



Application Instructions for Mail-In Ballots : Mail and Digital Applications

1. Fill out the Voter's Registration Form completely. Voter eligibility information is on page 3 and a sample of a complete Voter's Registration Form is on pages 6 & 7.
 - a. If you reside in the City and meet the voter eligibility requirements - you are eligible to vote for school board trustees (School Division Voters section of the form). In order to vote for the Christ the Teacher Catholic Separate School Division, you must declare that you are of the Catholic faith.
 - b. If you live outside of City limits but are eligible to vote (you own land within the City in your personal name) – you are **not** eligible to vote for school board trustees. You will need to leave the School Division Voters section of the form blank.
2. Make a copy of your identification. Examples of acceptable identification are found on page 3 & 4.
3. Have an eligible witness watch you sign the Declaration of Person Requesting Mail-in Ballot. The witness must also sign the Declaration and fill in the Witness Verification Information. A list of persons able to witness you is found on page 5.
4. The same witness must then sign and date the copy of your identification (like the example on page 8) and fill in Mail-in Ballot Witness Form.
5. Double check that:
 - a. Your Voter's Registration Form is filled out completely, signed and witnessed;
 - b. The Mail-in Ballot Witness Form has been filled out by your witness; and
 - c. A copy of your identification has been attached and has been signed and dated by your witness.
6. Enclose the completed forms and copy of identification in the envelope provided.
7. Return the completed package to the Yorkton Municipal Election Headquarters by one of the following ways:
 - a. In person to 2nd Floor of City Hall, 37 Third Avenue North, Yorkton;
 - b. By email to elections@yorkton.ca; or
 - c. By mail c/o Returning Officer, PO Box 400, Yorkton, SK S3N 2W3
8. The receipt of your completed registrations will be recorded in a registry, and retained in accordance with *The Local Government Elections Act, 2015*.
9. The ballot package will be mailed to you mid-October when the candidate list has been finalized.

If you have any questions or concerns, please call the Municipal Elections Office at **306-786-1717**.

Thank you for participating in the Municipal Election! Your voice matters.

Please note:

Incomplete registration forms will not be accepted.

It is a serious offence to declare a false statement - you can be fined. See page 2 for details.



LOCAL GOVERNMENT ELECTION ACT, 2015

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; 78
- (i) knowingly or willfully 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).

(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.

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.



Voter Eligibility

In order to vote in the City of Yorkton Municipal Election, including for School Board Trustees for Yorkton at Large in the Good Spirit School Division No. 204 or the Christ the Teacher Catholic School Division* you must:

- Be a Canadian citizen;
- Be at least 18 years old, and one of the following;
- Have lived in Saskatchewan for at least six consecutive months immediately before Election Day and:
 - Lived in the City of Yorkton for at least three months before election day; or
 - Are the owner of assessable land situated in the City of Yorkton for at least three months immediately before Election Day.

*To be eligible to vote in any election held in a separate school division, a person shall in addition to the above requirements, be of the religious faith of the minority that established that separate school division. Upon declaring that, and being registered to vote in that school division, you are not eligible to vote in any other school division.

All voters are required to fill out a Voter's Registration Form (example Form R attached) and produce identification. In the case of a Personal Care home, a Facility Administrator may complete Form A to confirm residence and identity.

Acceptable Voter Identification:

- Government issued photo ID that has your photo, name and address

Examples:

- Valid Saskatchewan driver's license
- Valid Saskatchewan ID card issued by SGI or a motor license issuer
- Any other valid government issued photo ID, as long as it includes your name and address.

A photo ID card is available for all Saskatchewan non-drivers at any motor license issuer at the cost of \$15, or **at no charge for seniors 65+.** More details can be found on the SGI website at this link: <https://www.sgi.sk.ca/non-driver-id>

- Non photo ID (will need two pieces, as long as both contain your name and at least one contains your address)

Examples with name and address include:

- Valid ID cards issued by Canadian or Saskatchewan government, a Saskatchewan municipality or school division, a Saskatchewan Indian band or the Metis Nation of Saskatchewan;
- Government cheque issued by one of the above entities;
- A Certification of Identity and Residence issued by the responsible authority of the senior residence or long-term care facility
- Personal correspondence, benefit/contribution statements and tax/assessment notices issued by any of the above entities;
- Bank/credit union cards, credit cards and statements;
- Utility bills and statements issued within six months of the date of election;
- Blank cheque bearing the voter's name and address;
- Certificate of vehicle registration;
- Income Tax Assessment Notice issued by the Canada Revenue Agency;
- Insurance policy;
- Pay cheque issued by an employer
- Residential Lease or Mortgage Agreement;
- Statement issued by the Worker's Compensation Board;
- Pension plan Statement of Benefits, Contributions or Participation;
- Property Tax Notice issued by the City of Yorkton;
- Statement of government benefits (employment insurance, old age security, social assistance, child tax benefit) issued by the Government of Canada or the Government of Saskatchewan.

