



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, MARCH 4, 2024, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. PRAYER

3. APPROVAL OF AGENDA

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

6.1 February 12, 2024 City Council Meeting Minutes for Approval (MIN 24-10)

Page 1

7. NOTICE OF PROCLAMATIONS

7.1 Amyloidosis Awareness Month - March 2024

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

10.1 OIPC Investigation Report 320-2023 - City of Prince Albert (CORR 24-12)

Page 9

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Development Permit Application – Child Care Centre – 2815 1st Avenue West (RPT 24-58) **Page 21**
- 11.1.1 New Child Care Centre on 1st Avenue West (CORR 24-13) **Page 27**
- 11.2 Community Airports Partnership – Agreement – Airfield Cameras (RPT 24-43) **Page 29**
- 11.3 2nd Avenue West Paving - Urban Highway Connector Program Agreement (RPT 24-63) **Page 44**
- 11.4 Destination Marketing Fund Grant Capital Enhancements Application & New Event Application - 2024 & 2025 WBSC Men’s World Cup of Softball (RPT 24-62) **Page 48**
- 11.5 Year 2023 Destination Marketing Levy Grants Paid to Host Committees (RPT 24-53) **Page 123**
- 11.6 Destination Marketing Levy Grant Funding Portion of Tourism Coordinator Salary (RPT 24-54) **Page 127**
- 11.7 Bylaw No. 7 of 2024 – Rezoning a portion of the 700th Block of Marquis Road East from FUD – Future Urban Development to C4 – Highway Commercial (RPT 24-56) **Page 131**
- 11.8 Digital Sign Application – 1401 2nd Avenue West (RPT 24-57) **Page 138**
- 11.9 During Approval of the Agenda the Report regarding Request for Tax Relief Application - Canadian Revival Centre Corporation (CRCC) was removed
- 11.10 2024 Municipal and In-City School Boards Election (RPT 24-50) **Page 143**

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 February 12, 2024 City Council Inquiry Responses (INQ 24-3) **Page 301**

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion - Councillor Head - Costs of Clearing Sidewalk on Rotary Trail (MOT 24-1) **Page 305**

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 24-10

MOTION:

That the Minutes for the City Council Regular Meeting held February 12, 2024, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**MONDAY, FEBRUARY 12, 2024, 5:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
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
Jody Boulet, Director of Community Services
Ramona Fauchoux, Director of Financial Services
Kevin Yates, Acting Director of Corporate Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. LAND ACKNOWLEDGEMENT & PRAYER

Mayor Dionne asked that all members stand and that the City Clerk offer the prayer.

3. APPROVAL OF AGENDA

0027. **Moved by:** Councillor Miller
Seconded by: Councillor Lennox-Zepp

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Solomon and Mayor Dionne

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

5.1 Councillor Edwards – Item No. 11.2 regarding 2023 Recreation Facility Grant Program – 2nd Intake – Board Member of Carlton Park Community Club.

6. ADOPTION OF MINUTES

0028. **Moved by:** Councillor Kilmer
Seconded by: Councillor Cody

That the Minutes of the Council Regular Meeting held January 22, 2024, be taken as read and adopted.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Solomon and Mayor Dionne

Absent: Councillor Ogradnick

CARRIED UNANIMOUSLY

7. NOTICE OF PROCLAMATIONS

7.1 Wear Red Canada Day – February 13, 2024

8. PUBLIC HEARINGS

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Development Permit Application – Child Care Centre – 215 12th Street West (RPT 24-37)

0029. **Moved by:** Councillor Kilmer
Seconded by: Councilor Miller

1. That the Discretionary Use Development Permit Application for a Child Care Centre for up to thirty eight (38) children located at 215 – 12th Street West, legally described as Lot 8, Block 4, Plan No. C199, Extension 0 and Lot 9, Block 4, Plan No. C199, Extension 99, be approved;
2. That the provision of four (4) required off-site parking spaces be approved subject to the submission of a finalized Off-Site Parking Agreement; and,
3. That the Off-Site Parking Agreement(s) be registered on the title of the subject property, located at 215 – 12th Street West.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Solomon and Mayor Dionne

Absent: Councillor Ogrodnick

CARRIED UNANIMOUSLY

11.2 2023 Recreation Facility Grant Program – 2nd Intake (RPT 24-32)

0030. **Moved by:** Councillor Head
Seconded by: Councillor Solomon

That the following be approved under the 2nd intake of the 2023 Recreation Facility Grant Program and funded through Community Services Building Reserve:

1. That Carlton Park Community Club receive \$5,446.80 for painting of the Hall, repair to water heater and repair of lights in the Hall;
2. That East End Community Club receive \$6,099.45 for replacement of a brine pump in the Curling Rink;
3. That West Hill Community Club receive \$697.10 for upgrading both interior and exterior lighting to LED fixtures; and,

4. That Crescent Heights Community Club receive \$6,528.20 for the replacement of their Scoreclock.

In Favour: Councillors: Cody, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

Absent – Declared Conflict of Interest: Councillor Edwards

CARRIED UNANIMOUSLY

11.3 Community Grant Accessible Swim Program (RPT 24-35)

0031. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Kilmer

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

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.4 Updated Funding Model for Aquatic and Arenas Recreation Centre Project – January 2024 (RPT 24-31)

0032. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

1. That the revised Funding Model for the Aquatic and Arenas Recreation Centre Project, as attached in Appendix B to RPT 24-2, be approved;
2. That Administration proceed with a Request for Proposal for borrowing \$18 million to assist with the fluctuation of the City's cash flow between the project cost payments and the receipt of funding/revenue over the next five (5) years;
3. That a Bylaw to provide for the creation of debt not payable within the current year be forwarded to City Council for consideration; and,
4. That Administration be authorized to proceed with Public Notice for the Short Term Debt Bylaw.

In Favour: Councillors: Cody, Edwards, Kilmer, Ogrodnick, Solomon and Mayor Dionne

Against: Councillors: Head, Lennox-Zepp and Miller

CARRIED (6 TO 3)

11.5 2023 Audit Engagement Letters (RPT 24-38)

0033. **Moved by:** Councillor Kilmer
Seconded by: Councillor Head

1. That the following Engagement Letters between The City and MNP LLP, be approved:
 - a. The audit of the Annual Consolidated Financial Statements of The City for the year ending December 31, 2023; and,
 - b. The audit of financial information consisting of the Municipal Annual Expenditure Report of The City as of December 31, 2023; and,
2. That the Mayor and City Clerk be authorized to execute the Letters of Engagement Letters on behalf of The City.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.6 SaskTel Communication Towers – Support in Principle (RPT 24-36)

0034. **Moved by:** Councillor Cody
Seconded by: Councillor Edwards

That the following three (3) proposed locations for the new Communication Towers, as outlined in Schedule A to RPT 24-36, be supported in principle:

1. Miller Hill Park near the Drainage Channel;
2. SaskTel Customer Service Centre at 1200 – 6th Avenue East; and,
3. Kinsmen Park.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Miller, Ogrodnick and Mayor Dionne

Against: Councillors: Lennox-Zepp and Solomon

CARRIED (7 TO 2)

11.7 Memorandum of Agreement to Conclude Collective Bargaining – IAFF Local #510 (RPT 24-39)

0035. **Moved by:** Councillor Head
Seconded by: Councillor Miller

1. That the Memorandum of Agreement between The City and the International Association of Fire Fighters Local No. 510, as attached to RPT 24-39, be approved; and
2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Head – Alternative Bus Stop

Could the Bus Stop located at 400 Block of 6th Street East be moved to 4th Avenue East.

14.2 Councillor Head – Incentives for Cleaning up Derelict Homes

What are some options for incentives/encouragement to clean up derelict homes.

14.3 Councillor Edwards – Police Service Budget Increases

Could Administration provide the official budget increases that the Police Service received for each Budget cycle since 2018, including dollar amounts and percentages.

15. INQUIRY RESPONSES

15.1 January 22, 2024 City Council Inquiry Responses (INQ 24-2)

0036. **Moved by:** Councillor Miller
Seconded by: Councillor Solomon

That INQ 24-2 be received as information and filed.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

16.1 Councillor Head – Costs of Clearing Sidewalk on Rotary Trail

That Administration prepare a report on the costs to clear the section of sidewalk where the Rotary Trail ends in the 500 Block of 4th Street East and begins again on the 700 Block of 2nd Street East.

17. MOTIONS

18. PUBLIC FORUM

19. ADJOURNMENT – 6:21 P.M.

0037. **Moved by:** Councillor Kilmer
Seconded by: Councillor Ogradnick

That this Council do now adjourn.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 4TH DAY OF MARCH, A.D. 2024.



City of
Prince Albert

CORR 24-12

TITLE: OIPC Investigation Report 320-2023 - City of Prince Albert

DATE: February 28, 2024

TO: City Council

PUBLIC: X

INCAMERA:

SUGGESTED DISPOSITION:

That the Correspondence be received as information and filed.

PRESENTATION: NONE

ATTACHMENTS:

1. Letter dated February 27, 2024

Written by: Mitchell J. Holash, K.C., City Solicitor



City of
Prince Albert

RECEIVED
FEB 27 2024
CITY CLERK
CITY COUNCIL

February 27, 2024

Office of the Information and Privacy
Commissioner
503 – 1801 Hamilton Street
Regina, SK
S4P 4B4

SENT BY EMAIL:
c/o abaku@oipc.sk.ca

**Recommended
Disposition:**

Receive as
Info & File:

Attention: Mr. Ronald Kruzeniski, K.C.
Saskatchewan Information and Privacy Commissioner

Dear Sir:

Re: Investigation Report 320-2023 – City of Prince Albert

We acknowledge receipt of the Privacy Commissioner’s Report pursuant of section 44 of LAFOIP in this matter confirming there was no breach of private information.

This letter is written pursuant to section 45 of LAFOIP on behalf of our City Clerk, Ms. Mercier (Head) to confirm that the City of Prince Albert does not intend to take any further action with respect to this matter. It is noted that that is consistent with the Privacy Commissioner’s recommendation in the Report.

We trust you will find this to be in order, and we thank you.

Yours truly,


MITCHELL J. HOLASH, K.C.

MJH/ab

cc. City Clerk, City of Prince Albert (via email)
Ann Iwanchuk (via email)
David M. Werminski, Legal and Legislative Representative, CUPE (via email)

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Office of the
Saskatchewan Information
and Privacy Commissioner

INVESTIGATION REPORT 320-2023

City of Prince Albert

February 27, 2024

Summary: The City of Prince Albert (the City) received a privacy complaint alleging that it had inappropriately disclosed the Complainant's personal information when it posted their contact information on the City's website as well as at the door of every City facility. The City did not agree that a privacy breach had occurred. The Complainant was not satisfied with the City's response and asked the Commissioner to investigate. The Commissioner found that the information at issue did not qualify as personal information; therefore, no breach of privacy had occurred. He recommended that the City take no further action.

I BACKGROUND

- [1] The Complainant is a part of the Canadian Union of Public Employees (CUPE) management. The City of Prince Albert (City) on or about October 20, 2023, published a notice on its website as well as at the doors of every City facility encouraging members of the public to report inappropriate behaviour from picketers, engaging in the then CUPE local job action against the City, to the Complainant or the police.
- [2] The Complainant alleges that both their personal cellular telephone (cell phone) and office telephone numbers were included in the notice.

- [3] On October 24, 2023, CUPE's legal counsel sent a letter to the City on behalf of the Complainant which demanded that the City remove and dispose of the notices displaying the Complainant's personal cell phone number and contact information by 3:00 p.m. on October 25, 2023. CUPE's legal counsel advised that if this was not done, CUPE would take further legal steps regarding the issue.
- [4] In correspondence on October 27, 2023, the City's legal counsel responded, explaining that it simply provided the Complainant's business number to concerned residents and businesses in directing them on how they could channel their inquiries to persons with authority, responsibility and influence over the conduct of CUPE 882 members on the picket line. The City emphasized that the contact information in question was not personal information as it had been made available by CUPE to the City and was clearly presented in the public domain as a business contact by CUPE itself.
- [5] On November 3, 2023, CUPE's legal counsel in response to the City clarified that the posted contact information did not only refer to the Complainant's business phone number, but also contained their personal cell phone number. CUPE's legal counsel, in this correspondence, added that they had been notified that the Complainant's contact information had been made available on the City's website, further violating their privacy. CUPE's legal counsel emphasized that the City was clearly breaching its obligation to protect personal information by posting the Complainant's business and personal phone numbers and demanded that the City remove this information where it was posted physically and digitally by 5:00 p.m. on November 6, 2023.
- [6] Also, in the correspondence on November 3, 2023, CUPE's legal counsel demanded that a public apology be published on the City's website for a duration of time equal to how long the Complainant's information had been publicized by the City. They advised that CUPE may seek legal remedy if the City refused to act and "may do so regardless due to the callous nature of this breach". Finally, the legal counsel clarified that the Complainant had no authority, responsibility, nor influence over the behaviour, actions, and decisions made at the elected local executive level, as such they were not the person to contact in this case.

