

CITY OF MELFORT BYLAW NO. 2020-11

A Bylaw of The City of Melfort to provide for the use of a Vote Counting System, Mail-In Ballot Voting System and other matters associated with conducting the Municipal Election.

NOW THEREFORE, the Council of the City of Melfort, 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 sections 90 and 91 of *The Local Government Election Act, 2015*;
 - (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 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 a voter on a ballot which the voting machine is able to record;
 - (b) "Act" means *The Local Government Election Act, 2015*;
 - (c) "associate returning officer" means a person appointed as associate returning officer pursuant to Section 48(1) of *The Local Government Election Act, 2015*, who, among other duties, supervises the designated election officials and is responsible for the conduct of all matters in the polling place;
 - (d) "ballot" means a ballot paper or form designed for use in a vote counting system;

- (e) “ballot box” means the ballot box used with the voting machine for holding counted ballots;
- (f) “blank ballot” means a ballot without any votes in the voting areas as determined by a voting machine;
- (g) “deputy returning officer” means a deputy returning officer appointed pursuant to Section 48 of *The Local Government Election Act, 2015*;
- (h) “election” means an election as defined in *The Local Government Election Act, 2015*;
- (i) “election headquarters” means the municipal election office, as determined by the returning officer;
- (j) “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*;
- (k) “auxiliary ballot compartment” means a separate ballot box compartment into which voted ballots are temporarily deposited if the vote tabulating unit ceases to function;
- (l) “host computer” means the computer at election headquarters containing the election software, which is used for compiling election results;
- (m) “mobile poll” means a polling place for homebound voting established under section 30 of *The Local Government Election Act, 2015*;
- (n) “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;
- (o) “poll book” means the register/report 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;
- (p) “portable ballot box” means a ballot box that is used at a polling place where a voting machine is not being used;
- (q) “register/report/report 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;
- (r) “Regulations” means *The Local Government Election Regulations, 2015*;

- (s) “returning officer” means a person specified or appointed as a returning officer pursuant to Section 47 of *The Local Government Election Act, 2015*;
- (t) “secrecy sleeve” means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector;
- (u) “special poll” means a polling place established under section 29 of *The Local Government Election Act, 2015*;
- (v) “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/report/report tape;
- (w) “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) a 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 is not being used at the polling place, but where a voting machine is used for counting votes.
- (x) “voter-assist terminal” means a voting device used by a voter with a disability to mark a ballot by selecting a candidate using audio and braille functionality for voting; a touch screen; pressure sensitive paddles; punch cards; a sip/puff tube; or any other device designed to assist voters with a disability;
- (y) “voting machine” means any device that records how ballots are marked and produces election results by tabulating votes; and,
- (z) “zero register/report/report tape” means a printed register/report/report 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 City of Melfort shall be conducted in accordance with the provisions of *The Local Government Election Act, 2015*.
5. 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

6. (a) The Council of The City of City of Melfort hereby authorizes the use of a 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

- 7. 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

- 8. (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.

Pre-Poll Logic and Accuracy Testing

- 9. 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*.
- 10. The following sets out the general testing process and procedures:
 - (a) A test deck of every ballot style is created and then marked by an election official to ensure all combinations of votes have been included. Each test deck is then inserted through each corresponding voting machine.
 - (b) The test deck includes blank and overvoted ballots which are also inserted into each corresponding voting machine.

- (c) A register/report/report tape for each voting machine is printed that identifies the results from the testing.
- (d) For each register/report tape, the election official conducting the testing confirms the serial number of the voting machine, the date the testing was conducted, and the testing official's initials.
- (e) The election official conducting the testing compares the register/report 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/report 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 Schedule.
- (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

- 11. (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 security seals and passwords that can only be accessed by assigned election officials.

