RURAL MUNICIPALITY OF SHERWOOD NO. 159

BYLAW NO. 04/26

A BYLAW TO PROVIDE FOR MATTERS RELATING TO THE CONDUCT OF GENERAL ELECTIONS AND BY-ELECTIONS

The Council of the Rural Municipality of Sherwood No. 159 in the Province of Saskatchewan, enacts as follows:

1. Short Title

This Bylaw shall be referred to as the "The General Election Bylaw".

2. Authority

This bylaw is enacted pursuant to section 9.1 of *The Local Government Election Act, 2015.*

3. Definitions

In this Bylaw:

a. "**Act**" shall mean *The Local Government Election Act, 2015;*
b. "**Administrator**" shall mean the administrator of the municipality;
c. "**Council**" shall mean the Council of the Rural Municipality of Sherwood No. 159;
d. "**Municipality**" shall mean the Rural Municipality of Sherwood No. 159;
e. "**Regulations**" shall mean *The Local Government Election Regulations, 2015;*
f. "**Returning Officer**" shall mean:
    a) the administrator of the Rural Municipality of Sherwood No. 159 ; or
    b) a person appointed by the Council of the Rural Municipality of Sherwood No. 159 pursuant to Section 47 of *The Local Government Election Act, 2015*; or
    c) A person appointed by the Minister pursuant to section 62 of *The Municipalities Act*
g. "**Voter's Registration Form**" shall mean the Voter's Registration Form and Poll Book, Form R of the Regulations, modified as provided for within this bylaw.

4. Posting of Notices

Notices required to be posted by *The Local Government Election Act, 2015,* are to be posted in the following manner pursuant to Section 9 of the Act,

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;
c. published on the municipality's website; and,
d. published on the municipality's mass notification system, Voyent Alert.

5. Candidate's Occupation

Each candidate's occupation shall be included on the nomination paper as well as printed on the ballot.

6. Distribution and Authorization of Advertisements

No person shall distribute or cause to be distributed any advertisement that promotes the candidacy of a particular person unless the advertisement includes the information required by Section 182 of the Act and should not contain the use of the Rural Municipality of Sherwood's logo or branding.

7. Tie Vote

In the event of a tie vote, the tie shall be resolved by the Returning Officer declaring the seat remains vacant until a by-election can be held to fill the vacancy, in accordance with Section 141.1 of the Act.

8. Remuneration of Election Officials

Remuneration of election officials shall be set by Council resolution.

9. Mail-in Ballot Voting System

1. A voter who desires to vote by mail shall apply for a mail-in ballot kit, by filling out:
    a) a Voter's Registration Form, Form R, Schedule A appended hereto and forming a part of this bylaw; and
    b) the Declaration of Person Requesting Mail-in Ballot, Form C, Schedule B, appended hereto and forming a part of this bylaw.

2. Schedule A and Schedule B may be witnessed by either:
   a) The returning officer;
   b) The deputy returning officer;
   c) The enumerator;
   d) Any other person authorized to sign oaths; or
   e) Any other person.

3. A voter who desires to vote by mail shall apply via: No later than one day before election day.

   a) In person at the Municipal Office
   b) Electronically sent to info@rmofsherwood.ca
   c) By mail

4. Upon receiving the voter's application, Schedule A and Schedule B, for a mail-in ballot, the returning officer shall note the date of approval in the appropriate area on Schedule A.

PROVIDING BALLOT TO VOTERS

5. Notwithstanding section 41 of the Regulations, the returning officer may authorize the use of blank ballots if, in his/her opinion, the expected delivery date of printed ballots will adversely affect the ability of voters to vote by mail. Printed ballots are to be identical to those used on election day.

6. The blank ballot form pursuant to section 7 of this bylaw is set out in Schedule E, appended hereto and forming part of this bylaw.

7. All ballots issued to persons voting by mail shall be identical.

8. A ballot kit shall consist of:

   a) A copy of this bylaw;
   b) The ballots to which the voter is entitled;
   c) A ballot security envelope, bearing the information described in Schedule C, appended hereto and forming a part of this bylaw;
   d) A voter confirmation envelope, bearing the information described in Schedule D, appended hereto and forming a part of this bylaw;
   e) An outer envelope, addressed to the returning officer, bearing the words "Mail-in Ballot" on its face;
   f) Appropriate directions to voters; and
   g) A list of candidates who are seeking election if a blank ballot is used.