- [7] On November 23, 2023, the Complainant filed a privacy complaint with my office. The Complainant advised my office that their personal cell phone number was likely obtained when they requested to speak at the October 16, 2023, City Council meeting. They stated that they also provided their contact information to the City's Manager of Human Resources when they met for a high-level meeting to attempt to convince the City to schedule bargaining dates. The Complainant added that their personal cell phone number is not published on the CUPE website.
- [8] On December 1, 2023, the Complainant provided my office with a screenshot image from the City's website indicating that their contact information was still up as of December 1, 2023. They added that they were reliably informed that the poster with their contact information attached to the doors of every City facility had not been taken down as at the said date.
- [9] On December 12, 2023, the City, in correspondence with my office, emphasized that the contact information in question was made available to the City from the Complainant's business card. A copy of this business card was presented to my office. The City also advised that the contact information had been removed from the City's website and the City's facilities for other reasons.
- [10] On December 20, 2023, my office notified the City that it would be conducting an investigation into the alleged breach of privacy. The notice required the City to complete my office's *Privacy Breach Investigation Questionnaire* (Questionnaire). The City was also asked to include in its arguments, its authority to disclose the information at issue by posting it publicly as well as an explanation of whether or not the information qualifies as "personal information".
- [11] Again, that same day, my office sent a notice of the investigation to the Complainant inviting them to provide a submission in support of the claim that their privacy had been breached.

[12] On January 16, 2024, the Complainant submitted additional information to my office for consideration.

[13] In correspondence on January 19, 2024, the City presented its position as to why the Complainant's business and cell phone numbers do not qualify as personal information, as well as modified responses to my office's Questionnaire. Additionally, it provided my office with a *Personal Information Briefing Memorandum* further clarifying its stance and excerpts from my office's Review Report F-2010-001 as precedent in support of its arguments.

II DISCUSSION OF THE ISSUES

1. Do I have jurisdiction?

[14] The City is a "local authority" pursuant to subsection 2(1)(f)(i) of *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). Therefore, I find I have jurisdiction to undertake this investigation.

2. Is personal information involved?

[15] Before I can determine if the City made an unauthorized disclosure of "personal information", I must first determine whether the information at issue qualifies as "personal information" for the purposes of LA FOIP.

[16] My office's *Guide to LA FOIP*, Chapter 6, "Protection of Privacy" updated February 27, 2023, (*Guide to LA FOIP*, Ch. 6) at page 38, provides that for the privacy provisions at PART IV of LA FOIP to be engaged, the information at issue must constitute "personal information" as defined by subsection 23(1) of LA FOIP.

- [17] The *Guide to LA FOIP*, Ch. 6 at page 39, clarifies that the list of examples provided for at subsection 23(1) of LA FOIP is not meant to be exhaustive. This means there can be other types of information that could qualify as “personal information”.
- [18] The information at issue in this matter is the Complainant’s cell phone and office telephone numbers.
- [19] In its submission to my office, the City advised that the telephone numbers in question, posted at the entrances of the City’s buildings and on the City’s website during a CUPE-local labour strike involving the City, were from the Complainant’s business card.
- [20] The Complainant provided my office with images of the notice posted at the entrances of the City’s buildings and a screenshot image of the City’s website showing the information the Complainant takes issue with. I note that the notice and website post include:
- Two telephone numbers; and
 - A job title
- [21] The City further presented, to my office, evidence that these telephone numbers were reflected publicly by the Complainant as business contact information in the following enumerated circumstances known to the City:
- On a business card presented by the Complainant to the City in connection with CUPE business;
 - In the Complainant’s business email signature line together with their other business contact; and
 - As CUPE’s internet posting of the Complainant’s business phone number.
- [22] In support of their argument, the City cited page 43 of my office’s *Guide to LA FOIP*, which states that, the type of information found on a business card (e.g., name, job title, work address, telephone and email) is considered “*business contact information*” and not personal information. My office’s [Review Report F-2010-001](#) which deals extensively with business card information was also cited.

[23] On January 16, 2024, the Complainant, in a Privacy Complaint Addendum submitted to my office, attached an email correspondence between them and the City Clerk's office from October 15 and 16, 2023. In these emails, their cell phone number was provided to the City Clerk in the signature line as possible evidence of how the City obtained their cell phone number. The Complainant also transcribed the messages left for them on their cell phone as well as provided the log of calls received from the Prince Albert Area concerning the strike action.

[24] I will proceed to outline my office's position in considering whether the cell phone and office telephone numbers at issue qualify as "personal information".

[25] Subsection 23(1)(e) of LA FOIP provides:

23(1) Subject to subsections (1.1) and (2), "personal information" means personal information about an identifiable individual that is recorded in any form, and includes:

...

(e) the home or business address, home or business telephone number, fingerprints or blood type of the individual;

[26] The *Guide to LA FOIP*, Ch. 6 at page 58, provides that LA FOIP should not be taken to say that names, addresses and telephone numbers of individuals in local authority record's must never be disclosed. Rather, it requires that such information must not be disclosed if the protection of privacy of an individual so requires. Individuals engaged in discharging public functions obviously do not have the same expectation of privacy when so doing as when they are going about their personal or private affairs.

[27] As per the *Guide to LA FOIP*, Ch. 6 at page 58, if "personal information" is claimed as an exemption it should not be just any information about an individual, it must be personal in the sense that it is private and that it is or should be treated as confidential so that disclosure would amount to an invasion of privacy or a breach of confidence. To qualify as personal information, the information must be about the individual in a personal capacity. As a general rule, information associated with an individual in a professional, official, or business capacity will not be considered to be "about" the individual.

- [28] The *Guide to LA FOIP*, Ch. 6 at page 42, further states that my office has consistently found that certain information does not qualify as personal information in several reports. The *Guide to LA FOIP*, Ch. 6 at page 43, includes work product as information in this category and provides: *Work product* is information generated by or otherwise associated with an individual in the normal course of performing his or her professional or employment responsibilities, whether in a public or private setting. This is not considered personal information.
- [29] Again, page 43 of the *Guide to LA FOIP*, Ch. 6, lists business card information as another category of information in the category identified above. The *Guide to LA FOIP*, Ch. 6 at page 43, defines *business card information* as the type of information found on a business card (name, job title, work address, work telephone numbers and work email address). This type of information is generally not personal in nature and therefore would not be considered personal information. This is considered “business contact information” and not personal information.
- [30] It is provided on page 58 of the *Guide to LA FOIP*, Ch. 6, that my office has previously relied on the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA) to support the interpretation that contact information for individuals in commercial business or private industry is not personal information. PIPEDA applies to every organization that collects, uses, or discloses personal information during “commercial activities”.
- [31] Importantly, the *Guide to LA FOIP*, Ch. 6 at pages 58 and 59, elaborates that section 4.01 of PIPEDA carves out business contact information from the type of personal information that requires protection. Subsection 2.1 of PIPEDA defines “business contact information” as, “information that is used for the purpose of communicating or facilitating communication with an individual in relation to their employment, business, or profession” such as the individual’s name, position name or title, work address, work telephone number, work fax number or work electronic address. This further supports my office’s

approach to its interpretation of LA FOIP in that business card information is not meant to be personal information.

[32] Finally, my office's *Guide to LA FOIP*, Ch. 6 at page 60, provides that in Review Report 082-2017, my office found that the contact information for an individual acting in their professional capacity (a former employee's post office box number, town, province and postal code, telephone number, fax number and email address) was "business card information" and was not personal information.

[33] In my office's Review Report 277-2016 at paragraph [40], I found that:

[40] For the third party's cell phone number, it belongs to one of the owners of Royalty Developments. He is also the president of that company... The cell phone number is included with other business card information that was released to the Applicant. The context of the emails pertains to a business transaction. It is clear that the cell phone is being used for business purposes. As such, it does not qualify as personal information.

[34] Further, in my office's Review Report 186-2019 at paragraphs [26], [27] and [30], I stated:

[26] Business card information is the type of information found on a business card (name, job title, work address, work phone numbers and work email address). This type of information is generally not personal in nature and therefore would not be considered personal information. Further, in Review 149-2019, 191-2019, I noted that business card information does not qualify as personal information when found with work product. Work product is information generated by or otherwise associated with an individual in the normal course of performing his or her professional or employment responsibilities, whether in a public or private setting. Work product is also not considered personal information.

[27] In this case, the cellular telephone number is in the signature line of an email, which contains work product of an employee of a third-party business.

...

[30] The cellular telephone number, therefore, constitutes business card information and does not qualify as personal information in this instance. I recommend that the Ministry release it to the Applicant.

[35] I note that a copy of the Complainant's business card presented to my office by the City provides their name, job title, work address, work email address as well as a cell phone

number and an office telephone number. It is this cell phone number and office telephone number that the Complainant argues is their personal information.

[36] Furthermore, the City provided my office with a copy of an email correspondence between the Complainant and the City. In the correspondence, the Complainant clarifies CUPE business in their official capacity. I observe that the cell phone number in question was included in the signature line of the email which had all the Complainant's other official business information. This email correspondence qualifies as work product which I have defined earlier in this Report.

[37] The City also presented to my office, a screenshot from Saskatoon Food Council's website where this cell phone number was posted in relation to the Complainant's position as City Councillor.

[38] I take the same approach here as set out in my office's *Guide to LA FOIP* and past Review Reports reproduced in paragraphs [26] to [34] above. In the present instance, the Complainant's cell phone number and their office telephone number provided on their business card and as they appear with their name, job title, work address, and work email address cannot be considered personal information for purposes of PART IV of LA FOIP. Again, by including the cell phone number, together with other business contact information, in the signature line of an email which was used to communicate work product, this number cannot be regarded as personal information. Additionally, it appears that this cell phone number and office telephone number have been presented in the public domain beyond that which the Complainant described to my office.

[39] The Complainant's cell phone number and office telephone number in this case, therefore, constitute business card information and not personal information. As the information at issue does not qualify as personal information, PART IV of LA FOIP is not engaged.

[40] As the information in question does not constitute personal information and PART IV of LA FOIP is not engaged, I find that a breach of privacy has not occurred. I recommend that the City takes no further action in this matter.

III FINDINGS

[41] I find I have jurisdiction to undertake this investigation.

[42] I find that the information at issue does not qualify as personal information.

[43] I find that a breach of privacy has not occurred as the privacy provisions of LA FOIP are not engaged.

IV RECOMMENDATION

[44] I recommend that the City takes no further action in this matter.

Dated at Regina, in the Province of Saskatchewan, this 27th day of February, 2024.

Ronald J. Kruzeniski, K.C.
Saskatchewan Information and Privacy
Commissioner



City of Prince Albert

RPT 24-58

TITLE: Development Permit Application – Child Care Centre – 2815 1st Avenue West

DATE: February 22, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Discretionary Use Development Permit Application for a Child Care Centre for up to 30 children, located at 2815 1st Avenue West, legally described Lot 23, Block 5, Plan 75PA18359 Ext 60, and Lot 24, Block 5, Plan 75PA18359 Ext 61 be approved, and,
2. That the off-site parking agreement for the provision of five (5) required parking spaces be approved subject to the submission of an executed off-site parking agreement.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for a Child Care Centre for up to 30 children. To provide the required parking, an off-site parking agreement must also be approved.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Development Permit Application for a Child Care Centre, located at 2815 1st Avenue West. The proposed Child Care Centre will provide care for children aged 2 to 12 years old. In total, the Centre intends to provide care for up to thirty (30) children and will require five (5) staff.

There is currently a Child Care Centre located immediately north of the subject site, on the corner of 28th Street West and 1st Avenue West. The new Child Care Centre will operate independently from the existing one, managing staff, parking, and outdoor place space separately.

As per Section 14 of the Zoning Bylaw, a Child Care Centre is defined as:

“the use of a building, or a portion thereof, for the provision of care and supervision to twelve (12) or more children at any one time, pursuant to the provisions of the Child Care Act, 2014”.

The subject property is located in the R4 – High Density Residential Zoning District. The purpose of this Zoning District is:

“to provide the full continuum of residential development options that allows for limited, complementary uses. With no maximum density, this zoning district is best located along arterial and collector streets or immediately adjacent to commercial nodes or centres, and provides the highest level of access to park space and commercial services through multiple modes of transportation.”

In any Zoning District, a Child Care Centre is considered Discretionary Use – Council and requires City Council approval.

In order to provide the required outdoor play space, staff parking will be located off-site. The use of off-site parking requires City Council approval.

PROPOSED APPROACH AND RATIONALE:

In accordance with the Zoning Bylaw, a Child Care Centre of this size requires five (5) parking spaces. To meet this requirement, the applicant has acquired the use of five (5) spaces, located within 120m of the subject site. Once the agreement has been finalized, Administration will review it for compliance with the Zoning Bylaw. See the attached Location Plan for the location of the off-site parking spaces.

As the proposed Child Care Centre conforms to the regulations within the Zoning Bylaw, it is recommended that this Development Permit Application and the use of off-site parking be approved.

CONSULTATIONS:

This application has been reviewed by the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division, and there are no concerns.

The Department of Planning and Development Services has been in contact with the applicant throughout the application review process in order to ensure that they are aware of all municipal requirements, and to manage expectations and timelines.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified of City Council's decision.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any policy, financial or privacy implications to consider with this report.