Procedure at the Poll

- 12. (a) All polling places where a voting machine is being used shall be supplied at least one (1) tabulator ballot box which includes one (1) auxiliary ballot compartment.
- (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/report tape during 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/report tape is printed by the voting machine after the close of the poll. The zero total printout and the register/report 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 associate returning officer and utilize the emergency ballot box until the machine is replaced or repaired.
- (e) When it has been confirmed that a voter is at the correct polling place and he or she has been register/reported as a voter, the issuing deputy returning officer shall provide the voter 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 voter shall place the ballot in the secrecy sleeve and deliver it to the receiving deputy returning officer, who shall in the presence of the voter, 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 ensure that the voter 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 voter determines that an error may have been made in marking the ballot, or the ballot is damaged for any reason, the voter 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 voter 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 16 of this Bylaw.
- (l) The associate 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

- 13. (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

- 14. (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 12 of this Bylaw.
- (b) At the close of each day at the advance poll, the associate 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/report tapes in the voting machine are not generated.
- (c) The associate 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/report tapes in the voting machine are not generated; and,
 - (iv) 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/report 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

- 15. 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/report tape from the voting machine;
 - (d) sign the certificate portion of the register/report tape;
 - (e) remove the register/report 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/report 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.
16. 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 15(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 15(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/report 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/report 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/report tape;
 - (vi) remove the register/report 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, prove a printout of the election results from the voting machine;
 - (viii) deliver the election data in accordance with subsection 15(h) of this Bylaw;
 - (ix) seal the counted ballots into a new packet and place the packets with the counted ballots, the register/report 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.

17. At the close of poll, the register/report tape must be printed and both the register/report tape and zero tape for each voting machine must be attached to the Deputy Returning Officer's Statement of Results.

Recounting of Votes

18. 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.
19. In the case of the print paper jamming, the deputy returning officer will navigate through the print menu on the screen to re-print another results tape.
20. If the returning officer is of 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 POLLS

21. (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, may be established at the discretion of the returning officer.
- (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 16 of this Bylaw.
- (d) Procedures at the mobile or special poll shall be conducted in accordance with Sections 12(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

22. A mail-in ballot voting system for the purpose of receiving ballots in an election is hereby established.

Application Process

23. An application package will consist of:
 - (a) a voter's registration form; and
 - (b) the Declaration of Person Requesting Mail-in Ballot, Form C, Appendix A of the Regulations.
24. The voter's registration form is modified to include areas to record the following information:
 - (a) in the voter registration portion, the address to which a mail-in ballot is to be mailed, if different than the regular address of the voter; and
 - (b) in the poll book area:
 - (i) the date when the application for a mail-in ballot is accepted;
 - (ii) the date when a ballot kit is provided to the voter;
 - (iii) the date when ballot(s) are received by the returning officer; and
 - (c) any other information considered appropriate by the returning officer.
25. A voter who desires to vote by mail shall apply in person to the office of the City of Melfort during regular office hours, unless alternate arrangements have been made, at the discretion of and approved by the returning officer. For non-in-person mail-in ballot application:
 - (a) The voter shall complete and sign the Voter's Registration Form and Declaration of Person Requesting Mail-In Ballot, witnessed by an eligible

- witness as defined in Appendix "G". The witness is required to provide their signature on the voter registration form and print their first and last name under the signature line.
- (b) The voter shall attach a copy of their Government-issued **Photo ID**, such as a Driver's License, or a Passport and a bill with their name and address. If the voter does not have the required Government-issued photo ID, they must apply for a mail-in ballot in person.
 - (c) The voter shall submit the documents identified in 25(a) and (b) above electronically, through a website form, fax, e-mail, scan or by any other digital manner approved by the returning officer.
 - (d) On the establishment of identity and residence through signature verification and verification of a complete application, a mail-in ballot will be issued to the applicant.
26. The following persons are authorized to act pursuant to Clause 18(1)(b) of the Regulations for the purpose of establishing the identity and residence of a person requesting a mail-in ballot:
- (a) the returning officer; and
 - (b) any person appointed by the returning officer pursuant to Section 48 of the Act.
27. Upon acceptance of the voter's application for a mail-in ballot, the returning officer shall affix:
- (a) his or her signature to the voter's declaration form; and
 - (b) note the date of approval in the appropriate area of the poll book.