9. The returning officer shall:
   a) Ensure the outer envelope is addressed to the returning officer at the correct postal address;
   b) On the voter confirmation envelope, Schedule D:
      i. Print the name of the voter;
      ii. Identify the division in which the voter is entitled to vote; and
      iii. Identify the ballots provide to the voter;
   c) On a ballot for the office of councillor, indicate the maximum number of candidates for whom a voter can vote in figures and in words if a blank ballet is used.
   d) On a ballot for the office of councillor, indicate the division number in which the voter is entitled to vote; and
   e) Place his/her initials in the box on the reverse side of the ballots provided to the voter.

10. The returning officer shall provide a ballot kit to a voter who has completed and submitted Schedule A and Schedule B in accordance with section 5 of this bylaw:
   a) A ballot kit will be provided after the Notice of Poll is issued;
   b) The returning officer shall make the following entries to the poll book upon providing a ballot kit to a voter:
      i. Those required pursuant to section 107 of the Act; and
      ii. The date on which the ballot kit was provided to the voter; and
   c) After the returning officer provides a ballot kit to the voter, the voter is deemed to have voted and is not entitled to vote at any other poll.

RECEIVING BALLOTS FROM VOTERS

11. Voters are required to:
    a) Insert marked ballots into the ballot security envelope;
    b) Seal the ballot security envelope and insert it into the voter confirmation envelope;
    c) Date and sign the voter confirmation envelope;
    d) Seal the voter confirmation envelope and insert it into the outer envelope; and
    e) Return the ballot in its **original** form to the returning officer by regular mail, registered mail, courier, in person, or by any other means.

12. The returning officer shall ensure there is a ballot box which shall contain only mail-in ballots from the time ballots are received until the close of polls on election day.

13. Upon receipt of an outer envelope containing a voter's ballot on or before the close of poll on election day, the returning officer shall:
    a) Ensure the voter confirmation envelope is signed by the voter;
    b) Record in the poll book the date on which the envelope was received; and
    c) Deposit the voter confirmation envelope in a ballot box.

14. Ballots received after the close of polls on election day:
    a) Are deemed to be spoiled;
    b) Will remain unopened in the voter confirmation envelope; and
    c) Are given to the municipal administrator, consistent with sections 137 and 142 of the Act.

15. The returning officer shall designate at least one deputy returning officer who will receive mail-in ballots prior to the close of polls on election day.

16. Prior to the close of polls on election day, the returning officer shall deliver the following materials to the deputy returning officer designated pursuant to section 17 of this bylaw:
    a) The ballot box containing all ballots received by mail;
    b) The application kits from all voters who applied for a mail-in ballot; and
    c) Any ballots received by mail after the above materials have been delivered to the deputy returning officer.

OBJECTIONS BY CANDIDATES/AGENTS

17. On election day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot.

18. 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.

19. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the returning officer shall make necessary entries to the poll book consistent with sub-clause 112(1)(b)(c) and (d) of the Act.

COUNTING BALLOTS

20. Mail-in ballots will be counted after the close of polls on election day.

21. Where the returning officer is of the opinion that the number of voters who voted by mail is small and as a result it may be possible to determine for which candidate any of the voters voted, the returning officer may direct the deputy returning officer to include the mail-in ballots in the same ballot box used for polling on election day.

22. The deputy returning officer:
    a) Shall open the mail-in ballot box in the presence of persons authorized to be in the polling place pursuant to section 134 of the Act;
    b) Examine each voter confirmation envelope in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter confirmation envelope; and
    c) May reject a voter confirmation envelope if the signature of the voter is missing.

23. If the voter confirmation envelope is accepted, the deputy returning officer shall extract the ballot security envelope and examine it for any tears or unauthorized markings.

24. If the ballot security envelope:

a) Contains any tears or unauthorized markings, the deputy returning officer shall reject the ballot security envelope; or
b) Is accepted by the deputy returning officer, he/she shall deposit the ballot security envelope into a container or another ballot box.

25. After all ballot security envelopes have been dealt with pursuant to section 27 of this bylaw, the deputy returning officer shall then extract the ballots from the ballot security envelopes and proceed to count the ballots in accordance with sections 129 to 132 of the Act.