STRATEGIC PLAN:

With this Development Permit Application, the area of focus of promoting population growth is addressed by accommodating additional Child Care spaces in Prince Albert.

OFFICIAL COMMUNITY PLAN:

Section 6.4.1 of the City of Prince Albert's Official Community Plan identifies the following goal:

“Supportive housing forms and tenures, such as private and public care homes, senior's housing, residential care homes, *child day care centres*, shelters and other forms of supportive housing should be facilitated in all areas of the City”.

The proposed development conforms to the above policy statement as it will provide additional Child Care spots in the City of Prince Albert.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 10 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Public Notice was issued February 21st, 2024 to all property owners within 75 metres of the subject property.

ATTACHMENTS:

1. Location Plan - Aerial
2. Public Notice - February 21st, 2024

Written by: Darien Frantik, Planner

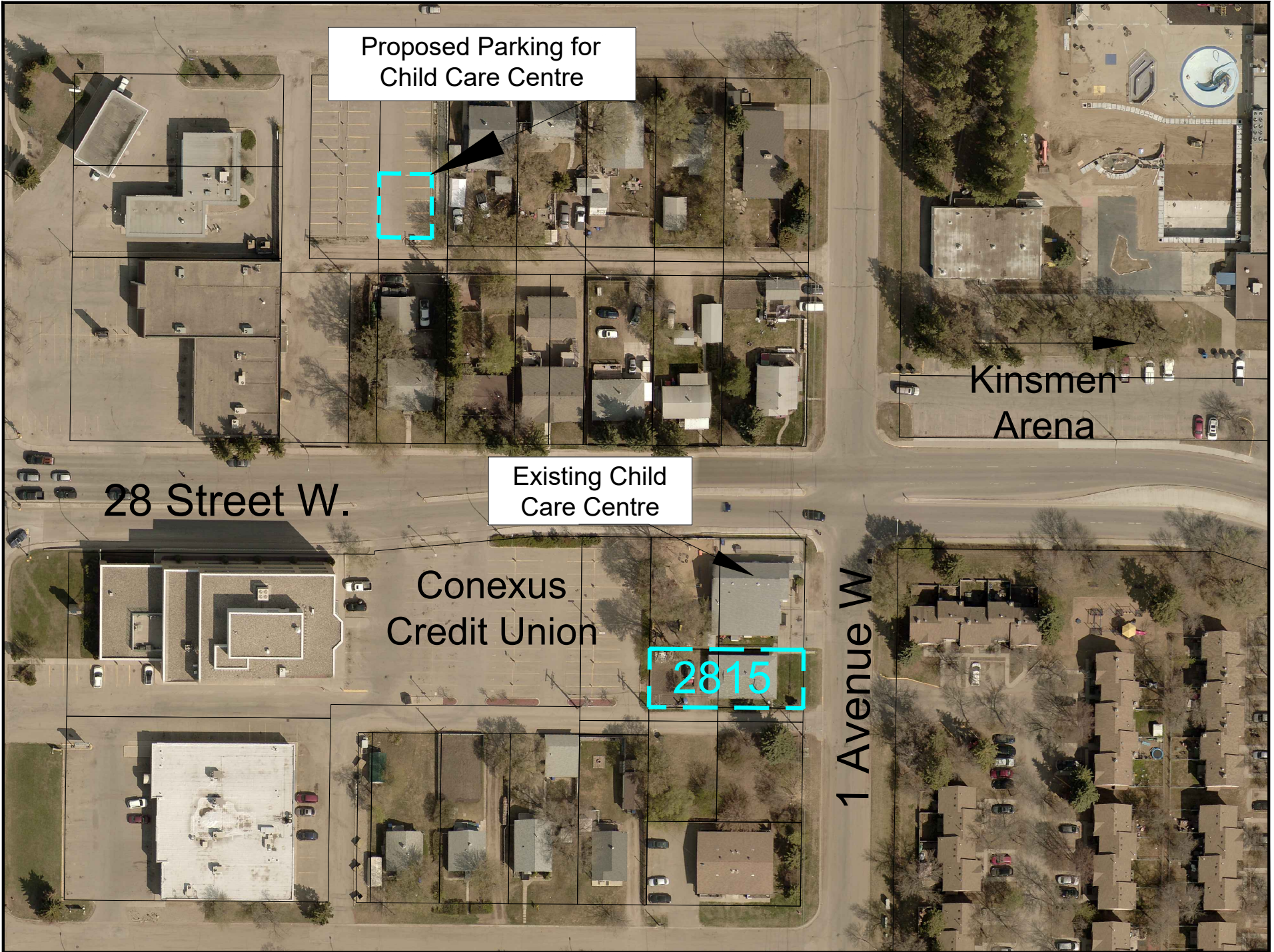
Approved by: Director of Planning and Development Services & City Manager



S - N

S - N

PLANNING & DEVELOPMENT SERVICES



Proposed Parking for
Child Care Centre

Existing Child
Care Centre

28 Street W.

Conexus
Credit Union

2815

Kinsmen
Arena

1 Avenue W.



Planning and Development Services
1084 Central Avenue
Prince Albert SK S6V 7P3
Phone: (306) 953-4370
Fax: (306) 953-4380

February 21, 2024

«PRIMARY_CUSTOMER_NAME»
«PRIMARY_UNIT»
«PRIMARY_CITY» «PRIMARY_PROV» «PRIMARY_PC»

Dear Sir or Madam:

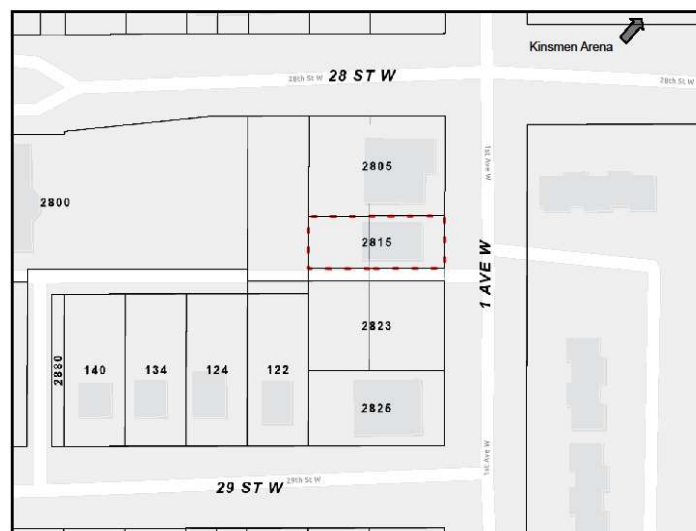
Re: Discretionary Use Development Permit – 2815 1st Avenue West – Child Care Centre

The City of Prince Albert is in receipt of a development permit application for a Child Care Centre, for up to 30 children, which is to be located at the above noted address, legally described as Lot 23, Block 5, Plan 75PA18359 Ext 60, and Lot 24, Block 5, Plan 75PA18359 Ext 61. As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

The City of Prince Albert Zoning Bylaw No. 1 of 2019 defines Child Care Centre as:

“the use of a building, or a portion thereof, for the provision of care and supervision to twelve (12) or more children at any one time, pursuant to the provisions of the Child Care Act, 2014.”

As the proposed use is considered discretionary in the R4 – High Density Residential Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



Please be advised, as per Section 56(2) of *The Planning and Development Act, 2007*, City Council may approve a discretionary use application if the facts presented can establish that the use(s) will:

- 1) Comply with the provision of the Zoning Bylaw that pertain to the specific use or uses, including the intended intensity of use, applied for;
- 2) Comply with the development criteria listed in the Zoning Bylaw for that particular use;
- 3) In the opinion of City Council, be compatible with the existing development in the immediate area of the proposal; and,
- 4) Comply with all relevant Provincial land use policies.

Therefore, City Council, at its meeting to be held on Monday, March 4th, 2024 at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, February 27th, 2024. Submissions can be emailed to cityclerk@citypa.com or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

If you have any questions regarding this application, please do not hesitate to contact Planning and Development Services at 306-953-4370.

Yours truly,



Darien Frantik
Planner



City of
Prince Albert

CORR 24-13

TITLE: New Child Care Centre on 1st Avenue West

DATE: February 28, 2024

TO: City Council

PUBLIC: X

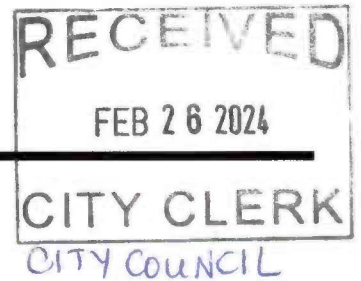
INCAMERA:

PRESENTATION: NONE

ATTACHMENTS:

1. Email dated February 26, 2024

Written by: Sandy and Nelson Ackerman



Terri Mercier

From: nrackerman@sasktel.net
Sent: Monday, February 26, 2024 4:31 PM
To: City Clerk
Subject: re: new child care centre on 1st Ave West

You don't often get email from nrackerman@sasktel.net. [Learn why this is important](#)

Dear City Council:

We have lived just around the corner from the proposed daycare site and the current daycare beside it since moving here in 1992. We have no objections to the plans for another daycare there.

Our concern is the vehicle traffic on 1st Avenue West. We would like to see a loading/unloading zone or turn-around off the street considered for families going to both buildings to use. Currently there is space for two vehicles to park off the street. However we have noticed a lot of parents just park on 28th Street in front of the current daycare and opening their doors in front of oncoming traffic. Vehicle traffic turning off 28th St and going South on 1st Ave. West is sometimes dangerous for the family standing there trying to load their small child into their vehicle. We can't believe that there have been no serious accidents to date that we are aware of.

Respectfully,

Sandy and Nelson Ackerman
121 - 29th St. West

*****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). ***



City of Prince Albert

RPT 24-43

TITLE: Community Airports Partnership – Agreement – Airfield Cameras

DATE: February 21, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the City enter into the Community Airports Partnership Agreement for funding 50% of the installation of four airfield cameras to a maximum of \$33,00.00, with His Majesty the King in right of Saskatchewan, as represented by the Minister of Highways;
2. That the project cost for the installation of four airfield cameras be funded as follows:
 - \$33,000 from the Community Airports Partnership;
 - \$33,000 from the Airport Improvement Fund;
 - \$3,000 from airport operation Airside Maintenance budget and,
3. That the Mayor and City Clerk be authorized to execute the Community Airports Partnership Agreement, and any other applicable documents on behalf of the City once prepared.

TOPIC & PURPOSE:

To approve the Community Airports Partnership (CAP) funding agreement for installation of four airfield cameras and related appurtenances.

BACKGROUND:

In September 2023 a CAP application was submitted for the installation of four Airfield Cameras. The Ministry of Highways approval our CAP application in February 2024.

The project includes installation of airfield cameras for public access viewing on the airports website of surface conditions for the purposes of safe and efficient flight planning. The project would install four (4) cameras and related appurtenances; two cameras mounted on a pole for covering Runway 08-26, one covering Taxi A and one covering Apron 1 mounted atop the Field Electrical Center (FEC) building. Camera data would be wirelessly fed to the Airport Maintenance Garage to for connectivity to the airport website.

The three surfaces covered by the cameras constitute the winter maintenance plan priority 1 areas identified in Standard 322.411 that include accommodation of aircraft traffic, passengers, cargo and emergency vehicles such as medevac aircraft and ground ambulances.

Flights, like medevacs, between 9pm and 6am would not have access to safety information because; Transport Canada no longer allows runway condition reports to be published when airport staff are not in attendance. Airport published hours of operations are 5am to 8pm weekdays. NavCanada's Flight Service Station (FSS) pending night closure means there will no longer be on site observational information available outside their hours of operation, 6am to 9pm 7 days per week. Other provincially operated certified airports in Northern Saskatchewan, which do not have FSS use airfield cameras for this purpose.

Medevac pilots supports the proposed camera coverage to help plan safe flight operations. Both groups of medevac pilots brought forward this safety concern to YPA through our Safety Management System. The corrective actions best suited to resolve their safety concern is the installation of airport surfaces observation cameras.

On average, there are two medevac transfers a day of which 40% are after the airports published hours of operation and NavCanada's reduced hours of operation. Prince Albert is one of three primary medevac destination because of the provinces hospital infrastructure and is the closest advanced medical care for this region of the province.

The project will contribute to the development of an efficient medical patient transportation network while maintaining airport safety, is an effective use of limited airport resources and will result in an improved airport level of service for all pilots using the airport at night.

PROPOSED APPROACH AND RATIONALE:

Acceptance of the CAP funding is the most cost effective method to complete infrastructure upgrades at the airport. The Ministry of Highways has authorized 50% of the funding to a maximum share of \$33,000.00. The agreement requires that 50% of the cost up to the approved limit as well as any costs above be paid for by the City of Prince Albert.

CAP does not require projects under \$100,000 be publically tendered, allowing this project to follow City of Prince Albert purchasing policies.

CONSULTATIONS:

The Airport Manager has been in consultation with the Airport Safety Management System Committee which includes affected groups like Air Ambulance, RCMP Air Services and Rise Air.