Examples of ID with name only are:

- Birth Certificate
- Canadian Blood Services Donor Card
- Passport
- Certificate of Canadian Citizenship
- Certificate of Indian Status Card
- Metis Nation Status Card
- Credit/Debit card issued by a bank or credit union
- Canadian Forces identity card
- Firearm Possession and Acquisition License or Possession Only License
- Hospital bracelet/Hospital card
- Saskatchewan Health Services card
- Social Insurance Number card
- Veterans Affairs Canada Health Identification card

List of Persons Able to Witness Mail-In Ballot Application & Declaration Forms and Verify Identification for the Purposes of Submitting Mail-In Ballot Applications

- 1) A person that is an eligible voter and that is a family member as defined by Table 2 of *The Local Government Election Regulations, 2015* or is another person that resides at the same address as the voter.
- 2) An occupation-based professional who is registered and/or licensed to practice their profession within the Province of Saskatchewan and currently working in that field, namely: judge, doctor, dentist pharmacist, lawyer accountant, social worker, Commissioner for Oaths, Notary Public, law enforcement officer, teacher, postmaster; or
- 3) Any Saskatchewan Health Authority employee currently employed within the City of Yorkton at the Yorkton Regional Health Centre, a senior-assisted living facility, a long-term care facility or care home governed by or affiliated with the Saskatchewan Health Authority.

LOCAL GOVERNMENT ELECTION, 2015

L-30.11 REG 1

Appendix D

TABLE 2

[Subsection 17(2) of the Regulations]

1-1	spouse
1-2	father
1-3	mother
1-4	grandfather
1-5	grandmother
1-6	stepfather
1-7	stepmother
1-8	father-in-law
1-9	mother-in-law
1-10	brother
1-11	sister
1-12	brother-in-law
1-13	sister-in-law
1-14	son
1-15	daughter
1-16	stepson
1-17	stepdaughter
1-18	son-in-law
1-19	daughter-in-law
1-20	grandson
1-21	granddaughter

24 Dec 2015 cL-30.11 Reg 1.

LOCAL GOVERNMENT ELECTION
FORM C and FORM R

[Subsection 92 of the Act and clause 18(1)(a) of the Regulations and Subsection 96(2) and 121(2) of the Act]

Voter's Registration Form and Poll Book / Declaration of Person Requesting Mail-In Ballot

Print your
name and
address
here →

Name: JOHN DOE
(Please print)

Address: 123 HAPPY STREET, YORKTON, SK – S3N N3S
(Please print)

Election held in the City of Yorkton, Good Spirit School Division No. 204 – City of Yorkton Subdivision
and Christ the Teacher Catholic Separate School Division No. 212 – City of Yorkton Subdivision

Complete the following by placing an "X" in the box next to each statement that is correct:

Check all
the boxes
applicable
here →

- ☒ 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.

School Division Voter

Check the
applicable
box
here →

1. On the day of the election, I:
 - a) have resided for at least three consecutive months immediately preceding the day of the election in the: (Check one)
 - ☒ i. Good Spirit School Division No. 204; or
 - ☐ ii. Christ the Teacher Catholic Separate School Division No. 212, and I am of the religious faith of the minority that established the separate school division;
 - b) qualify as a voter of that school division; and
 - c) have resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election.

Municipal Voters

Check the
applicable
box
here →

2. On the day of the election:
 - a) I: (Check one)
 - ☒ i. have resided for at least three consecutive months immediately preceding the day of the election in the City of Yorkton; or
 - ☐ ii. have been the owner for at least three consecutive months immediately preceding the day of the election of assessable land situated in the municipality; and
 - b) I have resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election.

Declaration of Person Requesting Mail-In Ballot

Check the box here →	<p>Declaration of Absentee Voter:</p> <p style="text-align: center;">✓ I request that a mail-in ballot be issued to me.</p>
Fill In Address	<p>Address where the mail-in ballot is to be mailed: <u>123 HAPPY STREET, YORKTON, SK – S3N N3S</u></p> <p style="text-align: center;">(Please print)</p>
Check the box here →	<p>For mail and digital submission:</p> <p style="text-align: center;">✓ I have included a copy of acceptable identification, and the copy has been signed by the witness below.</p>
<p>I declare that the information given by me with respect to the above statements is true in all respects.</p>	
Complete the Declaration by signing as the voter, and having the appropriate witness sign as well.	<p>Dated this <u>1st</u> day of <u>September</u>, <u>2020</u>.</p> <p>Witness:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>I have witnessed the signature of the person named above and I am satisfied the person's identity has been established pursuant to <i>The Local Government Election Act, 2015</i> and the Regulations.</p> <p style="text-align: center;"><u>JANE DOE</u></p> <p style="text-align: center;">(Witness Name Print/Signature)</p> </div> <div style="width: 45%;"> <p>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 and by virtue of <i>The Canada Evidence Act</i>.</p> <p style="text-align: center;"><u>JOHN DOE</u></p> <p style="text-align: center;">(Voter Signature)</p> </div> </div>
Witness must complete this portion of the form.	<p>Witness Verification Information (must complete one of the following options taken from Appendix E of Bylaw No. 10/2020):</p> <p><input type="checkbox"/> Credentials/Profession: _____</p> <p style="text-align: center;">or</p> <p>✓ Spouse, Family Member or Member residing in the same household or residence that is 18 years old or older. Relationship to Voter: <u>WIFE</u></p>

FOR ELECTION OFFICIAL USE ONLY

Mail-In Ballot Register

	Initials	Initials
Date application accepted:		Ballot accepted
Date mail-in ballot kit mailed/provided:		Ballot not accepted
Date mail-in ballot received:		Ballot spoiled

Remarks: _____

No. _____

EXAMPLE MAIL-IN BALLOT APPLICATION for MAIL & DIGITAL SUBMISSION



Signed by: _____, DATE

(Must be signed by the same witness who signed your registration form.)