26. The deputy returning officer shall deem spoiled those ballots which were sent to voters by the returning officer but were not returned to the returning officer prior to the close of polls on election day and shall, pursuant to subsection 118(2) of the Act, reference this fact in the report of the count of the votes.

27. The mail-in ballots and any forms used in conjunction with voting by mail, including the voter confirmation envelopes opened by the deputy returning officer pursuant to section 26 of this bylaw are placed in packets in the same manner as other ballots pursuant to section 136 of the Act.

28. The deputy returning officer will place the packets described in section 29 of this bylaw along with the poll book and any other forms used in conjunction with voting by mail in the ballot box.

29. Ballots and other forms used in conjunction with voting by mail shall be retained with other election material pursuant to section 142 of the Act.

30. Upon receipt of a ballot described in section 17 of this bylaw, the returning officer or the municipal administrator shall:
a) Write "deemed spoiled" on the outer envelope;
b) Record the date said ballot came into his or her possession;
c) Initial the entry; and
d) Retain it with, but not in, the ballot box described in section 142 of the Act, unless said ballot can be deposited in the ballot box without unsealing the ballot box.

10. Repeal

Bylaw No. 18/20 – A Bylaw to Establish a Mail-in Ballot Voting System is hereby repealed.

11. Coming Into Force

This bylaw shall come into force and take effect on the date of the final reading.

Read a first time on the 20th day of April, 2026.
Read a second time on the 20th day of April, 2026.
Read a third time and adopted on the 20th day of April, 2026.

Reeve

Administrator

SCHEDULE A

Appendix C
FORM R
[*Subsections 96(2) and 121(2) of the Act*]

Voter's Registration Form and Poll Book – Mail-in Ballot

Name: _____
(Print)

Mailing Address: _____
(Print)

Election held in: *(complete as applicable)*

_____ of _____
(Municipality)

Division/Ward No. _____ *(If applicable)*

Complete the following by placing an **X** in the box to the left of each statement that is correct:

☐ 1) I am a Canadian citizen.
☐ 2) I am the full age of 18 years or will attain the full age of 18 years on or before election day.
☐ 3) I have not already voted at this election.

Municipal Voters - Rural Municipalities Only

4) On the day of the election, I: *(place an "X" in one of the following boxes)*

☐ a) have resided in the rural municipality or on land now in the rural municipality for at least three consecutive months immediately preceding the day of the election;
☐ b) am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality;
☐ c) am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;
☐ d) am assessed with respect to an improvement in the rural municipality;
☐ e) am the holder of a permit in the rural municipality with respect to a trailer or mobile home;
☐ f) am the spouse of a person described in clause (b), (c), (d) or (e);
☐ g) am 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.

I declare that the information given by me with respect to the above statements is true in all respects.

Dated this _____ day of _____ , 20 _____.

Witness: _____ _____
(Deputy Returning Officer or Enumerator or Other Person Authorized by Bylaw for the Purposes of a Mail-in Ballot) *(Voter)*

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

REMARKS _____ ENTRY NO. _____

SCHEDULE B

Appendix A

FORM C

[*Section 92 of the Act and clause 18(1)(a) of the Regulations*]

Declaration of Person Requesting Mail-in Ballot

Declaration of Absentee Voter:

☐ I am qualified to vote in the Rural Municipality of Sherwood No. 159.

☐ I have completed a Voter's Registration Form; and

☐ I request that a mail-in ballot be issued to me.

I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath/affirmation and by virtue of the *Canada Evidence Act*.

Date: _____, 20_____.

_____

(Signature of Person Requesting Mail-in Ballot)

I have witnessed the signature of the person named above and I am satisfied the person's identity has been established pursuant to *The Local Government Election Act, 2015* and the regulations.

Dated this _____ day of_____, 20_____.

_____

(Signature of Returning Officer or Person Authorized by Bylaw to Witness the Signature of a Person Requesting a Mail-in Ballot)

SCHEDULE C

Ballot Security Envelope

The following text shall be printed on a ballot security envelope:

BALLOT(S) ONLY.
The ballot(s) contained within this envelope will be rejected if this envelope:

- is torn;
- bears any unauthorized markings; or
- contains materials other than ballots.

