post in the returning officer's office the results of the election.
- (8) Subject to subsection (9), if two or more candidates with respect to the same office have been allowed the same number of votes as a result of the recount, the judge shall proceed, as nearly as possible, in accordance with section 141 and shall declare the candidate whose name is drawn to be elected.
- (9) If the same candidates have an equal number of votes at the recount as at the summing up of the ballots by the returning officer and one of those candidates had been declared elected pursuant to section 141, the judge shall confirm the election of the candidate who had been declared elected by the returning officer.
- (10) In the case of an equality of votes with respect to a recount on a bylaw, resolution or question, section 155 applies.
- (11) Nothing in this section prevents or affects any remedy that any person may have pursuant to this Act with respect to controverted elections.

2015, c.L-30.11, s.166.

Costs

- 167(1)** All costs of and incidental to a recount must be defrayed by the parties to the application in any manner and proportions that the judge may determine having due regard for any of the costs that, in the opinion of the judge, have been caused by unfounded allegations and objections or vexatious conduct on the part of the applicant or the respondent.
- (2) If the judge so orders, the costs must be taxed on the tariff of costs of the court.
- (3) The payment of any costs ordered by the judge may be enforced by the filing in court of the order and a certificate showing the amount at which the costs were taxed and an affidavit of the non-payment of those costs.

2015, c.L-30.11, s.167.

PART XI
Prohibitions, Offences and Penalties

Divulgence of vote in certain proceedings prohibited

168 No person who has voted in an election shall be required, in any legal proceedings involving an examination of that election, the results or any associated matter, to divulge how he or she voted in an election.

2015, c.L-30.11, s.168.

Inspection of contents of ballot box

169(1) No person shall inspect the contents of a sealed ballot box except pursuant to an order of a judge to be granted on evidence satisfactory to the judge that the inspection or production of the contents is required for the purpose of:

- (a) the prosecution of an offence in relation to the election;
 - (b) a recount pursuant to section 158; or
 - (c) proceedings pursuant to Part XI.1 to contest an election or return.
- (2) A judge who makes an order pursuant to this section shall state in the order:
- (a) the time and place for the inspection of the contents of the sealed ballot box;
 - (b) the names of the persons to be present at the inspection; and
 - (c) any other conditions that the judge considers appropriate.

2015, c.L-30.11, s.169; 2019, c10, s22.

Offences re ballots and ballot boxes: penalty

170(1) No person shall:

- (a) unless authorized to do so, supply a ballot to any person;
- (b) fraudulently put a ballot into a ballot box;
- (c) fraudulently remove a ballot from a ballot box;
- (d) fraudulently remove a ballot from a polling place;
- (e) without due authority, destroy, take, open or otherwise interfere with a ballot box or packet of ballots in use for the purpose of an election;
- (f) apply for a ballot in the name of another person whether living, dead or fictitious or advise, abet, counsel or procure any other person to do so;
- (g) having voted once and not being entitled to vote again at the same election, apply for a ballot in his or her own name or advise, abet, counsel or procure any other person to do so;
- (h) vote when he or she is not entitled to vote, whether or not his or her name is on the voters list;
- (i) knowingly or wilfully make a false statement when completing a form required pursuant to this Act; or
- (j) attempt to do any of the things mentioned in clauses (a) to (i).

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(2) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

2015, c.L-30.11, s.170

Secrecy of vote

171 Every election official or other person in attendance at a polling place shall adhere strictly to the principle of secrecy of the vote and shall not communicate or attempt in any way to communicate information known to them as to the person for whom any vote is given.

2015, c.L-30.11, s.171.

Interference with voter prohibited

172 No person shall interfere or attempt to interfere with a person who is voting or attempt to obtain information at the polling place as to how a person has voted or is about to vote.

2015, c.L-30.11, s.172.

Communication of information prohibited

173 No person shall communicate to any person any information obtained at a polling place as to the candidate or candidates for whom a voter at the polling place is about to vote or has voted.

2015, c.L-30.11, s.173.

Prejudice of election by official prohibited

174 No election official shall knowingly or wilfully prejudice the result of any voting by preventing votes from being taken, by taking unlawful votes or by altering votes, returns or books.

2015, c.L-30.11, s.174.

Obstruction of election officials prohibited

175 No council or board, its officers or employees nor any other person shall obstruct or attempt to influence the returning officer or other election officials in the carrying out of their duties as election officials.

2015, c.L-30.11, s.175.

Canvassing at polling place and specimen ballot prohibited

176 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:

- (a) canvass or solicit votes;
- (b) persuade or compel a person to vote or refrain from voting;

- (c) make any communication to a person regarding any matters relating to voting or the election, other than through the deputy returning officer; or
- (d) display, distribute or post a campaign sign, a specimen ballot for a person whose name is on the ballot for election, or any other material purporting to explain how to vote, or leave any of the preceding materials in a voting compartment, except as provided by this Act.

2015, c.L-30.11, s.176.

Disclosure of ballot prohibited

177 No person shall directly or indirectly induce a person to display his or her ballot in a manner that reveals how he or she has voted.

2015, c.L-30.11, s.177.

Secrecy when counting votes

178 Every officer, clerk and agent in attendance at the counting of the votes:

- (a) shall maintain and aid in maintaining the secrecy of the voting; and
- (b) shall not communicate or attempt to communicate any information obtained at the counting as to the candidate or candidates for whom any vote is given.

2015, c.L-30.11, s.178.

Offence re false statement by candidate

179(1) No person shall sign a candidate's acceptance form that contains a false statement.