Administration has been in consultations with the Ministry of Highways regarding the funding application, preparing for the project approval.

The Airport Manager has consulted an airfield electrician and a local camera supplier, which installed the provincial airport cameras, for cost estimates.

NavCanada was consulted using their Land Use Proposal process. Location of the cameras/pole and transmission frequencies used will be assessed for any interference with safe navigation. The location of the pole is still being reviewed.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Public announcements of projects must not occur until a public announcement has been made by Government of Saskatchewan. They will notify us once an announcement can be made.

The Ministry of Highway will announce all of its CAP contributions for 2024 to the media and on their website.

FINANCIAL IMPLICATIONS:

The contractor and supplier were asked to update their quote for 2024. Materials and installation estimated cost is now \$65,275.00 plus taxes, an 11% (\$6,500) increase from 2023 estimate used for developing the funding application.

CAP will reimburse the City for up to 50% of the actual cost to a limit of \$33,000 and any cost overruns beyond a total project cost of \$66,000 would need to be covered by the City of Prince Albert.

As such, administration is proposing to take advantage of the CAP funding opportunity by which the funding would come from:

- \$33,000 from the Community Airports Partnership
- \$33,000 from Airport Improvement Fund
- \$3,000 from airport operation Airside Maintenance budget

The 2024 Airport Budget approved a capital project in the amount of \$33,000 for the camera system. The Airfield Maintenance budget has \$28,500 for maintenance by a contracted airfield electrical specialist.

Operational costs are estimate to be \$80 per month for cellular data and website fees

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations or implications for privacy or policy implications or official community plan.

STRATEGIC PLAN:

Community Safety; the project provides for a more effective medical patient transportation method while maintaining safe use of the airport.

Urban Transportation; the project contributes to the development of an efficient medical patient transportation network.

Infrastructure Management; this new asset was an infrastructure need identified by the medevac user groups, and takes advantage of provincial funding opportunities.

Engaged Government; our collaborative relationships with external organizations and the sharing of safety information supported external funding of this projects and will result in an improved airport level of service.

OPTIONS TO RECOMMENDATION:

1. Decline the funding opportunity. CAP funds would be reallocated to other airports in need. Operations would revert to pilot calling out staff to report on the runway condition. This is not recommended because of the flight delays due to response time after hours, projected overtime costs and staff fatigue to attend the airport at night and return the next morning for regular duties.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Contribution Agreement
2. Camera Locations

Written by: Corey Nygaard, Airport Manager

Approved by: Director of Public Works & City Manager

COMMUNITY AIRPORT PARTNERSHIP PROGRAM

BETWEEN:

HIS MAJESTY THE KING, in right of the Government of Saskatchewan, as represented by the Minister responsible for the Ministry of Highways

(herein the “Ministry”)

- and -

**THE MUNICIPALITY OF THE CITY OF PRINCE ALBERT
(herein the Municipality)**

(the Parties)

Whereas the Ministry of Highways (Ministry) is responsible for developing and supporting transportation systems that support the economic growth and well-being of Saskatchewan;

And Whereas the Ministry has developed the Community Airport Partnership Program (the Program) for the purpose of enabling the Ministry to contribute to the cost of capital improvements at municipal airports in accordance with the Program’s purposes and criteria.

And Whereas the Municipality has applied for funding for the Project under the Program.

And Whereas the Ministry has approved the Project for funding under the Program.

Now Therefore, the Parties agree as follows.

1. DEFINITIONS

- 1.1 “Sharable Costs” means the engineering fees, construction costs directly related to the Project and any other costs that the Parties mutually agree to.
- 1.2 “Municipality” includes an airport authority.
- 1.3 “Conditional Approval” refers to the pre-approval that the Ministry will provide in the Fall for projects that are scheduled for completion in the following fiscal year. Upon receiving conditional approval, the Municipality may proceed with additional project planning, and may tender and award the work, but will not be reimbursed for any

project expenses that are incurred prior to final approval and the signing of the Contribution Agreement. Final approval is contingent upon approval of the program budget, which usually takes place after April 1.

- 1.4 “Project” means: Installation of airfield cameras for public access viewing on the airport’s website of surface conditions for the purposes of safe and efficient flight planning at Prince Albert Glass Field Airport.
Install four (4) cameras and related appurtenances.
Two cameras for covering Runway 08-26, one covering Taxi A and one covering Apron I.
- Two cameras would be mounted on top the Field Electrical Center (FEC)
 - Two cameras mounted on a 10m pole adjacent to the HWAS location
 - o Cameras powered from the HWAS
- Camera’s data transmission via wireless to the FEC.

2. FINANCIAL CONTRIBUTION BY MINISTRY

- 2.1 The Ministry will pay to the Municipality a sum equal to 50 per cent of the Sharable Costs of the Project up to a maximum contribution of **\$33,000.00**.
- 2.2 Within 60 days of completion of the Project, the Municipality will provide the Ministry with a copy of all invoices, reports and any other relevant documents.
- 2.3 The Ministry’s contribution shall be paid to the Municipality within 30 days of receiving all documents in entirety and verified in accordance with paragraph 6.1 that the Project has been completed to standard.
- 2.4 The Municipality shall be responsible for all other costs related to the Project.
- 2.5 Projects are not eligible if they have been approved for other provincial grant funding.
- 2.6 If federal funding has been secured for the Project the municipality must promptly notify the Ministry. This agreement will become null and void, a new provincial funding level will be established based on the federal funding amount, and a new Agreement will be executed between the Parties.
- 2.7 Any costs incurred prior to the date that this agreement is signed by the Ministry will be considered ineligible, including any work that commenced with conditional approval.

3. DIRECTION, CONTROL AND SUPERVISION OF THE PROJECT

- 3.1 The Municipality shall have sole direction, control, management, and supervision of the Project, including all surveys; design, tendering and construction associated with the Project and shall be responsible for the successful completion of the Project.
- 3.2 The Municipality shall, at its expense, procure all permits, licenses, certificates, clearances, or consents required to perform the services and work required by this Agreement.
- 3.3 The Municipality shall ensure that the Project complies with applicable federal, provincial, or municipal statutes, regulations, guidelines, standards, and bylaws and shall indemnify and hold harmless the Ministry from and against any all claims arising out of non-compliance or breach of said environmental protection statutes, regulations, guidelines, standards and bylaws.

- 3.4 The Municipality shall ensure that all work or services provided to the Project are of a good quality and that the Project is completed in a good and professional manner, in accordance with good and recognized standards, methods, practices and principles employed in the industry for similar work and in accordance with the terms of this Agreement and all applicable codes, laws and regulations and without limiting the generality of the foregoing, the Municipality shall employ a properly licensed professional engineer to supervise the Project.

4. PUBLIC UTILITIES

- 4.1 The Municipality shall be responsible for accommodating any disruption or relocation of utilities that may be required.

5. PUBLIC TENDERING

- 5.1 Subject to 5.2 and the Community Airport Partnership Policy Principles (Attachment), the Municipality shall publicly tender the Project and any award shall be made to the lowest bidder. All tender documents shall be prepared by the Municipality or its consultant.
- 5.2 The Municipality is not required by this Agreement to publicly tender projects where the total cost of the project is under \$100,000.00 or where the Ministry consents in writing to the waiver of this requirement based on the Policy Principles.

6. COMPLETION

- 6.1 The Project shall be considered complete after a final inspection by the Professional Engineer indicates that the Project has been completed to standard or the Municipality shall provide a Statutory Declaration (attached), signed by the Mayor/Reeve and municipal Administrator, certifying all work or services provided are of a good quality and completed in a good and professional manner, in accordance with good and recognized standards, methods, practices and principles employed in the industry for similar work and in accordance with the terms of this Agreement and all applicable codes, laws and regulations.
- 6.2 The project must be complete, and all invoices submitted to the Ministry by **March 1, 2025**.

7. REPORTING

- 7.1 The Municipality will submit a complete and accurate monthly progress report to the Ministry on the template provided.
- 7.2 If no complete and accurate reports are submitted for three consecutive months, it will be considered a breach of the Agreement.

8. DIRECTION, CONTROL AND SUPERVISION OF THE PROJECT

- 8.1 Nothing in this agreement alters, transfers, or diminishes the Municipality's responsibility for the direction, control, and management of the Airport, including its maintenance in accordance with the Municipality's statutory obligations.

9. INDEMNITY

- 9.1 The Municipality shall indemnify and hold harmless the Government, its Ministries, Ministers, employees, agents and representatives, against all claims, liabilities, losses, damages, costs, expenses and causes of action, or demands or other proceedings by whomsoever made, relating to injury, including death, to persons or loss of or damage to property, that are in any manner based upon, occasioned by attributable to or arise out of:
- (a) Any breach or failure by the Municipality to perform any provision of this Agreement; or
 - (b) The acts or omissions of the Municipality, its contractors, officers, agents or employees.

10. RELATIONSHIP OF GOVERNMENT AND MUNICIPALITY

- 10.1 The Ministry's role is confined to providing financial support. Nothing in this Agreement shall be construed to make the Parties principal and contractor or agent, or render either of them liable for the acts, omissions, debts, responsibilities or obligations of the other.

11. INSPECTION AND AUDIT

- 11.1 The Ministry shall, at all times and for all purposes, have full and free access to the site where work or services has been, is or is to be performed and the Municipality shall provide all reasonable assistance to facilitate inspection of the work in progress, or the completed work, at any time during the term of this Agreement.
- 11.2 The Municipality shall keep proper accounts and records of all expenditures incurred in connection with the performance of the Agreement and shall keep all invoices, receipts and vouchers relating thereto and such accounts, records, invoices, receipts and vouchers shall be opened during business hours to audit an inspection by the Ministry who may make copies thereof and take extracts therefrom.
- 11.3 The Municipality shall consult and furnish to the Ministry such information as may be required in connection with the audit and inspection.

12. TERMINATION

- 12.1 If the Project is not completed or the Municipality is in breach of any obligation, representation, warranty, covenant or undertaking set forth in this Agreement, then the Ministry may give written notice of its intention to terminate the agreement and demand repayment of any contributions paid to the Municipality.
- 12.2 If the Municipality fails to complete or remedy the breach within 30 days of the date that notice is given to it by the Ministry then the Ministry may, by giving written notice to the Municipality, terminate this Agreement and direct the Municipality to forthwith pay to the Ministry all contributions paid to the Municipality, or some lesser sum as the Ministry may determine.

- 12.3 The failure by the Ministry to require the fulfilment of the Municipality's obligations, or to exercise any rights herein contained, shall not constitute a waiver, a renunciation, or a surrender of those rights.

13. NOTICES

- 13.1 Any notice required to be given by one Party to the other, may be given by delivery in person, mail, or email as follows:

Ministry:

Stacy Kowalchuk
Program Officer
Ministry of Highways
800-1855 Victoria Avenue
REGINA SK S4P 3T2
cap.grant@gov.sk.ca

Municipality:

Corey Nygaard
Airport Manager
City of Prince Albert
1084 Central Avenue
PRINCE ALBERT SK S6V 7P3
cnygaard@citypa.com

14. DISPUTE RESOLUTION

- 14.1 All disputes arising out of this Agreement shall be resolved in accordance with the following process:
- (a) The dispute shall be referred to the Parties senior executive officers;
 - (b) If the senior executive officers are unable to resolve the dispute they shall engage the services of a professional mediator;
 - (c) If mediation is unsuccessful the Parties shall refer the dispute to an independent arbitrator, whose decision shall be binding and final; and
 - (d) If the Parties are unable to reach agreement on the identity of the independent arbitrator, then either party may refer the dispute to the courts.
- 14.2 Unless otherwise agreed in writing the Municipality shall continue to carry out its duties under this Agreement during proceedings under this section.
- 14.3 The Parties shall be equally responsible for the cost of a mediator or arbitrator.

15. GENERAL

- 15.1 This Agreement constitutes the entire agreement between the Parties and supersedes all previous negotiations. No implied terms or obligations of any kind shall arise from anything in this Agreement or otherwise, and the express provisions and agreements contained herein are the only provisions and agreements upon which any rights against a Party may be founded.
- 15.2 No change or modification of this Agreement shall be valid unless it be in writing and signed by each Party hereto.
- 15.3 This Agreement shall be construed to be in accordance with and governed by the laws in force in the Province of Saskatchewan.

16. COUNTERPART SIGNATURE

This Agreement and all documents contemplated by or delivered under or in connection with this Agreement may be executed and delivered in any number of counterparts (including by electronic signature, facsimile or other means of electronic transmission, such as by electronic mail in "PDF" form), with the same effect as if all parties had signed and delivered the same document, and all counterparts shall together constitute one and the same original document.

IN WITNESS WHEREOF the Agreement is signed on behalf of the Parties duly authorized representatives.