Providing Ballot to Voters

28. Notwithstanding Section 41 of the Regulations, the returning officer may authorize the use of blank ballots if, in his or her opinion, the expected delivery date of printed ballots will adversely affect the ability of voters to vote by mail.
29. The blank ballot form pursuant to Section 28 of this bylaw may not be available with the use of electronic voting equipment.
30. All ballots issued to persons voting by mail shall be identical.
31. A ballot kit shall consist of:
- (a) the ballots to which the voter is entitled;
 - (b) a ballot security envelope, bearing the information described in Schedule "D", appended hereto and forming a part of this bylaw;
 - (c) a voter confirmation envelope, bearing the information described in Schedule "E", appended hereto and forming a part of this bylaw;
 - (d) an outer envelope, addressed to the returning officer, bearing the words "Mail-in Ballot" on its face;
 - (e) appropriate directions to voters; and
32. The returning officer shall:
- (a) ensure the outer envelope is addressed to the returning officer at the correct postal address; and
 - (b) on the voter confirmation envelope:
 - (i) print the name of the voter;
 - (ii) identify the ballots provided to the voter;

- (c) place his or her initials in the box on the reverse side of the ballot or ballots provided to the voter.
33. The returning officer shall provide a ballot kit in person or by regular mail to a voter described in Section 27 of this bylaw.
- (a) A ballot kit will not be provided until 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.
 - (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

34. 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; and
 - (d) seal the voter confirmation envelope and insert it into the outer envelope;
35. Voters may return ballots in their original form to the returning officer by regular mail, registered mail, courier, in person, or by any other means approved by the returning officer.
36. 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.
37. 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 the ballot box referred to in Section 36 of this Bylaw.
38. Ballots received after the close of polls on Election Day:
- (a) are deemed to be spoiled and dealt with in accordance with Section 118(2) of the Act.;
 - (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.
39. 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.
40. 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 39 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

41. 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.
42. 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.
43. 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 in the poll book consistent with Clauses 112(1)(b), (c), and (d) of the Act.

Counting Ballots

44. Mail-in ballots will be counted after the close of polls on Election Day.
45. Where the returning officer is of the opinion that the number of voters who voted by mail are 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.
46. The deputy returning officer 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.
47. The deputy returning officer shall 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.
 - (a) The deputy returning officer may reject a voter confirmation envelope if the signature of the voter is missing.
 - (b) 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.
 - (c) If the ballot security envelope:
 - (i) contains any tears or unauthorized markings, the deputy returning officer shall reject the ballot security envelope; or
 - (ii) is accepted by the deputy returning officer, he or she shall deposit the ballot security envelope into a container or another ballot box.
 - (d) After all ballot security envelopes have been dealt with pursuant to clause (c), 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.
48. The deputy returning officer shall deem spoiled those ballots which were sent to voters by the returning officer and subsequently 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.
49. 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 47 of this bylaw are placed in packets in the same manner as other ballots pursuant to Section 136 of the Act.

50. The deputy returning officer will place the packets described in Section 49 of this bylaw, along with the poll book and any other forms used in conjunction with voting by mail, into empty ballot boxes and seal and ensure delivery of the sealed ballot boxes, and all other election materials to election headquarters.
51. Ballots and other forms used in conjunction with voting by mail shall be retained with other election materials pursuant to Section 142 of the Act.
52. Upon receipt of a ballot described in Section 38 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 142 of the Act, unless said ballot can be deposited in the ballot box without unsealing the ballot box.

POLLING SUBDIVISIONS

53. In every case which requires a poll to be held in the City of Melfort for the purpose of receiving votes for an election or question, or both as the case may be, there shall be established one (1) polling area in the City, which shall encompass the entire portion of the City of Melfort lying within the corporate limits, set out in Schedule "F".

REPEALED BYLAWS

54. That Bylaw Nos. 2016-15 and 2016-16 are hereby repealed.

COMING INTO FORCE

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

INTRODUCED AND READ a first time this 10th day of August, 2020.

READ A SECOND TIME this 10th day of August, 2020.

READ A THIRD TIME AND PASSED this 10th day of August, 2020.