(2) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$1,000.

(3) If a person convicted of an offence pursuant to subsection (1) has been elected, that person's election is void, and the council or board shall immediately declare the office to which that person was elected vacant and provide for the holding of a by-election in accordance with section 11.

2015, c.L-30.11, s.179.

Offence re acceptance of vote in certain case

180(1) No deputy returning officer shall take or receive, or cause to be taken or received, the vote of a person who has refused to prove his or her identity pursuant to section 110.

(2) A deputy returning officer who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

2015, c.L-30.11, s.180.

Offence re false statements to election officials

181(1) 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.

(2) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

2015, c.L-30.11, s.181.

Advertising

182(1) In this section:

(a) **“advertisement”** means any of the following that refers to any election or promotes the candidacy of a particular person:

- (i) a visual publication, display or representation consisting of images or text;
- (ii) any audio publication or representation;
- (iii) any advertisement, hand bill, placard, poster, circular or circular letter pamphlet;
- (iv) any electronic or digital display;
- (v) any radio or television broadcast that refers to any election or promotes the candidacy of a particular person;

(b) **“distribute”** means to do any of the following:

- (i) print, or produce by any other process;
- (ii) publish;
- (iii) distribute by mail or otherwise;
- (iv) post;
- (v) disseminate or broadcast.

(2) No person shall distribute or cause to be distributed any advertisement that promotes the candidacy of a particular person unless there is included in, or unless there appears on the face of the advertisement:

- (a) the name of the candidate on behalf of whom the advertisement is distributed; and
- (b) the name of the person who has authorized its printing, display and distribution.

(3) Every person who distributes an advertisement in a manner that is not in accordance with subsection (2) is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

2015, c.L-30.11, s.182.

Offence re interference with notices

183(1) No person shall unlawfully take down, cover up, mutilate, deface or alter a voters list or any notice or other document required to be posted by this Act.

(2) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

2015, c.L-30.11, s.183.

General offences

184 Every person who contravenes any provision of this Act, the regulations or any bylaw adopted pursuant to this Act for which no other penalty is provided is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

2019, c 10, s23.

Court-ordered compliance

184.1(1) The minister may apply to a judge of the Court of Queen's Bench for all or any of the following:

- (a) an order compelling a person to comply with this Act, the regulations or an order issued pursuant to this Act or the regulations;
- (b) an order enjoining any person from proceeding contrary to this Act, the regulations or an order issued pursuant to this Act or the regulations.

(2) On an application pursuant to this section, the judge of the Court of Queen's Bench may make the order requested or any other order that the judge considers appropriate on any terms and conditions that the judge considers appropriate.

(3) The minister may apply for an order pursuant to subsection (1) regardless of whether an order pursuant to this Act or the regulations has been issued with respect to the matter.

2019, c 10, s23.

Powers of minister in relation to certain elections

185(1) An order made by the minister pursuant to subsection 358.1(4) of *The Cities Act*, subsection 402(4) of *The Municipalities Act* and subsection 424(4) of *The Northern Municipalities Act, 2010*:

- (a) may include any provisions that the minister considers appropriate to achieve the purposes of this Act; and
- (b) notwithstanding subclause 358.1(4)(e)(ii) of *The Cities Act*, subclause 402(4)(e)(ii) of *The Municipalities Act* and subclause 424(4)(e)(ii) of *The Northern Municipalities Act, 2010*, may include an order providing an exception to all or any provisions of:
 - (i) this Act; or
 - (ii) a bylaw or regulation made pursuant to this Act.

(2) Without limiting subsection (1), the minister may make an order extending a period or establishing a new date in place of a date set by or pursuant to this Act and giving any other directions that the minister considers appropriate in relation to this Act.

2019, c 10, s24.

PART XI.1
Controverted Elections

Bribery

185.1 A person is deemed to have committed the offence of bribery if that person:

- (a) or any other person on that person's behalf, directly or indirectly:
 - (i) gives, lends or agrees to give, lend, offer or promise money or valuable consideration, or gives, procures or agrees to give, procure, offer or promise any office, place or employment, to or for any voter or person in order to induce that voter or person to vote or refrain from voting at an election or on a bylaw or question; or
 - (ii) does any act described in subclause (i) on account of a voter having voted or having refrained from voting at an election or on a bylaw or question;
- (b) or any other person on that person's behalf, directly or indirectly, makes any gift, loan, offer, promise or agreement described in clause (a) to or for any person in order to induce that person to procure or defeat, or endeavour to procure or defeat:
 - (i) the election of a candidate;
 - (ii) the passing of a bylaw;
 - (iii) the result of a vote on a question; or
 - (iv) the vote of a voter at an election;
- (c) in return for a gift, loan, offer, promise, procurement or agreement, procures, defeats, engages, promises or endeavours to procure or defeat:
 - (i) the election of a candidate;
 - (ii) the passing of a bylaw;
 - (iii) the result of a vote on a question; or
 - (iv) the vote of a voter at an election;
- (d) advances, pays or causes to be paid money to or for the use of any other person, with the intent that the money or any part of it be spent in bribery at an election or at the voting on a bylaw or question, or knowingly pays or causes to be paid money to any person in discharge or repayment of money wholly or in part spent in bribery at an election or at the voting on the bylaw or question;

- (e) or any other person on that person's behalf, before or during an election or before or during the voting on a bylaw or question, directly or indirectly, receives, agrees or contracts for any money, gift, loan or valuable consideration, office, place or employment for that person or any other person for:
 - (i) voting or agreeing to vote at the election or on the bylaw or question; or
 - (ii) refraining or agreeing to refrain from voting, at the election or on the bylaw or question;
- (f) or any other person on that person's behalf, after an election or the voting on a bylaw or question, directly or indirectly:
 - (i) receives any money or valuable consideration on account of any person having voted or refrained from voting; or
 - (ii) induces any other person to vote or refrain from voting at the election or on the bylaw or question; or
- (g) hires a vehicle for the purpose of transporting voters to or from the polls, or receives pay for the use of a vehicle for the purpose of transporting voters to and from a poll.