HIS MAJESTY THE KING, in Right
of the Province of Saskatchewan,
as represented by the Minister of
Highways

MUNICIPALITY of CITY OF PRINCE ALBERT

Jonathan Kotylak
Executive Director
Network Planning and Investment,
Ministry of Highways

Date

Municipality Signature

Title

Date

Municipality Signature

Title

Date

ATTACHMENT

Community Airport Partnership (CAP) Program

Policy Principles

1. Sharable costs shall only include:
 - (a) Contract items
 - (b) Utility moves
 - (c) Materials acquisition and installation
 - (d) Consulting engineering costs
 - (e) Provincial Sales Tax (PST)
 - (f) Other items approved by the Ministry

2. The following items will not be considered sharable:
 - (a) All buildings, including terminals and storage areas/sheds
 - (b) Aviation fuel tanks
 - (c) signage
 - (d) Development areas and access roads
 - (e) Any applicable GST is the responsibility of the municipality
 - (f) New water and sewer, power and utility installations or upgrading of existing utilities
 - (g) Operating and normal routine maintenance except for crack sealing and line painting
 - (h) Land acquisition, with the possible exception of land required for runway extension
 - (i) Equipment purchase and lease
 - (j) Work completed by municipal employees including administration, supervision and construction expenses unless prior approval is provided by the Ministry
 - (k) Volunteer contributions – labour, materials, etc.
 - (l) Retroactive airport renovations, engineering studies, any costs incurred during the conditional approval phase or any other capital expenditure prior to project approval by the Ministry
 - (m) Projects that have been approved for other provincial funding.

3. Contract Administration
 - (a) Projects with an estimated sharable cost < \$100,000
 - i. May be contracted from one qualified contractor, or

- ii. Added by a supplemental agreement to an existing contract the municipality already has with a qualified contractor, or
 - iii. Publicly tendered.
 - (b) Projects with an estimated sharable cost > \$100,000
 - i. Should be publicly tendered.
 - ii. When necessary;
 - 1. The work may be contracted through bids invited from a minimum of three qualified contractors, or
 - 2. Added by a supplemental agreement to an existing contract the municipality already has with a qualified contractor, provided that contract was publicly tendered.
 - (c) Contracts that will not be publicly tendered will require the approval of the Ministry prior to execution.
4. Project design and standards.
- (a) All structural infrastructure components of the project (including but not limited to runways, taxi-ways and apron, including geometric and surfacing design) shall be certified as meeting minimum Transport Canada standards for airports, by a registered professional engineer.

STATUTORY DECLARATION
for the
COMMUNITY AIRPORT PARTNERSHIP PROGRAM

I, _____, _____, of
(name) (position)

_____, in the Province of Saskatchewan, do Solemnly declare as
(city, town, or rural municipality)

follows:

1. THAT I have personal knowledge of the matters herein,
2. THAT the _____ accepts the work complete at the
(city, town, or rural municipality)
_____ Airport,
(name)
3. THAT the works have been completed satisfactorily,
4. THAT the total cost of the 2024/2025 CAP project (including PST but NOT GST) is
\$ _____,
(cost)
5. THAT this declaration is made conscientiously believing it to be true.

Declared at _____, in the Province of Saskatchewan this
_____ day of _____, 20_____.

Signature

Witness Signature

Title

Title



CAP Application Support Document – Cameras View



City of
Prince Albert

RPT 24-63

TITLE: 2nd Avenue West Paving - Urban Highway Connector Program Agreement

DATE: February 28, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Agreements between the City and His Majesty the King in Right of the Government of Saskatchewan, as represented by the Minister responsible for the Ministry of Highways ("the Ministry) be approved to fund the Project on these essential terms:
 - a. The Project limits shall be 2nd Avenue West from Marquis Road to 26th Street and 2nd Avenue West from 26th Street to 17th Street.
 - b. The Ministry's financial contribution will be 70% of the Project Cost up to \$660,226.00.
2. That City Council approve the project to be included in the 2024 or 2025 Roadways Paving Program pending Ministry approval of the year to complete the work.
3. That the Mayor and City Clerk be authorized to execute the Agreements and any other applicable documents on behalf of the City.

TOPIC & PURPOSE:

To approve the funding agreement for the roadway rehabilitation on 2nd Avenue West from Marquis Road to 17th Street West.

BACKGROUND:

Public Works in the summer of 2022 submitted two applications for funding to the Ministry through the Urban Highway Connector Program (UHCP) for roadway repaving on 2 Avenue West from Marquis Road to 17th Street, comprised of the following sections;

1.

- Northbound lanes from Marquis Road to 26th Street
- Southbound lanes from 32nd Street to 26th Street

2.

- Southbound lanes from 26th Street to 22nd Street
- Northbound lanes from 26th Street to 17th Street

These sections of roadway aligns with the Ministry's Urban Highway Connector Program Limits.

Recently the City's application was accepted and the Ministry approved providing financial contribution to the cost of design and resurfacing in the amount of \$660,226.00

PROPOSED APPROACH AND RATIONALE:

The UHCP provides funding for projects within the highway corridors through the City. For the application for milling and repaving blocks of 2nd Avenue West from Marquis Road to 17th Street, the Ministry has approved the financial contribution of \$660,226.00 under the UHCP.

CONSULTATIONS:

The application to UHCP was created by the Capital Projects Manager with costing from the Surface Works Manager and in conjunction with the Ministry to ensure all pertinent information was included.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon establishment if the funding will be allocated for the 2024 or 2025 construction year, communication of the project will be provided and prior to construction a media notice will be issued.

FINANCIAL IMPLICATIONS:

The City's portion of the costs to complete the roadway upgrades to 2nd Avenue West from Marquis Road to 17th Street will be included in the Roadway Paving Program.

Approving this UHCP funding agreement has no negative financial implications and will allow for additional sections of roadway to be repaved within the program budget.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other considerations or implications for policy implications, privacy implications, Official Community Plan or options to recommendations.

STRATEGIC PLAN:

This report supports the proactive strategy of Infrastructure Management for the roadways within the City through the Roadway Paving Program.

PUBLIC NOTICE:

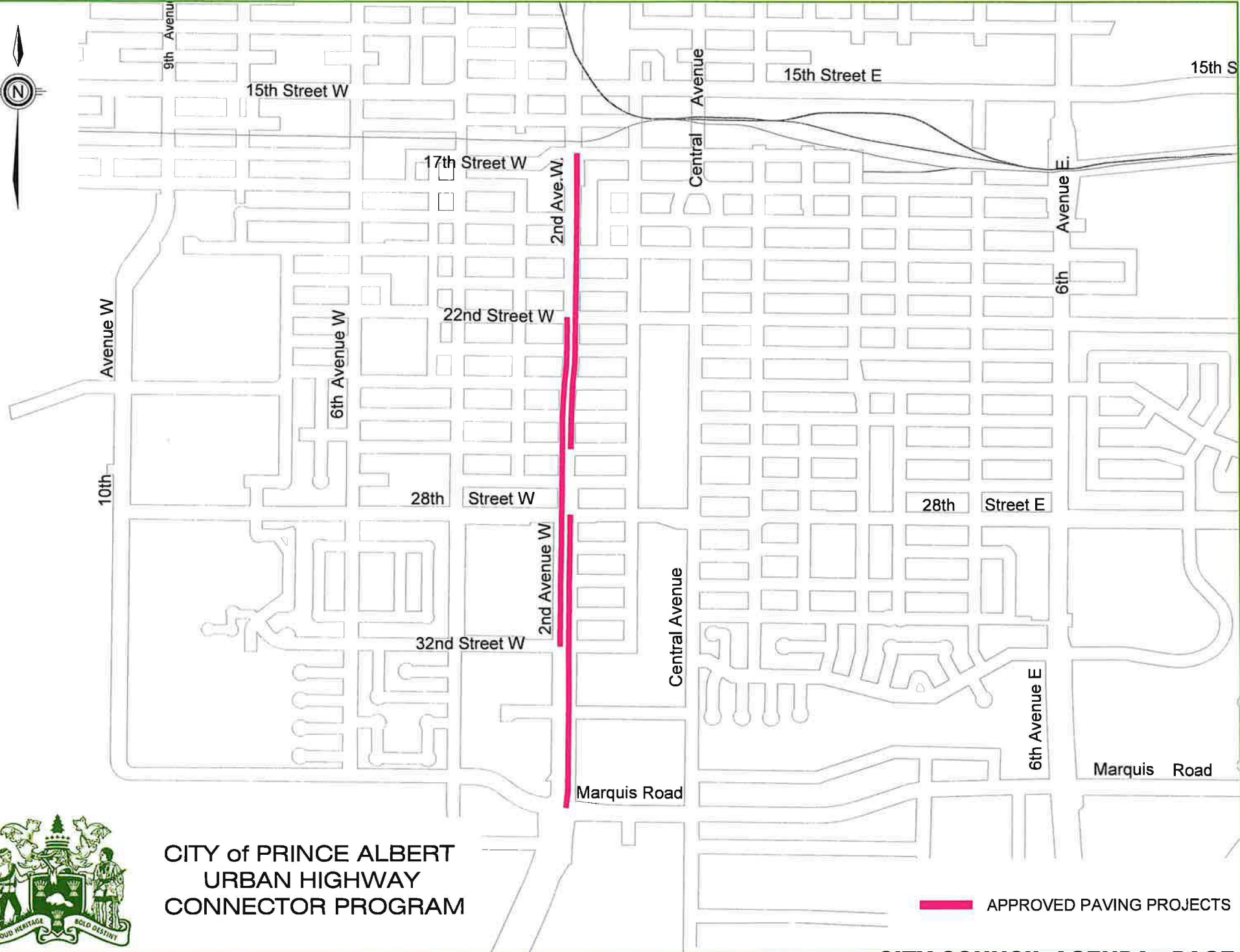
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. UHCP Approved Paving Projects

Written by: Nykol Miller, Engineering Services Manager

Approved by: Director of Public Works & City Manager



**CITY of PRINCE ALBERT
URBAN HIGHWAY
CONNECTOR PROGRAM**

 APPROVED PAVING PROJECTS



City of Prince Albert

RPT 24-62

TITLE: Destination Marketing Fund Grant Capital Enhancements Application & New Event Application - 2024 & 2025 WBSC Men's World Cup of Softball

DATE: February 28, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That \$100,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the 2024 & 2025 Men's Softball World Cup Committee of the 2024 & 2025 World Baseball Softball Confederation Men's World Cup of Softball;
2. That \$250,000 be approved for funding under the Destination Marketing Fund Grant – New Event to the 2024 & 2025 Men's Softball World Cup Committee of the 2024 & 2025 World Baseball Softball Confederation Men's World Cup of Softball, with the following disbursement:
 - a. \$125,000 for the 2024 WBSC Men's World Cup of Softball Qualifier be distributed in 2024; and,
 - b. \$125,000 for the 2025 WBSC Men's World Cup of Softball be deferred to 2025;
3. That the total allocated amounts as shown above be funded from the Destination Marketing Levy Reserve; and,
4. That the Mayor and City Clerk be authorized to execute the Funding Agreements on behalf of The City, once prepared.

ATTACHMENTS:

1. Destination Marketing Fund Grant Capital Enhancements Application & New Event Application - 2024 & 2025 WBSC Men's World Cup of Softball (RPT 24-52)

Written by: Executive Committee



City of Prince Albert

RPT 24-52

TITLE: Destination Marketing Fund Grant Capital Enhancements Application & New Event Application – 2024 & 2025 WBSC Men’s World Cup of Softball

DATE: February 21, 2024

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That \$100,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 WBSC Men’s World Cup of Softball;
2. That \$250,000 be approved for funding under the Destination Marketing Fund Grant – New Event to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 World Baseball Softball Confederation Men’s World Cup of Softball, with the following disbursement:
 - a. \$125,000 for the 2024 WBSC Men’s World Cup of Softball Qualifier be distributed in 2024;
 - b. \$125,000 for the 2025 WBSC Men’s World Cup of Softball be deferred to 2025;
3. That the total allocated amounts as shown above be funded from the Destination Marketing Levy Reserve; and,
4. That the Mayor and City Clerk be authorized to execute the Funding Agreements on behalf of The City, once prepared.

PRESENTATION: Felix Casavant & Ian Litzenberger, Host Committee Members

ATTACHMENTS:

1. Destination Marketing Fund Grant Capital Enhancements Application & New Event Application – 2024 & 2025 WBSC Men’s World Cup of Softball (RPT 24-41)

Written by: Destination Marketing Levy Advisory Committee



City of Prince Albert

RPT 24-41

TITLE: Destination Marketing Fund Grant Capital Enhancements Application & New Event Application – 2024 & 2025 WBSC Men’s World Cup of Softball

DATE: February 13, 2024

TO: Destination Marketing Levy Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following recommendations be forwarded to City Council for approval:

1. That the amount of \$100,000 be approved for funding under the Destination Marketing Fund Grant – Capital Enhancements to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 WBSC Men’s World Cup of Softball.
2. That the amount of \$250,000 be approved for funding under the Destination Marketing Fund Grant – New Event to the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 WBSC Men’s World Cup of Softball.
3. That the amount of \$125,000 for funding under the Destination Marketing Fund Grant – New Event for the 2024 WBSC Men’s World Cup of Softball Qualifier be distributed in 2024 and \$125,000 be deferred to 2025 for the 2025 WBSC Men’s World Cup of Softball.
4. That the amount of \$350,000 be funded from the Destination Marketing Levy Reserve.
5. That the Mayor and City Clerk be authorized to sign the Funding Agreement with the 2024 & 2025 Men’s Softball World Cup Committee of 2024 & 2025 WBSC Men’s World Cup of Softball for the Destination Marketing Fund Grant – Capital Enhancements for \$100,000, and New Event for \$250,000.