Mayor

City Clerk


SEAL

CERTIFIED A TRUE COPY of Bylaw No. 2020-11 adopted by Resolution of Council on the 10th day of August, 2020.

City Clerk

Schedule "A"

Form of Ballot (Front)

Instructions to Voters: Vote by completely filling in the OVAL to the LEFT of the candidate(s) of your choice. If you tear or wrongly mark your ballot, return it and another will be provided. VOTE LIKE THIS .

FOR:

MAYOR

YOU ARE ENTITLED TO VOTE FOR ONE CANDIDATE

LAST NAME, First Name

LAST NAME, First Name

FOR:

MEMBER, BOARD OF EDUCATION

YOU ARE ENTITLED TO VOTE FOR TWO CANDIDATE S

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

FOR:

COUNCILLOR

YOU ARE ENTITLED TO VOTE FOR SIX CANDIDATE S

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

LAST NAME, First Name

Schedule "A" (cont'd)

Form of Ballot (Back)


DRO Initials

Printer's Name
& Address

SAMPLE

**Schedule "B"
Form of Ballot**

Vote on a Bylaw of 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. If you tear or wrongly mark your ballot, return it and another will be provided. 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 Melfort (or school division) this _____ day of _____, 20____.

**Schedule "C"
Form of Ballot**

Vote on a Question

Instructions to Voters: Vote by completely filling in the OVAL to the LEFT of the word which express your opinion on the question. If you tear or wrongly mark your ballot, return it and another will be provided.

VOTE LIKE THIS  .

Vote on the Question:

(here state question)

Yes

No

Submitted by The City of Melfort (or school division) this _____ day of _____, 20____.

Schedule "D"
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 "E"
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 Mayor
- Office of Councillor
- Office of Member, North East School Division No. 200
- Bylaw
- Question

To be completed by the voter:

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

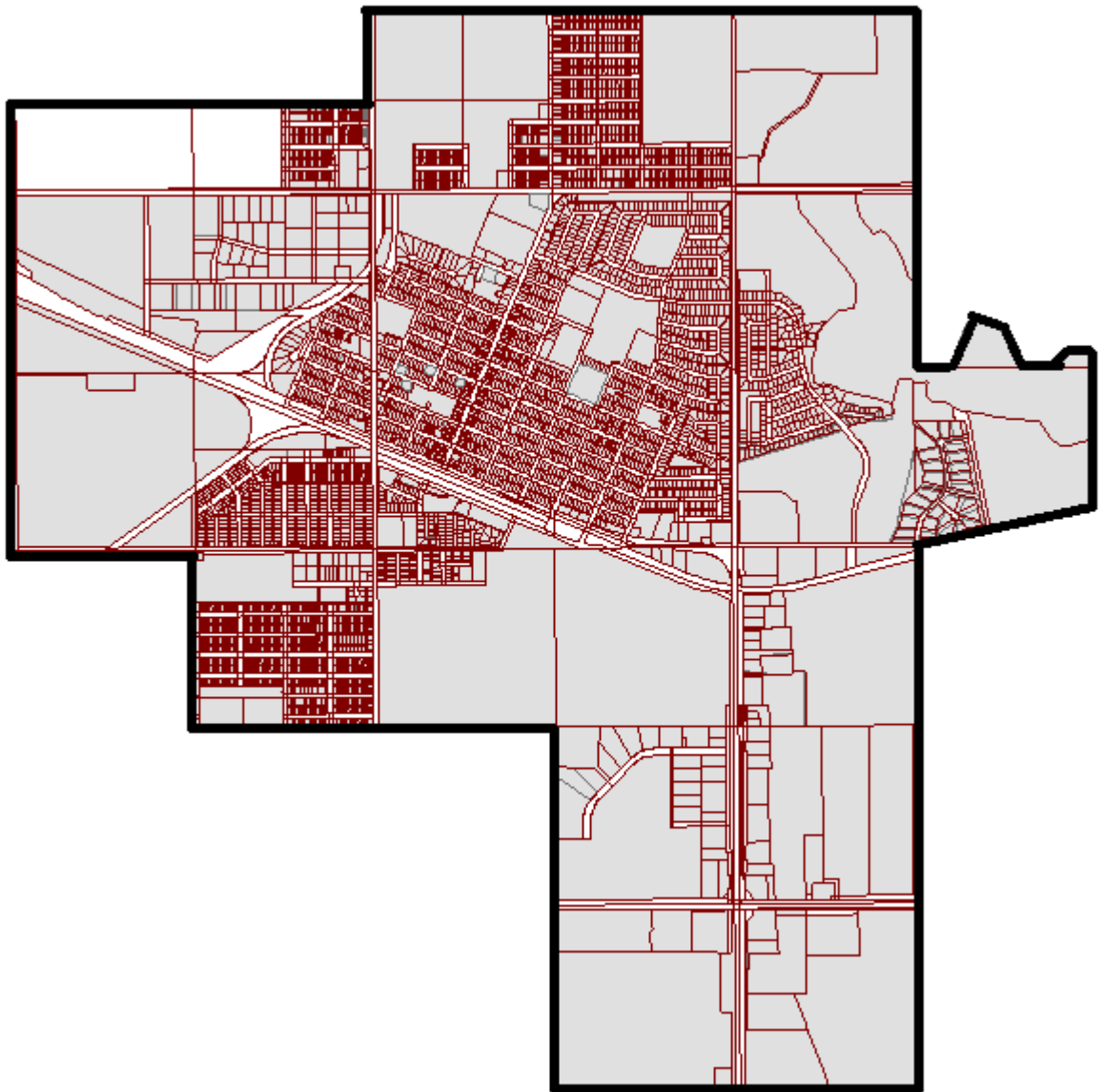
I certify that I am entitled to vote in this election pursuant to *The Local Government Election Act, 2015* and that enclosed in this envelope is a ballot envelope that contains the ballot(s) received by me and marked by me.