2019, c 10, s25.

Undue Influence

185.11(1) In this section, “**threatens**” means:

- (a) makes use of or threatens to make use of any force, violence or restraint;
 - (b) inflicts or threatens the infliction personally or by or through any other person of any injury, damage, harm or loss; or
 - (c) in any manner practises intimidation.
- (2) A person is deemed to have committed the offence of undue influence if that person or any other person on that person's behalf, directly or indirectly:
- (a) threatens any person in order to induce or compel any person to vote or refrain from voting, or to vote for or against a particular candidate, bylaw or question, at an election, or on account of a voter having voted or refrained from voting at an election; or
 - (b) by abduction, duress or any fraudulent device or contrivance:
 - (i) impedes, prevents or otherwise interferes with the free exercise of the franchise of a voter; or
 - (ii) compels, induces or prevails on a voter to give or refrain from giving the voter's vote, or to vote for or against a candidate, bylaw or question, at an election.

2019, c 10, s25.

Allowable election expenses

185.12 In any election pursuant to this Act, the following expenses must be held to be expenses that are lawfully incurred, and the payment of these expenses is not a contravention of the Act:

- (a) the actual personal expenses of the candidate;
- (b) the cost of acquiring premises, accommodation, goods or services used for proper election campaign purposes;
- (c) payments made in good faith for the fair cost of printing and advertising; and
- (d) reasonable and ordinary payment to any person for the hire of transportation used:
 - (i) by a candidate or speakers in travelling to and from public meetings; or
 - (ii) by any person in connection with and for the proper purposes of an election.

2019, c 10, s25.

Oral Evidence

185.2 If, on a notice of motion in the nature of *quo warranto*, a question is raised as to whether the candidate or any voter or other person is guilty of bribery pursuant to section 185.1 or undue influence pursuant to section 185.11, oral evidence must be used to prove the offence, and evidence by affidavit may not be used to prove the offence.

2019, c 10, s25.

Forfeiture and disqualification

185.21 A candidate elected at an election who is found by a judge, on the hearing of a motion in the nature of a *quo warranto*, to be guilty of an act of bribery pursuant to section 185.1 or of using undue influence pursuant to section 185.11 forfeits the candidate's seat and is ineligible as a candidate at any election for 12 years.

2019, c 10, s25.

Penalty for bribery or undue influence

185.22(1) A person who is found guilty of an offence within the meaning of section 185.1 or 185.11 is:

- (a) liable to a fine of not more than \$5,000, payable to the local jurisdiction on behalf of which the election was conducted; and
- (b) disqualified from voting at any election or on any bylaw or question for the next four consecutive years.

(2) The penalty imposed in this section is recoverable with full costs of suit by any person who sues for the penalty in court, and a person against whom judgment is rendered is ineligible either as a candidate or a voter until the full amount of the penalty has been paid.

(3) The judge may direct that, in default of payment of the penalty and costs within the time fixed, the person against whom judgment is rendered must be imprisoned for the lesser of the following periods:

- (a) 30 days; or
- (b) until the day on which the penalty and costs are fully paid.

(4) In case of default of payment, the judge may issue a warrant for the arrest and imprisonment of the person against whom judgment is rendered in accordance with the judgment until the penalty and costs are fully paid.

2019, c 10, s25.

Report of bribery or undue influence convictions

185.3(1) A judge who finds a person guilty of bribery or undue influence shall report that finding to the administrator of the municipality.

(2) The administrator shall record the names of all persons who have been reported to the administrator by the judge pursuant to subsection (1).

2019, c 10, s25.

Witnesses

185.31(1) Every witness is bound to attend before the judge:

- (a) on being served with a subpoena directing the witness's attendance; and
- (b) on payment of the necessary witness fees and conduct money.

(2) Any witness who does not comply with subsection (1) is considered in default of attendance and may be punished for contempt of court.

(3) No person is excused from answering any question put to the person on the hearing of a motion in the nature of a *quo warranto*, or in any proceeding touching or concerning an election or the voting on a bylaw or question or the conduct of any person in relation to an election, on the ground that the answer to the question will tend to incriminate the person.

(4) No incriminating answer given to any question in proceedings pursuant to this Act shall be used against the person who gave the answer in proceedings, pursuant to this Act or any other Act, except in a prosecution for perjury or for the giving of contradictory evidence.

2019, c 10, s25.

Limitation of action

185.32 All proceedings pursuant this Act, other than a motion in the nature of a *quo warranto* in which a question is raised as to whether the candidate or any voter or other person is guilty of bribery pursuant to section 185.1 or undue influence pursuant to section 185.11, must be commenced within:

- (a) four weeks after the election at which the offence is alleged to have been committed; or
- (b) four weeks after the day of the voting on the bylaw or question.

2019, c 10, s25.

Exemption

185.4(1) No pecuniary penalty or forfeiture imposed by this Act for an act of bribery or undue influence at an election is recoverable if it appears:

- (a) that the person charged and another person or other persons were together guilty of the act charged either as giver or receiver or as accomplices, or otherwise; and
- (b) that the person charged has previously prosecuted in good faith the other person or persons or any of them for that act.