SCHEDULE D

Voter Confirmation Envelope

The following text shall be printed on a voter confirmation envelope:

Office use only:

Name of Voter _____

Ballot(s) included:

[ ] Office of Reeve
[ ] Office of Councillor Division ___
[ ] Office of Member, _____ School Division
[ ] Bylaw
[ ] Question

To be completed by the voter:

Insert sealed ballot envelope in this envelope, seal and complete the following certificate.

I certify that I am entitled to vote in this election pursuant to *The Local Government Election Act, 2015* and that enclosed in this envelope is a ballot envelope that contains the ballot(s) received by me and marked by me.

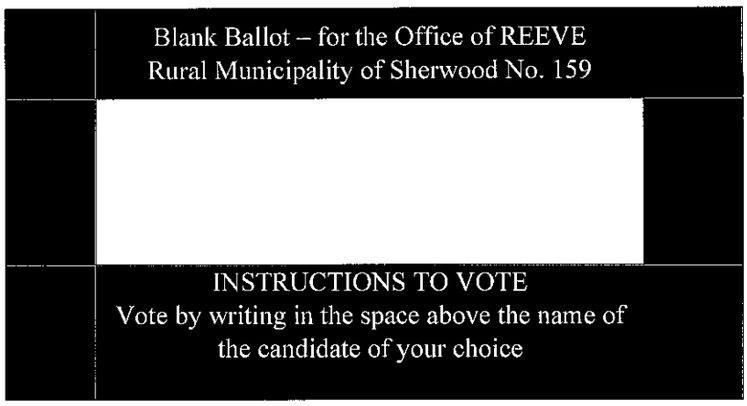
Dated this _____ day of _____, 20___.

_____
Signature of Voter

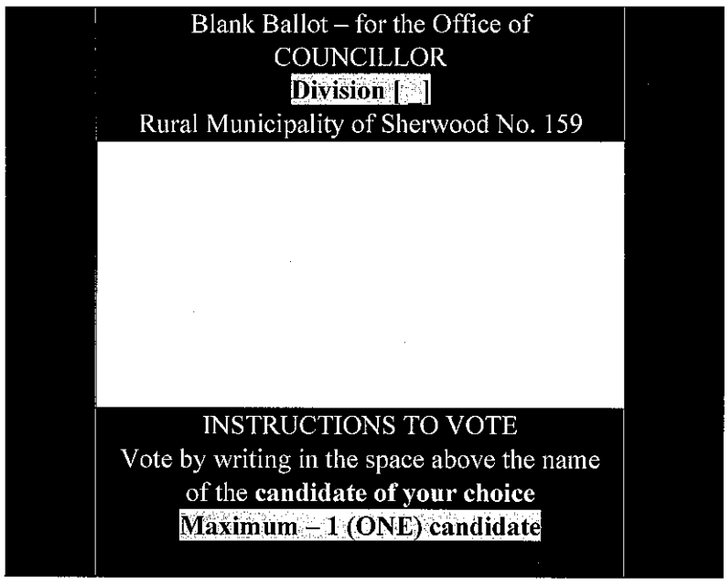
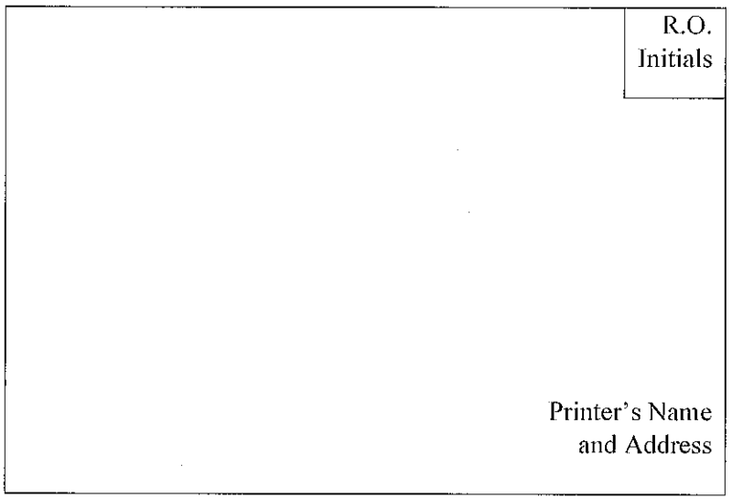
SCHEDULE E

Blank Ballot [Template][1]

Face of Ballot, Office of Reeve



Face of Ballot, Office of Councillor



Back of Ballot