Dated this _____ day of _____, 20____

Signature of voter

Schedule "F"

City of Melfort Poll Area



Schedule “G”

Eligible Witnesses for the Non-In-Person Mail-in Ballot Application

Voters wishing to apply for a mail-in ballot are required to have a witness to their application form. Voters have two options for witnesses:

Option 1: Family member*, someone living at the same address, or a neighbour:

A voter may have a family member, someone living at the same address of the voter, or a neighbour residing immediately adjacent to or across from you, providing that the witness is an eligible voter in the 2020 municipal election and the witness has known the voter for at least 2 years or more.

Family member is defined by Appendix D, Table 2 (Vouching) in *The Local Government Election Regulations, 2015*:

Grandmother	Father-in-law	Granddaughter
Brother	Stepmother	Son-in-law
Mother-in-law	Mother	Stepdaughter
Brother-in-law	Son	Sister
Spouse	Daughter-in-law	Grandson
Grandfather	Stepfather	Sister-in-law
Daughter	Father	Stepson

The voter is required to submit a copy or picture of the witness' government-issued photo identification if they are using a witness in Option 1.

An eligible voter is defined as someone that, on Election Day:

- is a Canadian citizen
- is at least 18 years old
- is a resident of the Province of Saskatchewan for at least six consecutive months immediately preceding Election Day, and
- is a resident of the City of Melfort, or on land now in the city, for at least three consecutive months immediately preceding Election Day or the owner of accessible land in the City of Melfort, or on land now situated in the city for at least three consecutive months immediately preceding Election Day

Option 2: Occupation-based professional as a witness

A voter may use one of the following professionals to witness their application form, provided the professional is registered and/or licensed to practice their profession in the Province of Saskatchewan and is currently working in that field:

- Judge
- Dentist
- Pharmacist
- Veterinarian
- Police Officer
- Notary Public
- Lawyer/Notary
- Medical Doctor
- Dean/Head of University of College
- Signing Officer of a bank or trust company
- Signing Officer of a financial institution offering a full range of banking services
- Any Saskatchewan Health Authority employee currently employed in a hospital, rehabilitation centre, senior assisted-living facility, long-term care facility, or care home governed by or affiliated with the Saskatchewan Health Authority.