TOPIC & PURPOSE:

To obtain approval for funding in the amount of \$350,000 for the 2024 & 2025 WBSC Men’s World Cup of Softball scheduled for July 10 to 14, 2024, and July 8 to 14 2025.

To obtain approval to defer \$125,000 under the New Event Fund until 2025.

BACKGROUND:

City Council, at its meeting of June 13, 2022, considered an updated Destination Marketing Levy Policy – Amended as Per Executive Committee.

Council approved the following motion:

“That the Destination Marketing Levy Policy No. 89.3, as attached to RPT 22-242, be approved.

The updated Destination Marketing Levy Policy updated the approval of DMF Funding Grants and Final Reports.

The Administrator has received an Application under the Criteria “Capital Enhancements” and “New Event” for the Destination Marketing Fund Grant from the 2024 & 2025 Men’s Softball World Cup Committee of the 2024 & 2025 WBSC Men’s World Cup of Softball.

The event requesting funding is for the 2024 WBSC Men’s World Cup of Softball Qualifier scheduled for July 10 to 14, 2024, and 2025 WBSC Men’s World Cup of Softball July 8 to 14 2025.

The attached Grant Application requests funding **in the amount of \$350,000, broken down by \$100,000 Capital Enhancements in 2024, \$125,000 from New Event in 2024, and \$125,000 from New Event in 2025.**

As indicated in the attached Grant Application:

“After hosting a very successful 2018 World Junior Softball Championships and re-investing over \$100,000 back into Max Power Ball Parks with a new scoreboard so now all four of our softball diamonds are scoreboard equipped! We also upgraded the electrical infrastructure for the ability to get power to those needed and far away areas in the park.

All of the profits from the 2018 Junior Men’s World Championships and all the profits from these next two events, the qualifier in 2024 and the actual Men’s World Cup of Softball in 2025 will go back into improving our city facilities. We will continue to work closely with the City of PA to keep upgrading these softball facilities as they are amongst the best in the country if not the world!

Prior to hosting the 2024 and 2025 Men’s World Cup, we are proposing some more updates and money for the upkeep of this great facility we have in the Max Power Ball Park. We are looking to get engineered plans for the addition of an expanded score booth on diamond #2, plus the material and construction of this

expanded score booth. We also need to get upgraded shale and use the existing shale on other community diamonds that need it around the city. Other ideas also include a new sound system on diamond #2 and moving the portable to Shaye Amundson Field. We also need to close in the new pitching warm-up areas on diamond #2 on the one field side for safety concerns. Sun Screens on new diamond #1 using extended chain link and slats will help keep the sun out of the shortstop and left fielder's eyes. These projects are in no particular order except for the shale replacement, sunscreen, and start the process for the engineered drawings for the expanded score booth. Others can occur over the next few years as we host more successful events.

The funds will be used to upgrade our facilities at Max Power Ball Park for both the 2024 and 2025 years in which we host these international events.

PROPOSED APPROACH AND RATIONALE:

The Grant Application identifies relating to Accommodations:

*Estimated total number of room nights generated from event: **128 per day for 2024, 155 per day for 2025 (room nights limited to hotel/motel rooms, B & B rooms).***

What method did you use to estimate the number of room nights generated for this event?

128 just for the teams, WBSC and Softball Canada officials, and umpires for 2024, and 155 for 2025. This does not include any family, friends, or spectators that will lodge in Prince Albert over the weeklong event. This could easily draw another 100 rooms as well.

The committee is responsible for finding lodging for all teams, officials, and WBSC/Softball Canada reps who come to help work through these World Cup.

The event is estimated to see 550 participants, officials, and staff over the 2 years, 1500 non-resident fans per day of the tournaments, many of which may be from other countries, and 2000 city residents per day of the tournaments for a total of 3500/day.

In addition to the general guidelines, the following apply to Capital Enhancements and New Event funding applications.

- To be eligible for Destination Marketing Fund Grant under the category “**Capital Enhancement**”, this category is typically suitable for a new project that is required

in order to host a specific event that generates overnight stays or a new capital project that will support future events generating overnight stays.

- To be eligible for Destination Marketing Fund Grant under the category “**New Event**”, this category is typically suitable for applicants looking to bring an existing event to Prince Albert that has not been held in the City for at least three consecutive years or create a brand new event to be held in Prince Albert.

Funding Model for Grants

Destination Marketing Levy Funds will be funded as a Grant to Host Committees as per the confirmed hotel accommodations for the Event. The grant to be funded will be based on the following ratio criteria:

City Council Approval - Grants for Funding over \$10,000.	
Hotel Rooms	Maximum DMF Levy Funding
901-1,000	\$15,000
1,001-1,200	\$25,000
1,201-1,500	\$30,000
1,501-1,999	\$35,000

Events of Significant Economic Impact - City Council Approval
<p>Events of Significant Economic Impact - Must generate a minimum of 2,000 room nights. This includes large or special events that are an important component of the tourism industry, and they attract visitors. These events have a large economic impact and significance in the local host community, since the visitors will spend money during their travel and visit to Prince Albert that bring benefits. Such events include Worlds, Championships, etc. These events are approved by City Council.</p>

Request is \$100,000 Capital Enhancements and \$250,000 New Event.

The recommendation is to approve the funding request in the amount of \$350,000 for the hosting of the 2024 & 2025 WBSC Men's World Cup of Softball.

Administration is recommending \$100,000 for Capital Enhancements in 2024, \$125,000 for New Events in 2024, and \$125,000 for New Event in 2025.

CONSULTATIONS:

The DMF Administrator and Chairperson have met with members from the 2024 & 2025 Men's Softball World Cup Committee and grant applications and information packages have been reviewed internally by Administration.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once a decision has been rendered by the Destination Marketing Levy Advisory Committee, the Administrator will report back to the Host Committee.

The Destination Marketing Levy Advisory Committee will be forwarding a recommendation to City Council for approval.

If the funding is approved, a Funding Agreement will be forwarded for signing.

POLICY IMPLICATIONS:

This Grant Application is from the approved Destination Marketing Levy Policy.

FINANCIAL IMPLICATIONS:

As per approved Policy, the Destination Marketing Levy Advisory Committee can approve applications up to \$10,000. Over the funding request amount of \$10,000, a recommendation will go to City Council to approve the application.

The funding amount of \$350,000 is **above** the threshold of the Destination Marketing Levy Advisory Committee to approve.

As such, the Destination Marketing Levy Advisory Committee will need to forward a recommendation to City Council for consideration.

The Destination Marketing Levy Reserve is projected to have a surplus balance of **\$1,250,222.00** with the events approved to date for DMF Funding along with the approved allocation from the 2024 Budget.

This factors the newly approved ones of:

Dance Blast	\$4000.00
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Female Tournament - 60%	\$5,700.00	
PAGC Men's Recreation Tournament	\$25,000.00	
2024 Senator's Cup	\$30,000.00	
Fine Arts Festival	\$8,000.00	
U15 Boys Community Club Hockey Tournament	\$4,000.00	
Remaining Hockey Tournaments	\$30,000.00	
		\$106,700.00

Other Events submitting for 2024:

PAGC/NLC Golf Tournament	\$7500.00
BRFN Men's Full Contact Hockey Tournament	
ERFN Men's Recreation Hockey Tournament	

PRIVACY IMPLICATIONS/OTHER CONSIDERATIONS/IMPLICATIONS:

There are no official community plan or privacy implications.

STRATEGIC PLAN:

The City Strategic Plan 2023-2025 aims to ALIGN City resources to assist community partners to coordinate events which promote Prince Albert as a vibrant and diverse City.

The Destination Marketing Levy Policy was approved for attracting events to the City of Prince Albert; attract visitors to the City of Prince Albert, and in so doing, generate significant economic benefit for the community.

These tournaments will provide great economic benefits to our community.

2024& 2025 WBSC Men's World Cup of Softball:

The best men's softball in the world, national men's teams battling it out at three locations around the world to qualify for the 2025 WBSC Men's World Cup of Softball, winner is crowned the world champion! Team Canada will be in Prince Albert for the qualifier in 2024 and they are also guaranteed a berth in 2025 World Cup as well because we are the host country! So the best of the best in Men's softball will roll into PA from July 10-14, 2024 for the qualifiers competition days (6 national teams) and for July 8-14, 2025 for the Men's World Softball Cup (8 national teams).

OPTIONS TO RECOMMENDATION:

That the Destination Marketing Levy Advisory Committee does not approve this funding request. This is not being recommended as the funding request is required for the hosting of the event. As well, this event will bring significant economic benefit to the City of Prince Albert and the hotels.

PUBLIC NOTICE:

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

PRESENTATION: Verbal Presentation by the DMF Administrator

ATTACHMENTS:

1. Capital Enhancement DMF Grant Application - 2024 & 2025 WBSC Men's World Cup of Softball.
2. New Event DMF Application - 2024 & 2025 WBSC Men's World Cup of Softball.
3. Bid Package - 2024 & 2025 WBSC Men's World Cup of Softball.
4. Sponsorship Partnerships - 2024 & 2025 WBSC Men's World Cup of Softball.
5. Event Schedule - 2024 & 2025 WBSC Men's World Cup of Softball

Written by: Trina Bell, Tourism Coordinator

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

Capital Enhancements Grant Funding Application

Application Date: **December 13, 2023**

Please provide the following information and attach additional information as required. **Note:** *The request for capital enhancements must be directly related to a need identified in order to successfully host a specified event. The applicant must provide written proof that the capital enhancements are part of a bid requirement.*

Organization Information:

Name of Organization requesting funding: **2024 & 2025 Men's Softball World Cup Committee**

Contact Person: **Derek Smith / Felix Casavant**

Phone: **306-980-6116**

Email: **paminorbasketball@gmail.com**

Mailing Address including postal code: **1451 Sibbald Crescent PA, SK S6V 6E1**

Type of Organization (please select one)

Private

Not-for-Profit

Other

If Other explain: **All the profits from the 2018 Junior Men's world championship and all the profits from these next two events, the qualifier in 2024 and the actual Men's World Cup of Softball in 2025 will go back into improving our city facilities. We will continue to work closely with the City of PA to keep upgrading these softball facilities as they are amongst the best in the country if not the world!**

Name of Organization that the Destination Marketing Fund Grant, if approved should be made payable to if different than the organization named above: **2024 & 2025 World Cup Softball Committee**

Brief description of organization requesting funding, including history and composition: **Since the beginning it has been our goals and dreams to continue to build softball facilities with our partners the City of Prince Albert. We have been very successful over the number of years to be able to re-invest back into our facilities after hosting successful tournaments. Most recently our organizing**

committee from the 2018 JR Worlds put back in over \$100,000 into the diamonds again to keep improving the facility. Prior to hosting the 2024 and 2025 Men's World Cup, we are proposing some more updates and money for upkeep of this great facility we have in the Max Power Ball Park. We are looking to get engineered plans for the addition of a expanded scorebooth on diamond #2, plus the material and construction of this expanded scorebooth. We also need to get upgraded shale and use the existing shale on other community diamonds that need it around the City. Other ideas also include a new sound system on diamond #2 and move the portable to Shaye Amundsen Field. WE also need to close in the new pitching warm up areas on diamond #2 on the one field side for safety concerns. Sun Screen on new diamond #1 using extended chainlink and slats will help keep sun out of the short stop on left fielders eyes. These projects are in no praticular order excpet for the shale replacement, sunscreen, and start the process for the engineered drawings for the expanded scoreclock. Others can occur over the next few years as we host more successful events

Organization's annual budget: \$ 670,000

Total Value of capital enhancements: \$ 200000

Amount of Destination Marketing Fund Grant requested: \$ 100000

Profile of Event(s) requiring the Capital Investment:

Please supply the information below for the event for which capital enhancement are required in order to host the event.

Name of Event: 2024 & 2025 WBSC Men's World Cup of Softball

Duration of event: Start date: Jul. 9, 24 End date: Jul. 14, 24

Describe the event: Top 8 Men's national softball teams will compete in 2025 for the title of World Champions. In 2024 we will host a qualifier in which two teams out of the six competeing will qualify for the 2025 World Cup

If this Capital Investment is required to host more than one event bid, include additional event information here: **The funds will be used to upgrade our facilities at Max Power ball fields for both the 2024 and 2025 years in which we host these international events**

Accommodations:

Estimated total number of room nights generated from event: **Teams, officials, umpires, for 2024 is 128, for 2025 we have 8 teams so 155 rooms, this does not include any family, friends, spectators. This could easily draw another 100 rooms as well.**

(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event? **See above**

What local facilities other than accommodations will be used? **City of PA Max Power Ball Fields, Art Hauser Centre, possibly the Alfred Jenkins Facility for training or rain delays, possibly even the Kinsmen Water Park**

Event Attendance:

Estimated participants, officials and staff: **550 over 2 years**

Estimated spectators – non-residents
(80 km or more away from Prince Albert) **1500 / day**

Estimated spectators – city residents **2000 / day**

Total estimated spectators **3500/day**

This event(s) is (please select one)

- Local Provincial Regional National International

Media exposure (please select one)

Local Provincial Regional National International

Event History:

Has the event been held in Prince Albert previously? Yes No

If this event has been held in Prince Albert previously, please explain when it was last hosted in Prince Albert: **We hosted a world junior championship in 2018 but never the Men's world's**

Is there a possibility of this event(s) happening more than once in Prince Albert?

