

## Village of Elbow – Election Memo

To: All Candidates  
From: Yvonne Jess, Returning Officer  
Subject: **October 16, 2013 Municipal By-Election for Mayor**  
Date: August 1, 2013

**Introduction** – The purpose of this memo is to provide you with a guideline as to the key dates and procedures that must happen between now and the election.

### **Candidate's Qualifications**

- on the day of the election is at least 18 years of age.
- at the time he or she submits the nomination paper, is a Canadian citizen and has resided<sup>1</sup>:
  - in the Village of Elbow for at least 3 consecutive months immediately preceding the date on which nominations papers are submitted; **and**
  - in Saskatchewan for at least 6 consecutive months immediately preceding the date on which nomination papers are submitted.

### **Elector's Qualifications**

- At least 18 years of age on Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 consecutive months immediately preceding the day of the election.
- And one of the following:
  - A resident of the Village of Elbow for at least 3 consecutive months immediately preceding the day of the election; or
  - An owner of assessable land within the Village of Elbow for at least 3 consecutive months immediately preceding the day of the election.

### **Nomination Papers**

Nominations may be picked up and filed at the Elbow Village Office during normal office hours (9 a.m. – noon & 1 – 5 p.m.) from Thursday, August 1<sup>st</sup> until Tuesday, September 10, 2013 and on Wednesday, September 11, 2013 at the Elbow Village Office between the hours of 9:00 a.m. until 4:00 p.m. (**DEADLINE – 4 p.m. September 11<sup>th</sup>**)

- The nomination form has a front and back portion, and candidates must ensure that the following has been entered:
  - The candidate's name and address must appear on the front of the nomination form together with the office they are running for.
  - Five (5) eligible electors who meet the qualifications noted above must sign the front of the form.
  - The back of the form must show the name and occupation of the candidate, as it will appear on the ballot, as well as the office that they are running for.
  - The back of the form must be dated and signed by the candidate in the presence of two (2) witnesses.
  - The witnesses do not have to be electors or residents of the community, but they must be of legal age (18 or over).

**Nomination Withdrawals** – A candidate may withdraw his nomination by filing a written notice with the returning officer or the nomination officer any time during normal office hours after they have filed their nomination, and on Thursday, August 22<sup>nd</sup> from 9 a.m. until 4 p.m.

**Election Day** – Election Day is Wednesday, October 16, 2013 with the polls open from 9:00 a.m. until 8:00 p.m. Voting will take place at the Elbow Village Office. The Village Office will only be open for election purposes that day, and only those entitled to be in the polling area will be allowed (see below).

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<sup>1</sup> Residency impacts a person's ability to vote or to run for office. Residency generally refers to a person's home. A person has only **one** residence. – Saskatchewan Ministry of Municipal Affairs.

**Advance Poll** – There will be an advance poll on Wednesday, October 9, 2013 from 4 p.m. – 7 p.m. at the Elbow Village Office. This poll is available to those who declare that they are unable to vote on the day of the election due to one of the following reasons: (a) unable, for a physical reason, to vote on election day; (b) have been appointed as an election official; or (c) anticipate being unable to vote on the day of the election.

**Mail-in Ballots** – Council passed a Bylaw in 2012 establishing a mail-in ballot voting system. Voters need to come into the Village Office in person to complete an application package in order to take part in the mail-in ballot process. The deadline to complete the mail-in ballot application is September 16, 2013. This information was provided to every ratepayer with their tax notice.

**Voter Identification** – Provincial legislation states that ALL voters are required to provide identification when they come to vote – similar to the federal and provincial elections. Photo ID is the best option (valid driver's license with your name and address on it). Non-photo ID options (2 are needed) would include: health card, utility bills, tax notices, etc. One of those non-photo pieces must contain your address.

### **Candidate / Agents**

All candidates and their agents may arrive or depart from the advance poll or the election day poll at any time from opening until closing of the polls. Any candidate and no more than two (2) of their agents may be present at any one time.

- All candidates and their agents must register with the Deputy Returning Officer and sign a form when attending at the polls.
- Seating will be assigned at the polling place from which to observe the vote
- Candidates or agents shall not:
  - question electors or attempt to influence their voting decision in any way.
  - make their objection directly to the elector if they object to that elector voting – the objection must be made to the Deputy Returning Officer, after the ballot has been presented to the elector.
  - attempt to determine how an elector has voted or will vote, or communicate to anyone how an elector has voted or will vote.
  - canvass or solicit votes in, or within 100 meters of, the polling place
  - At the counting of the ballots, only the candidate or one (1) agent may be present.

### **Post Election Procedures**

- Ballots will be counted, and those elected will be determined on October 16<sup>th</sup>.
- Official results will be announced on October 16<sup>th</sup>.
- All elected candidates are required to sign an oath prior to assuming their duties.

**Advertising** – Please ensure each advertisement states who authorized the ad. Keep all campaign materials at least 100 meters from the Elbow Village Office (the polling place).

### **Persons Entitled to be in Polling Area**

- Election officials
- Each candidate
- Not more than two authorized agents of a candidate
- Any person acting as an escort of a voter who is blind or otherwise incapacitated
- Elector waiting to cast his ballot

### **Further Information**

If you required further information, please contact me at 854-2277.