(2) Subsection (1) does not apply if the judge certifies that it clearly appears to the judge that the person charged took the first step towards the commission of the offence charged and was in fact the principal offender.

2019, c 10, s25.

Duties of administrator

185.41(1) The administrator of the municipality shall, before every election or the voting on a bylaw or question, furnish every deputy returning officer with at least two copies of sections 185.1, 185.11, 185.21 and 185.22.

(2) The officer presiding at every polling place shall post the copies in conspicuous places at the polling place and to see that they are kept posted during the hours of polling.

2019, c 10, s25.

Contesting an election

185.42(1) For the purposes of this section and sections 185.5 and 185.7, the following persons are the only persons who may apply to the court:

- (a) a candidate at the election;
- (b) the council of a municipality;
- (c) any voter:
 - (i) if the member's right to hold the seat is by acclamation; or
 - (ii) if the member's right to hold the seat is contested on the grounds that the member of council is ineligible, disqualified or has forfeited the member's seat since the member's election;
- (d) a voter who gave or tendered the voter's vote at the election.

- (2) If a person is contesting an election of a member of municipal council or that member's right to hold the seat on any basis other than on the basis of a contravention of section 142 or 144 of *The Municipalities Act* or section 160 or 162 of *The Northern Municipalities Act, 2010* or pursuant to Part VIII of *The Cities Act*, that person shall, within six weeks after the election, apply to the court by notice of motion in the nature of *quo warranto*.
- (3) A person who applies to the court pursuant to subsection (2) shall:
- (a) file an affidavit showing reasonable grounds for the following:
 - (i) believing that the election was not legal or was not conducted according to law;
 - (ii) believing that an unsuccessful candidate was not eligible for nomination and that the results of the election would have been different had that candidate not run;
 - (iii) for contesting the validity of the election of a member of council;
 - (b) file all material the person intends to rely on;
 - (c) in the case of oral evidence, provide the names of all witnesses whom the person proposes to examine; and
 - (d) pay into the court the sum of \$1000 as security for costs.

2019, c 10, s25.

Notice of motion

185.5(1) In this section and sections 185.6, 185.71 and 185.72, '**respondent**' means the party against whom a notice of motion is made.

- (2) A notice of motion made pursuant to section 185.42 must:
- (a) set out the person's name in full, the person's place of residence and the interest that the person has in the election; and
 - (b) include under distinct heads:
 - (i) all the grounds of objection to the validity of the election complained against;
 - (ii) if the person contesting the election claims that the person or any other person or persons should have been declared elected, the grounds in favour of the validity of the election of the person contesting the election or of the other person or persons;
 - (iii) the grounds of forfeiture or disqualification of the respondent; and
 - (iv) if the person contesting the election makes any other claim, the grounds in support of that claim;
 - (c) be served on the respondent and any other persons that the court may direct.

2019, c 10, s25.

Claim of seat

185.51 If the person contesting the election alleges that the person or any other person has been duly elected, the notice of motion must be brought to try the validity of:

- (a) the election complained of; and
- (b) the alleged election of the person or other person or persons.

2019, c 10, s25.

Combination of motions

185.52 If any of the grounds of objection mentioned is subclause 185.5(2)(b)(i) apply equally to two or more persons elected, the person contesting the election may proceed by one motion against all of the persons.

2019, c 10, s25.

Grounds of decision

185.6(1) Unless the ground of objection is specified in the notice of motion pursuant to subclause 185.5(2)(b)(i), on the hearing of the motion the person contesting the election shall not be allowed to object to:

- (a) the election of the respondent;
- (b) to attack the respondent's right to hold the seat; or
- (c) to support the election of a person alleged to have been duly elected.

(2) Notwithstanding subsection (1), a judge may consider any substantial ground of objection to or in support of the validity of the election of either or any of the parties that may appear in the evidence before the judge.

2019, c 10, s25.

Production of election materials

185.61 The judge may require the administrator of the municipality to produce any ballots, books, voters and other lists, and any other election records in the administrator's possession that the judge considers necessary.

2019, c 10, s25.

Returning officer, etc., may be added

185.62 The judge may, if the judge considers it proper at any stage of the proceedings, make an order adding the returning officer, any deputy returning officer or any other person as a party.

2019, c 10, s25.

Intervention of other parties

185.7(1) The judge may allow any person mentioned in section 185.42 to intervene and prosecute or defend an application to the court pursuant to sections 185.42 to 185.51, and may grant a reasonable time for that purpose.

(2) An intervening party is liable for or entitled to costs in the same manner as any other party to the proceedings.

2019, c 10, s25.

Hearing and determination

185.71(1) The judge shall, in a summary manner without formal pleadings, hear and determine:

- (a) the validity of the election; or
- (b) the right of the respondent to sit.

(2) The judge may, on affidavit or affirmation or by oral testimony, inquire into all the facts, including the qualification of the respondent.

2019, c 10, s25.

Judgment

185.72 If the election of a candidate complained of is judged invalid, the judge shall:

- (a) order the respondent to be removed and the respondent's office vacated; and
- (b) if the judge determines that any other person was elected, the judge shall immediately order the other person be admitted to the office.

2019, c 10, s25.

Liability for costs

185.8(1) If an election has been judged invalid as a result of the improper refusal of a returning officer or deputy returning officer to receive ballots tendered by duly qualified voters or to give a ballot to duly qualified voters, the judge may order that either or both the costs of the proceedings to unseat the candidate declared elected and any other costs be paid by the returning officer or deputy returning officer.