Yes No

Please explain: **We already have a two year agreement to host a qualifier in 2024 and the World Cup in 2025**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes No

Please explain: **Our facilities and volunteer base is second to none for Softball in and around Prince Albert**

Capital Enhancement Information:

Critical to the evaluation of your funding application is the provision of a detailed business plan and rationale for the capital enhancements for which funding is requested. The applicant must also include a long term plan as to how they will protect / maintain the capital assets once the investment is made.

Please provide as much supporting information to aid in assessing your application below or in a separate attachment. At a minimum the information included with your application should speak to the evaluation criteria set forth in the Capital Enhancements Guidelines, with a strong emphasis on:

- How will the capital enhancement(s) be a legacy to the City as a permanent structure or fixture to remain for future users.

- A detailed description of the capital investments required including associated costs.
- Rationale for making the capital investments for which funding is being requested. Why are capital enhancements required for the event?
- Comprehensive Business Plan, including total capital costs, % overall capital investment being requested, other funding sources being utilized, including amount per funder.
- Project timelines (start, key milestones and completion date).
- Experience in completing capital projects.
- Long term plan for sustaining funded capital asset as well as past experience maintaining capital assets long term.
- Other events / uses made possible through the capital enhancement for which funding is being requested.
- Who will own the capital asset.

Information requested in this application may be attached separately to your application if preferred. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- Estimates for the capital enhancements.
- Budget for the event for which capital enhancements are being proposed.
- Comprehensive business plan and associated items listed above.
- Supporting documents if applicable

** Please provide the most current year-end financial statements or best equivalency if available.*

Privacy Policy Statement and Application Certification

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

Section 91(1)(a) of the Cities Act states the following:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

This Grant Application with all supporting documents can be saved and emailed to destinationlevy@citypa.com or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

New Event Destination Marketing Fund Grant Application

Please provide the following information and attach additional information as required.

Application Date: December 9, 2023

Amount of Destination Marketing Fund Requested: \$ 250,000

Organization Information:

Name of Organization requesting funding: 2024 & 2025 Men's Softball World Cup Committee

Contact Person: Derek Smith / Felix Casavant

Phone: 306-980-6116 Email: paminorbasketball@gmail.com

Mailing Address including postal code: 1451 Sibbald Crescent PA, SK S6V 6E1

Type of Organization (please select one)

Private Not-for-Profit Other

If Other explain: All the profits from the 2018 Junior Men's world championship and all the profits from these next two events, the qualifier in 2024 and the actual Men's World Cup of Softball in 2025 will go back into the city's facilities. We will continue to work closely with the City of PA to keep upgrading these softball facilities as they are amongst the best in the country if not the world!

Name of Organization that the Destination Marketing Fund Grant, if approved, should be made payable to: 2024 & 2025 World Cup Softball Committee

Brief description of organization requesting funding: After hosting a very successful 2018 World Junior softball championships and re-investing over \$100,000 back into Max Power Ball Parks with a new scoreboard so now all four of our softball diamonds are scoreboard equipped! We also upgraded the electrical infrastructure for the ability to get power to those needed and far away areas in the park. Signage was placed this past spring and we were awarded both a 2024 Men World Cup qualifier and then again hosting the 2025 WBSC Men's World Cup of softball where eight of the top men's softball teams will battle it out for the crown of World Champions! We have stacked our committee with very dedicated and driven softball people who will once again look to wow the world when they all come both in July of 2024 and in July of 2025. This application is for funding of the qualifier in July of 2024.

Organization's annual budget: \$ \$671,500 in 2024 and \$748,300 in 2025

Event Information:

Name of Event: 2024 WBSC Men's World cup of Softball Qualifier

Duration of event: Start date: Jul. 5, 24 End date: Jul. 15, 24

Describe the event: The best men's softball in the world, national men's teams battling it out at three locations around the world to qualify for the 2025 WBSC Men's World Cup of Softball, winner is crowned the world champion! Team Canada will be in Prince Albert for the qualifier in 2024 and they are also guaranteed a berth in the 2025 World Cup as well because we are the host country! So the best of the best in Men's Softball will roll into PA from July 10-14, 2024 for the qualifiers competition days (6 national teams) and for July 8-14, 2025 for the Mens World softball cup! (8 national teams)

Accommodations:

Estimated total number of room nights generated from event: **128 per day just for the teams, WBSC and Softball Canada officials, and umpires for 2024. This does not include any family, friends, or spectators that will lodge in Prince Albert over the week long event.**

(Room nights limited to hotel/motel rooms, B&B rooms)

What method did you use to estimate the number of room nights generated for this event? **Our committee is responsible to provide lodging for all teams, officials, and WBSC / Softball Canada reps that come to help work through these World Cups**

What local facilities other than accommodations will be used? **Max Power Ball Fields, Art Hauser Centre cement surface for volunteers area, doping control, and administration areas, Alfred Jenkins – if necessary to train / practice in if rain days**

Event Attendance:

Estimated participants, officials and staff:	<u>250</u>
Estimated spectators – non-residents (80 km or more away from Prince Albert)	<u>1500 / day</u>
Estimated spectators – City residents	<u>2000 / day</u>
Total estimated spectators	<u>3500 / day</u>

This event is (please select one)

- Local
 Provincial
 Regional
 National
 International

Media exposure (please select one)

- Local
 Provincial
 Regional
 National
 International

Event History:

Has the event been held in Prince Albert previously? Yes No

If this event has been held in Prince Albert previously, has it been at least 3 consecutive years since it was last held in Prince Albert? Yes No

If yes, please explain when last hosted in Prince Albert: **We hosted the under 19 World Junior event, but never the top level, the WBSC Men’s qualifier and World cup**

If no, the event is not eligible for funding under the “New Event” category. Please review other application categories to determine suitability.

Is there a possibility of this event happening more than once in Prince Albert? Yes No

Please explain: **WBSC has approved our application to host both a continental qualifier in 2024 that will have 6 teams competing for 2 spots in the 2025 World cup tournament. In 2025 we will host 8 countries to compete for the title of World Champions**

Is there potential of this event resulting in other events being hosted in Prince Albert?

Yes No

Please explain:

The legacy of the new diamonds being built for the 2018 event, and the upgrades we continue to do alongside the City of PA, will always result in more softball activity / events happening as these are world class facilities

What is your organization's experience in hosting this or similar events? Please be sure to include a profile of your organizing committee / working group.

We have almost the same crew in 2018 as in our local organizing committee. In 2018 we hosted the World Juniors and it was a very successful event in which we put over \$100,000 back into our facilities. Our organizing committee is strong and our volunteer base is ready to host the world again in both 2024 and 2025

Please provide as much supporting information to aid in assessing your application. This information could include a business plan, a marketing plan, rationale / insight to support the information you supplied and / or your funding request, etc. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- If the funding application is being made for an event that is run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Budget for the event.
- Supporting information if applicable.

** Please provide the most current year-end financial statements or best equivalency if available.*

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(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

This Grant Application with all supporting documents can be saved and emailed to destinationlevy@citypa.com or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

WBSC
WORLD
BASEBALL SOFTBALL
CONFEDERATION

2024
MEN'S GROUP
STAGE EVENT

2025
MEN'S
WORLD CUP

JULY 2024 AND 2025



City of
Prince Albert

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EXECUTIVE SUMMARY

The Prince Albert Host Organizing Committee (HOC) is excited for the opportunity to bid for the WBSC 2024 Men's Group Stage Event and 2025 Men's World Cup. The HOC is comprised of many of the same key individuals who successfully hosted the 2018 WBSC Junior Men's World Championship. The 2018 tournament was named the 2018 Marquee Event of the Year by Saskatchewan Tourism and was a finalist for the Canadian Sport Tourism Event of the Year. The 2018 event's success created a lasting legacy for our community. As part of this legacy, the HOC has committed \$100,000 to once again bring the World to Prince Albert in 2024 and 2025. In addition the Legacy Committee from 2018 has invested a further \$100,000 in Max Power Ball Parks, adding a new scoreboard and upgraded electrical capacity in the park.

Working with the City of Prince Albert and Prince Albert Minor Softball, the HOC is once again committed to creating an unforgettable atmosphere for participants and spectators. Our City's experience in hosting major events in the past has created a strong volunteer base and support from our community that will not go unnoticed.

Prince Albert is considered a hotbed for softball in Saskatchewan as there have been 11 players from the region play for Team Canada in past Junior Men's World Championships. Since 1996, our community has also been successful in developing coaches and players who have competed and medaled not only within our province but at the Western Canadian and Canadian Championship levels.

The ability of our community to host WBSC Men's World Cup is well founded in our performances and accomplishments of hosting previous events such as provincial and national championships including the 2018 WBSC Junior Men's Softball Championship. The HOC is comprised of individuals with an extensive background in the game of softball as well as experience in hosting and working at major events in the past. Our framework is currently in place and upon receiving the bid, a detailed organizational structure will be implemented and roles assigned building from 2018.

Historically, events hosted in the past have attracted many spectators from not only Prince Albert but the surrounding region as well. It is anticipated that the WBSC 2024 Men's Group Stage Event and 2025 Men's World Cup would attract an average of 3500-5000 spectators per day.

We are committed to bringing the world to Prince Albert and hosting a first class event. The legacy of an event such as this would benefit our community and fastball association for years to come and would continue to provide us with the facilities to continue developing players/coaches and hosting major International and National events.



COMMITTEE MEMBERS

Felix Casavant (Honorary chair)

- Retired in 2010 from the Ministry of Environment after 36 years of service as the Manager of Finance, Property Management and Administration.
- Involved in fastball as a player for over 50 years beginning at five years old. Competed from minor levels to Provincial Senior Men's and in Western Canadian Championships.
- Coached boys/men's fastball in Prince Albert and Saskatoon for the past 36 years. Involved in many Provincial, Western and Canadian Championships.
- Since 1996, has been involved on the organizing committee of numerous Provincial, Western and Canadian Championships hosted by Prince Albert.
- Founding Father of the Prince Albert Aallcann Developmental Fastball Organization(ADFO) in 1996. The organization promotes the development of coaches and players playing at an elite level.
- Inducted in the Prince Albert Sports Hall of Fame as a builder/player in the sport of fastball.
- Was named Co Citizen of the year for Prince Albert in 2018 along with Derek Smith for bringing the World Junior Championship to Prince Albert
- Appointed as Games Manager for the +55 Saskatchewan Senior Fitness Association Games being hosted in Prince Albert in the Summer of 2022

Derek Smith (Co-chair)

- Has played softball for over 25 years competing at, and winning numerous provincial, Western Canadian, and National championships.
- His major softball accomplishment includes winning back to back Midget Canadian Softball Championships in 1995 & 1996 and being named tournament MVP and top pitcher at the 1995 national event.
- Continues to play softball in local men's leagues and tournaments but now focuses on giving back to the game and coaching his son's developmental teams.
- Has coached for the past five years with recent successes in his U14 PA Astros boys team winning back to back provincial and Western Canadian titles in 2013 & 2014.
- Has a degree in Kinesiology and worked as a Recreation Director / Coordinator with the Town of Biggar and the City of Prince Albert for over 9 years.
- Was named Co Citizen of the year for Prince Albert in 2018 along with Felix Casavant for bringing the World Junior Championship to Prince Albert
- Inducted into the Prince Albert Sports Hall Fame as an athlete, builder and for meritorious service.

Ian Litzenberger (Co-chair)

- Current Wine, Spirits, Beer Cornerstone Team Leader at Lake Country Co-op in Prince Albert
- Bachelor degrees in Marketing and Management from the University of Saskatchewan
- Project Triple Play Chair which upgraded Prince Albert's Max Power Ballparks for the 2018 Jr Men's World Championships
- 2018 Junior Men's World Championships Sponsorship and Marketing Director
- Softball Saskatchewan District 8 Director
- Prince Albert Minor Softball and Development Softball Board Member
- Avid Sports Enthusiast, playing and coaching softball and baseball since the age of 5

Brad Casavant (Committee Member)

- Chartered Professional Accountant (CPA)
- B Sc. Kinesiology Degree from University of Saskatchewan (majoring in Sports Management)
- Chief Financial Officer for Lake Country Co-operative Association Limited in Prince Albert
- Director of Finance for the 2018 Junior Men's World Softball Championships held in Prince Albert
- Member of the Board of Directors and Coach for Prince Albert Minor Softball
- Member of Softball Canada's 2001 Junior Men's team that placed 3rd at the World Championships held in Sydney, Australia
- Member of Team Saskatchewan's Men's Softball team at the 2001 Canada Games and participated in 6 National Softball Championships

Kalen Kovitch (Committee Member)

- Worked in media and marketing for 15 plus years with Rawlco Radio, JPBG, and currently Precision Marketing.
- Played softball since he was 4 years old with Saskatoon Phantoms, Saskatoon Selects, Junior Diamondbacks, Senior Diamondbacks and other club level softball.
- Started coaching softball in 2009. Has won 7 provincial championships, a Western Canadian silver medal, and Western Canadian gold medal as a coach at the club level.
- Coached team Saskatchewan at the U21 International Cup in 2013 placing 4th, and at the Canada Summer Games in 2017 winning a silver medal.
- Currently a coach with the U18 Team Canada JMNT. Gold medal at the 2019 America's qualifier in Guatemala City, and 7th place finish at the World Cup in New Zealand.
- Director of media and communications for 2006 Midget Boys Canadian Championships in Prince Albert, Sask.
- Director of media and communications for 2015 U16 Boys Canadian Championships in Prince Albert, Sask.
- Director of media and communication for the 2018 Junior Men's World Softball Championships in Prince Albert, Sask.