(2) Nothing in subsection (1) affects any right of action against a returning officer or deputy returning officer or relieves the returning officer or deputy returning officer from any other penalty or punishment to which the returning officer or deputy returning officer may be liable.

(3) If the validity of an election is contested, for reasons other than those set out in subsection (1), on the grounds that it was not conducted according to law:

- (a) the municipality must be a party to the proceedings for the purpose of defending the election; and

- (b) the judge may order the municipality to reimburse the person whose election was contested for:
 - (i) the person's legal costs, including both party and party and solicitor and client costs; and
 - (ii) any other costs and expenses that the judge considers proper.

2019, c 10, s25.

PART XII Regulations

Regulations

186 The Lieutenant Governor in Council may make regulations:

- (a) defining, enlarging or restricting the meaning of any word or expression used in this Act but not defined in this Act;
- (b) prescribing forms for the purposes of this Act;
- (c) for the purposes of section 21, prescribing the process for the election of a board member of a school division with respect to an Indian Reserve;
- (d) governing the use of one or more ballot boxes in the circumstances described in section 32;
- (e) for the purposes of section 39, further clarifying the division in which a person is eligible to vote;
- (f) for the purposes of section 43, respecting the eligibility and disqualification of candidates and members of council;
- (f.1) for the purposes of subsection 53.5(1), prescribing the form and manner of an application;
- (g) for the purposes of section 67, respecting any other matter related to nomination of candidates;
- (g.1) for the purposes of section 86, respecting the information that is required to be contained in an advance poll book;
- (h) for the purposes of section 90:
 - (i) prescribing requirements, limits and conditions in relation to voting pursuant to that section, including prescribing different requirements, limits and conditions for different municipalities or school divisions or classes of municipalities or school divisions;
 - (ii) prescribing that that section does not apply to specified municipalities or school divisions or classes of municipalities or school divisions;
 - (iii) respecting any matter that the Lieutenant Governor in Council considers necessary for the purpose of conducting elections with the devices mentioned in subsection 90(2);

- (i) for the purposes of section 91:
 - (i) prescribing the form of the ballot;
 - (ii) prescribing the type and quality of paper to be used for the ballot;
- (j) for the purposes of section 92:
 - (i) prescribing requirements, limits and conditions in relation to mail-in ballot voting, including prescribing different requirements, limits and conditions for different municipalities or school divisions or for different classes of municipalities or school divisions;
 - (ii) prescribing that subsection 92(1) does not apply to specified municipalities or school divisions or to specified classes of municipalities or school divisions;
 - (iii) respecting any other matter that the Lieutenant Governor in Council considers necessary for the purpose of conducting elections by mail-in ballot voting;
- (k) for the purposes of section 110, prescribing pieces of information to establish a voter's identity, including the following:
 - (i) prescribing the circumstances in which the pieces of information may be used, prescribing classes of circumstances in which pieces of information may be used and prescribing different pieces of information to be used in different circumstances;
 - (ii) prescribing the content to be provided in the pieces of information;
 - (iii) prescribing the form of the pieces of information;
 - (iv) prescribing the manner in which the pieces of information may be completed and used;
- (l) for the purposes of section 110, prescribing alternative procedures to establish a person's identity and residence;
- (m) prescribing any matter or thing required or authorized by this Act to be prescribed in the regulations;
- (n) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary to carry out the intent of this Act.

2015, c.L-30.11, s.186; 2023, c32, s.50.

PART XIII

Repeal, Consequential Amendments and Coming into Force

S.S. 1982-83, c.L-30.1 repealed

187 *The Local Government Election Act* is repealed.

2015, c.L-30.11, s.187.

S.S. 2002, c.C-11.1 amended

188(1) *The Cities Act* is amended in the manner set forth in this section.

(2) Subsection 2(1) is amended:

(a) in clause (c) by striking out “within the meaning of *The Local Government Election Act*” **and substituting** “as defined in *The Local Government Election Act, 2015*”;

(b) in clause (m) by striking out “within the meaning of *The Local Government Election Act*” **and substituting** “as defined in *The Local Government Election Act, 2015*”; **and**

(c) in clause (o) by striking out “as defined in section 2 of *The Local Government Election Act*” **and substituting** “as defined in *The Local Government Election Act, 2015*”.

(3) Subclause 61(1)(b)(iii) is amended by striking out “section 18 of *The Local Government Election Act*” **and substituting** “section 25 of *The Local Government Election Act, 2015*”.

(4) Subsection 63.1(1) is amended by striking out “section 46 of *The Local Government Election Act*” **and substituting** “section 67 of *The Local Government Election Act, 2015*”.

(5) The following subsection is added after subsection 107(4.1):

“(4.2) For the purposes of clauses (2)(d) and (4)(c), the date must include the month, day and year”.

(6) Section 108 is amended:

(a) in clause (3)(e) by adding “or is incomplete” **after** “stated”; **and**

(b) by repealing subsection (4) and substituting the following:

“(4) Instead of verifying that the requirements of subsection (3) have been met with respect to each petitioner, a clerk may use a random statistical sampling method with a 95% confidence level to determine the sufficiency of the petition.

“(5) A clerk shall not use a random sampling method to determine the sufficiency of the petition as provided for in subsection (4) if the clerk has already excluded the name of any person pursuant to subsection (3).

“(6) A clerk may apply to the court for direction as to the sufficiency of the petition”.

(7) Section 112.1 is amended:

(a) in clause (a) by striking out “Part V of *The Local Government Election Act*” **and substituting** “Part IX of *The Local Government Election Act, 2015*”;
and

(b) in clause (b) by striking out “Part V” **and substituting** “Part IX”.

(8) Subclause 120(1)(e)(i) is amended by striking out “section 145.1 of *The Local Government Election Act*” **and substituting** “section 34 of *The Local Government Election Act, 2015*”.

2015, c.L-30.11, s.188.

R.S.S. 1978, c.C-27 amended

189 Section 20 of *The Conservation and Development Act* is amended by striking out “Part VIII of *The Local Government Elections Act*” **and substituting** “*The Local Government Election Act, 2015*”.

2015, c.L-30.11, s.189.

R.S.S. 1978, c.C-33 amended

190 Subsection 18(2) of *The Controverted Municipal Elections Act* is amended by striking out “section 160.83 of *The Local Government Election Act*” **and substituting** “section 8 of *The Local Government Election Act, 2015*”.

2015, c.L-30.11, s.190.

S.S. 2005, c.M-36.1 amended

191(1) *The Municipalities Act* is amended in the manner set forth in this section.

(2) Subsection 2(1) is amended:

(a) by repealing clause (g) and substituting the following:

“(g) ‘**by-election**’ means a by-election as defined in *The Local Government Election Act, 2015*”;

(b) by repealing clause (n) and substituting the following:

“(n) ‘**general election**’ means a general election as defined in *The Local Government Election Act, 2015*”; **and**

(c) by repealing clause (ccc) and substituting the following:

“(ccc) ‘**voter**’ means a voter as defined in *The Local Government Election Act, 2015*”.

(3) Subsection 58(1) is amended by striking out “Part V or VIII of *The Local Government Election Act*” **and substituting** “Part IX of *The Local Government Election Act, 2015*”.

(4) Subsection 58(2) is amended by striking out “Part V or VIII of *The Local Government Election Act*” **and substituting** “Part IX of *The Local Government Election Act, 2015*”.

(5) Subclause 87(1)(b)(iii) is amended by striking out “section 18 of *The Local Government Election Act*” and substituting “section 25 of *The Local Government Election Act, 2015*”.

(6) Clause 89(2)(b) is amended by striking out “Part VIII of *The Local Government Election Act*” and substituting “*The Local Government Election Act, 2015*”.

(7) Subsection 89.1(1) is amended by striking out “section 46 or 160.15 of *The Local Government Election Act*” and substituting “section 67 of *The Local Government Election Act, 2015*”.

(8) The following subsection is added after subsection 133(4.1):

“(4.2) For the purposes of clauses (2)(d) and (4)(c), the date must include the month, day and year”.

(9) Section 134 is amended:

(a) in clause (3)(e) by adding “or the date is incomplete” after “petition”; and

(b) by repealing subsection (4) and substituting the following:

“(4) Instead of verifying that the requirements of subsection (3) have been met with respect to each petitioner, an administrator may use a random statistical sampling method with a 95% confidence level to determine the sufficiency of the petition.

“(5) An administrator shall not use a random sampling method to determine the sufficiency of the petition as provided for in subsection (4) if the administrator has already excluded the name of any person pursuant to subsection (3).

“(6) An administrator may apply to the court for direction as to the sufficiency of the petition”.

(10) Section 136 is amended:

(a) in subclause (2)(a)(i) by striking out “section 5 or 160.03 of *The Local Government Election Act*” and substituting “section 10 of *The Local Government Election Act, 2015*”; and

(b) in subclause (2)(a)(ii) by striking out “section 5 of *The Local Government Election Act*” and substituting “section 10 of *The Local Government Election Act, 2015*”.

(11) Section 139 is amended by striking out “Part V or VIII of *The Local Government Election Act*” and substituting “Part IX of *The Local Government Election Act, 2015*”.

(12) Subclause 147(1)(e)(i) is amended by striking out “section 145.1 of *The Local Government Election Act*” and substituting “section 34 of *The Local Government Election Act, 2015*”.

S.S. 2010, c.N-5.2 amended

192(1) *The Northern Municipalities Act, 2010* is amended in the manner set forth in this section.

(2) Subsection 2(1) is amended:

(a) in clause (g) by striking out “section 2 of *The Local Government Election Act*” **and substituting** “*The Local Government Election Act, 2015*”;

(b) in clause (r) by striking out “section 2 of *The Local Government Election Act*” **and substituting** “*The Local Government Election Act, 2015*”; **and**

(c) in clause (nnn) by striking out “within the meaning of section 23 of *The Local Government Election Act*” **and substituting** “as defined in *The Local Government Election Act, 2015*”.

(3) Subsection 79(1) is amended by striking out “Part V of *The Local Government Election Act*” **and substituting** “Part IX of *The Local Government Election Act, 2015*”.

(4) Subsection 79(2) is amended by striking out “Part V of *The Local Government Election Act*” **and substituting** “Part IX of *The Local Government Election Act, 2015*”.

(5) Subsection 104(1) is amended by striking out “section 46 of *The Local Government Election Act*” **and substituting** “section 67 of *The Local Government Election Act, 2015*”.

(6) The following subsection is added after subsection 151(5):

“(5.1) For the purposes of clauses (2)(d) and (4)(c), the date must include the month, day and year”.

(7) Section 152 is amended:

(a) in clause (3)(e) by adding “or the date is incomplete” **after** “petition”; **and**

(b) by repealing subsection (4) and substituting the following:

“(4) Instead of verifying that the requirements of subsection (3) have been met with respect to each petitioner, an administrator may use a random statistical sampling method with a 95% confidence level to determine the sufficiency of the petition.

“(5) An administrator shall not use a random sampling method to determine the sufficiency of the petition as provided for in subsection (4) if the administrator has already excluded the name of any person pursuant to subsection (3).

“(6) An administrator may apply to the court for direction as to the sufficiency of the petition”.

(8) Section 157 is amended by striking out “Part V of *The Local Government Election Act*” **and substituting** “Part IX of *The Local Government Election Act, 2015*”.

c. L-30.11

LOCAL GOVERNMENT ELECTION, 2015

(9) Subclause 165(1)(e)(i) is amended by striking out “section 145.1 of *The Local Government Election Act*” and substituting “section 34 of *The Local Government Election Act, 2015*”.

2015, c.L-30.11, s.192.

Further consequential amendments

193 The provisions of the Acts set out in Table 1 of the Schedule are amended by striking out “*The Local Government Election Act*” wherever it appears and in each case substituting “*The Local Government Election Act, 2015*”.

2015, c.L-30.11, s.193.

Coming into force

194 This Act comes into force on proclamation.

2015, c.L-30.11, s.194.

Schedule

TABLE 1

Change “*The Local Government Election Act*”
to “*The Local Government Election Act, 2015*”

[Section 193]

Acts	Provision
<i>The Cities Act</i> S.S. 2002, c.C-11.1	47(1) 47(2)(a)(i) and (ii) 47(2)(b) 63 69 120(1)(a) and (b)
<i>The Controverted Municipal Elections Act</i> R.S.S. 1978, c.C-33	2(b.1) and (e) 38
<i>The Municipalities Act</i> S.S. 2005, c.M-36.1	89(1) and (2)(a) 90 95 402(7)
<i>The Northern Municipalities Act, 2010</i> S.S. 2010, c.N-5.2	2(1)(xx) 103(1) and (2) 109 165(1)(a), (b) and (f) 424(7)
<i>The Residential Tenancies Act, 2006</i> S.S. 2006, c.R-22.0001	46(2)(a) 47(1)
<i>The Time Act</i> R.S.S. 1978, c.T-14	5(b) 24 29(1) 31

2015, c.L-30.11.

INFORMATION SHARING AGREEMENT

This Information Sharing Agreement made effective the ____ day of _____, 202__.

BETWEEN:

City of Prince Albert

("City of Prince Albert")

AND:

ELECTIONS SASKATCHEWAN ("Elections SK")

WHEREAS:

1. **Data Sharing.** The City of Prince Albert has requested that Elections SK share voters list data as specified in the attached Schedules (the "Data") with the City of Prince Albert for legally permitted electoral purposes that are directly associated with administering an election in the City of Prince Albert (the "Primary Purpose").
2. **Applicable Legislation.** Under the direction of the Chief Electoral Officer of Saskatchewan, this information is being shared by Elections SK pursuant to section 177(4)(a) of *The Election Act, 1996* (Saskatchewan) (the "Election Act").

The Election Act authorizes Elections SK to share voter information with an officer who is appointed or a body that is appointed or established pursuant to an Act and who is or that is responsible for conducting an election, provided they:

- Enter into an Agreement with the Chief Electoral Officer, and
- Do not make use of voters list information for a purpose not authorized by the Election Act.

It is an offence under the Election Act to use information from a voters list for any purpose other than the specific purposes authorized. Unauthorized use is punishable by a fine of up to \$5,000 or a two-year prison term or both (Election Act s. 216(2)).

3. **Conditions for Sharing.** Elections SK and the City of Prince Albert ("the parties") wish to enter into this Agreement to establish the basic terms and conditions for such voters list information sharing.

NOW THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

4. **Conditions for Sharing.** Elections SK hereby agrees to provide, or authorize the provision of, the Data to the City of Prince Albert on the following conditions:
 - (a) Elections SK shall only share Data with the City of Prince Albert for voters who reside within the City of Prince Albert.
 - (b) The City of Prince Albert shall only access and use the Data for the Primary Purpose for which the Data is being obtained.
 - (c) The City of Prince Albert shall restrict access to, and use of, the Data to those employees, contractors, and agents who have a need to know, and only for the express purposes permitted by the Election Act, and as permitted or authorized pursuant to this Agreement. Such authorized persons must (i) agree in writing (unless otherwise under a legal or ethical obligation) to protect the privacy and security of the Data to at least the same extent as provided herein; and (ii) sign a confidentiality pledge with regard to personal information they will have access to when using the Data.
 - (d) While electronic access to the Data via a Secure File Transfer Protocol site (SFTP) or File Transfer Protocol Secure site (FTPS) will be authorized by Elections SK, the City of Prince Albert shall be responsible for the management of all users and user IDs using such FTP site that will be provided access to the Data. This will include:
 - (i) Determining who within the City of Prince Albert's office is to access or use the Data; and
 - (ii) Advising Elections SK as soon as possible if the authorized user has been terminated or may pose a security risk. As the FTP site that will be used in providing the Data will remain under the management control of Elections SK, the City of Prince Albert understands that it is important that Elections SK be advised by as soon as possible so that appropriate steps may be taken to disable a terminated user's ID and minimize any other security risks that may develop.
 - (e) The City of Prince Albert shall take reasonable steps to protect the security and confidentiality of the Data which steps shall include, without limitation, protecting the Data to at least the same standard as the City of Prince Albert protects other personal information under their care and control.
 - (f) The City of Prince Albert agrees that the Data, and access thereto, is being provided on an "as available" basis. The City of Prince Albert agrees that Elections SK is not responsible or liable for any losses, expenses or damages (of any kind or howsoever arising) that the City of Prince Albert (or any third party) may suffer or incur relating

to the inaccuracy, incompleteness, corruption, deletion or unavailability (whether temporary or permanent) of any Data.

- (g) The City of Prince Albert recognizes and agrees that all decisions relating to the use of or reliance upon the Data received pursuant to this Agreement are the responsibility of the City of Prince Albert.
 - (h) The City of Prince Albert shall indemnify Elections SK, its directors, officers, employees and agents from and against all losses, claims, damages and reasonable expenses relating to or arising out of such decisions relating to the use of Data received pursuant to this Agreement except to the extent such losses, claims, damages and expenses are caused by the negligence or wilful misconduct of Elections SK, its employees or agents.
5. **Safeguards.** Both parties agree to comply with any mutually agreed upon technical, security or other protocols respecting the transfer of Data between the parties.
 6. **PIA.** Elections SK may, at its sole discretion, elect to perform a privacy impact assessment and/or a security threat/risk assessment with respect to the information sharing conducted under this Agreement. The City of Prince Albert agrees to reasonably co-operate with and assist with any such assessments.
 7. **Notifications.** the City of Prince Albert will immediately advise Elections SK if:
 - (a) they become aware or suspect that the security of the Data may have been compromised;
 - (b) they become aware that they have breached any of the requirements of this Agreement;
 - (c) they become aware of, or reasonably suspect, any unauthorized or improper access to, use of, or disclosure of the Data; or
 - (d) there has been a privacy breach or incident with respect to the Data.
 8. **Payment for Data Provision.** There will be no fees associated with the City of Prince Albert gaining access to the Data under this Agreement.
 9. **Term.** The term of this Agreement shall be for a period beginning from the date of execution and shall continue in force until the City of Prince Albert is no longer legally required to retain election materials.
 10. **Termination.** Either party may terminate this Agreement by providing 30 days' prior written notice to the other party
 11. **Material Breach.** Elections SK may terminate this Agreement for cause at any time upon providing written notice in the event the City of Prince Albert has breached this Agreement in a material way.

12. **Data Destruction.** Upon the termination or expiration of this Agreement for any reason, the City of Prince Albert agrees to destroy the Data, whether in written, electronic or other form or media, in a secure manner, ensuring it is no longer usable or recognizable.
13. **Applicable Laws.** Notwithstanding anything else in this Agreement, both parties agree to comply with all present and future laws respecting or applicable to their respective collection, use, handling and disclosure of the Data. If new legislation is proclaimed into force relating to, or impacting on, the Data sharing contemplated by this Agreement, both parties agree to negotiate in good faith and in a commercially reasonable manner such further agreements, amendments or documents as reasonably required to ensure compliance with such legislation by both parties.
14. **Highest Standards Applicable.** The obligations contained in this Agreement are intended to be complementary to the obligations the parties have pursuant to applicable law. In the event of any inconsistency between such obligations, the obligations imposed by law shall govern, provided that to the extent this Agreement imposes a higher confidentiality or security standard than the standard imposed by law, this Agreement shall govern.
15. **Survival.** Terms and conditions of this Agreement relating to use and destruction of Data, privacy and confidentiality, and indemnification shall survive the termination of this Agreement.
16. **Governing Law.** This Agreement shall be construed in accordance with the laws of the Province of Saskatchewan.
17. **Binding Agreement.** This Agreement is binding upon the parties and their respective successors and assigns.
18. **Designated Representative (Optional).** The City of Prince Albert designates the following individual as its designated representative who is authorized to act on the City of Prince Albert's behalf with respect to this Agreement, including accessing and downloading the Data from Elections SK. Contact information for my Designated Representative is:

Name: _____

Position Title: _____

Telephone Number: _____

Email Address: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Agreed to:

ELECTIONS SASKATCHEWAN

Per: _____ Dr. Michael Boda _____

Title: _____ Chief Electoral Officer _____

Date: _____ 20 / / _____
YYYY / MM / DD

Signature: _____

Agreed to:

TOWN OF SHANUNAVON

Per: _____

Title: _____

Date: _____ 20 / / _____
YYYY / MM / DD

Signature: _____

Schedule "A"
Voters List Download

Elections SK will provide the City of Prince Albert with a download of voter registration information for the City of Prince Albert. This download contains all records that were active as of the date of the extract.

This download will be accessible to the City of Prince Albert through a Secure FTP site, or File Transfer Protocol Secure site (FTPS), managed by Elections SK and shall contain information structured in the following format:

Final Voters List—Comma Delimited Electronic File

Field Name	Field Type	Max Length	Definition	Rules	Sort Order
ESK Voter ID	Numeric	8	The unique permanent identifier of the voter		
Last Name	Alpha	50	The last name of the voter		
First Name	Alpha	50	The first name of the voter		
Middle Name(s)	Alpha	50	The middle name(s) of the voter		
Residential Address	Alphanumeric	200	The address where the voter resides		
Residential Community	Alpha	100	The community in which the voter resides		
Mailing Address	Alphanumeric	200	The address where the voter receives their mail		
CP Mailing Place	Alpha	100	The Canada Post (CP) place name where the voter's mail is delivered		
Mailing Province or State or Region	Alpha	6	The abbreviation for the province or state or region where the voter receives their mail		
Mailing Country	Alpha	6	The abbreviation for the country where the voter receives their mail		
Mailing Postal Code	Alphanumeric	12	The postal code associated with the mailing address; may also be a zip code		