Christian Hudon – Committee Member

- Teacher at École St. Anne Elementary School in Prince Albert
- Has a Master’s Degree in Education
- Member of Saskatchewan’s 1997 Canada Games Softball team
- Two-time Canadian Midget Softball champion (1995 & 1996)
- Volunteer Services Director for the 2018 Junior Men’s World Softball Championship, held in Prince Albert

Bruce Vance – Committee Member

- 21 years’ experience in marketing in the Western Hockey League
- Currently the Marketing & Sponsorship Coordinator for the City of Prince Albert
- 2018 WBSC Junior Men’s Softball World Championship Special Events Director
-Coordinated VIP Night, Athletes Welcome Banquet, Grassroots Clinic, Development Clinic, Cabaret
- Public Address Announcer for numerous games
- Master of Ceremonies for Opening & Closing Ceremonies
- Marketing & Special Events Coordinator for 2022 Esso Cup Female U19 Hockey Championships

Curtis Olsen (Municipal Representative/Committee Member)

- Currently the Sport & Recreation Manager for the City of Prince Albert.
- Obtained a Bachelor of Kinesiology degree with a minor in Psychology from the University of Regina.
- Was previously employed by Saskatchewan Hockey Association.
- Has been involved with the game of fastball since of the age of five. Played and Coached with most recent success coaching the U14 Prince Albert Aces at Nationals in Montreal in 2018.
- Involved in sports through playing and coaching softball and hockey, golfing and further officiating hockey and football



COMMITTEE STRUCTURE

CO-CHAIR # 1

CO-CHAIR # 2

Co-chair # 1 is responsible to oversee the following committee heads:

Co-chair # 2 is responsible to oversee the following committee heads:



- MARKETING & SPONSORSHIP**
- FINANCE**
- TICKETING**
- VOLUNTEERS & HOSTS**
- STATISTICS & WEBSITE**
- SOUVENIRS**
- ACCREDITATION**

- ACCOMODATION**
- TRANSPORTATION**
- FOOD SERVICES**
- CEREMONIES**
- GROUNDS**
- UMPIRES**
- SECURITY**



HOST CITY

Prince Albert

Beautiful Gateway City

Our beautiful and historic City of 40,000 people, is the 3rd largest City in the province, is located in the protected river valley of the “North Saskatchewan River.” The City is centered in a position that takes advantage of rich agricultural land to the South and the growing industries of the North including mining, lumber, fishing, and tourism. Prince Albert National Park is located just 51 km north of the city and contains a huge wealth of lakes, forest, and wildlife.

Climate

Prince Albert experiences a continental climate . In the month of July, the average temperature is 18 degrees Celsius with an average high of 24.3 degrees Celsius.



GEOGRAPHICAL AREA

Canada



Saskatchewan



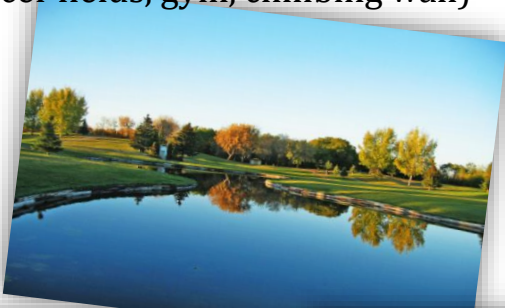
Western Canada



LOCAL ATTRACTIONS

Prince Albert offers many activities and attractions to keep visitors of the WBSC Senior Men's World Cup entertained when they are not at the ball park including a new **Multi-Sport complex consisting of an Aquatic Center and 2 Ice Hockey sheets that will be ready to open in 2024.** Other activities and attractions include:

- **Prince Albert National Park** (1 hour drive)
- **Cooke Municipal Golf Course** (ranked 3rd in the province)
- **Kinsmen Water Park**
- **Minto Rec Centre** (Bowling Alleys and Arcade)
- **Alfred Jenkins Field House** (Indoor soccer fields, gym, climbing wall)
- **Diefenbaker House Museum**
- **Museum of Police & Corrections**
- **Prince Albert Historical Museum**
- **Mann Art Gallery**
- **Galaxy Cinemas**
- **Northern Lights Casino**



City of
**Prince
Albert**

PREVIOUS EVENTS

Prince Albert's reputation as a spirited host city has developed through the hosting of major events. The city is large enough to offer superb facilities and small enough to provide enthusiasm, energy and profile to all events.

The following list includes some past Western Canadian, National, and International events:

- 1982 Saskatchewan Winter Games
- 1985 U18 Boys National Softball Tournament**
- 1986-2010 Ice Mania Midget AAA Hockey Tournament
- 1988 Western Canada Purolator Bantam Hockey Championships
- 1990 Regional Air Canada Cup Midget Hockey Play downs
- 1992 Saskatchewan Summer Games**
- 1993 Western Canadian Figure Skating Championships
- 1993 North American Indigenous Games
- 1994 Western Canadian Wrestling Championships
- 1995 Western Canadian Midget Volleyball Championships
- 1996 U18 Boys National Softball Championships**
- 1997-2011 Canadian Sled Dog Championships
- 1999 Air Canada Cup National Midget AAA Hockey Championship
- 1999 Western Canada Summer Games**
- 2001 U18 Boys National Softball Championships**
- 2002 Canadian Summer Special Olympics
- 2004 Canadian Ladies National Golf Championships
- 2006 U18 Boys National Fastball Championships**
- 2006 Canadian Native Fastball Championships**
- 2007 World Championship Kickboxing
- 2007 Canada Cup of Martial Arts
- 2007 National Aboriginal Hockey Championships
- 2007 Juno Cup – Televised Hockey Legends and Rockers Game



- 2007 Juno Fest Event – Aboriginal Showcase
- 2008 **Junior Girls Western Canadian Fastball Championships**
- 2008 The David Thompson Bi-Centennial Brigade
- 2008 Canadian Senior Men’s & Senior Women’s Curling Championships
- 2009 **U18 Boys National Fastball Championships**
- 2009 World Junior Hockey Championship Exhibition Game
- 2009 Canadian Men’s Mid-Amateur Golf Championship
- 2013 **U14 Boys Western Canadian Fastball Championships**
- 2013 **U14 Girls Western Canadian Fastball Championships**
- 2014 Saskatchewan Winter Games
- 2014 **Canadian Native Fastball Championships**
- 2015 **U16 Boys National Fastball Championships**
- 2018 **WBSC World Junior Softball Championships**
- 2022 **+55 Saskatchewan Senior Fitness Association Games 2022**
- 2023 **Esso Cup Female Midget AAA Hockey National Championship**



VENUE

The host venue of the WBSC 2024 Men’s Group Stage Event and 2025 Men’s World Cup will be Max Power Ball Parks at Prime Ministers’ Park in Prince Albert, Saskatchewan. This venue is a full service softball complex with two championship caliber softball diamonds and 2 practice diamonds. The diamond dimensions and seating capacities are as follows:

Championship Fields

- Rotary Field – LF – 250’ CF – 250’ RF – 250’ (Seating Capacity – 5000)
- Kinsmen Field – LF – 250’ CF – 250’ RF – 250’ (Seating Capacity – 1000)

A significant number of standing room tickets will also be available

Practice Fields

- Optimist Field – LF – 210’ CF – 250’ RF – 210’
- Shaye Amundson Field – LF – 215’ CF – 250’ RF – 210’

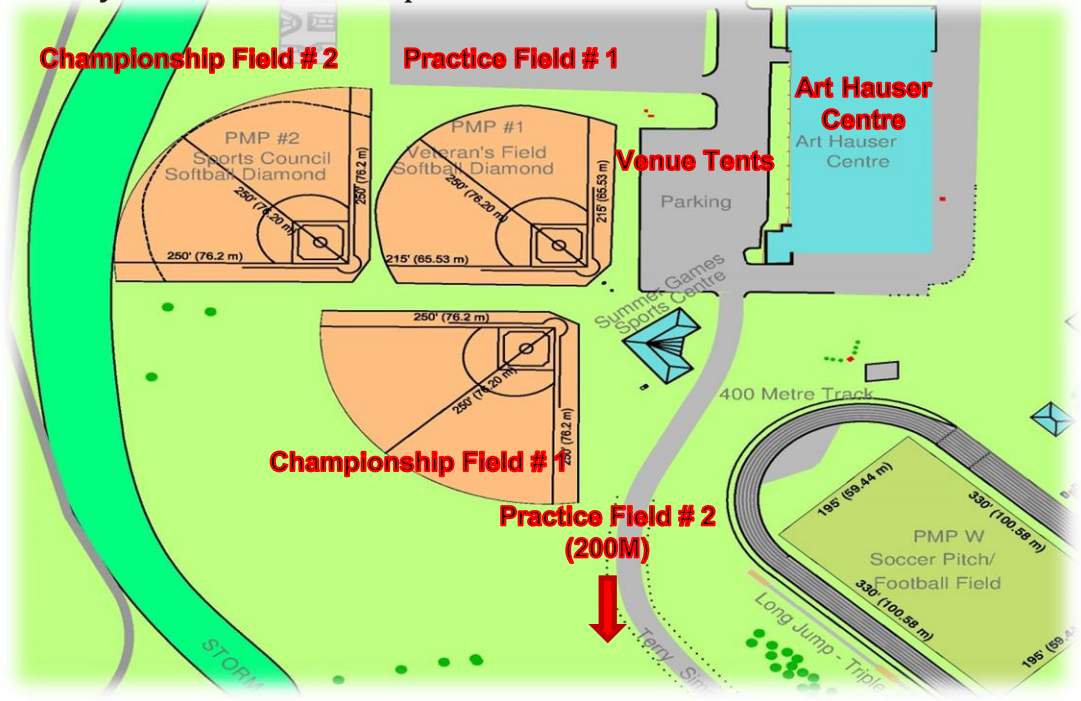
The practice fields are located within walking distance of the Championship Fields
An additional 7 practice diamonds are also available throughout the City

Prior to hosting the 2018 WBSC Junior Men’s World Softball Championship in 2018, a major upgrade took place to host. The Aallcann Developmental Fastball Organization in partnership with the City of Prince Albert, launched a major fundraising campaign and sponsorship drive called Project Triple Play. The main goal of the campaign created a feature diamond and secondary diamond that are of World Championships specifications. The community at that time responded tremendously to the campaign and the host organizing committee is proud to announce that the diamonds were upgraded to an approximate amount of 1.5 million dollars. The upgrades included the building the World Class Rotary Field, new score clocks and new electrical throughout the park.



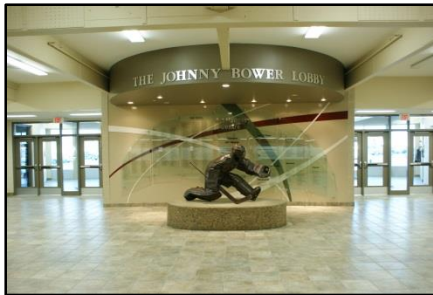
Facility Specifics

- 2 World Championship calibre Diamonds, 2 Practice Diamonds and batting cages.
- Space for all required logistical areas: medical, accreditation, media, etc...
- Wi-Fi will be made available throughout the Park and facilities.
- Access to the Art Hauser Centre which hosts 6 dressing rooms and additional multi-purpose space to be used for teams, umpires, and doping/medical services. This facility also has a large banquet space which will be used for VIP receptions and team meals.
- Office space for WBSC staff is also available at the Art Hauser Centre.
- A variety of food vendors will be operating around the park and will provide many cultural options.
- Permanent washroom facilities.
- Excellent lighting on all diamonds, dugouts, and high quality playing fields.
- Access to soccer/football fields and surrounding green space that can be used as team warm-up areas.
- Close access to many hotels and restaurants.
- Security Team on site comprised of volunteers and the local Police Service.



Max Power Ball Parks At Prime Ministers' Park





ACCOMMODATIONS

Prince Albert has the capacity to accommodate all of the athletes, coaches, officials, and guests that will be visiting our city during the WBSC Men's World Cup.

There is a large variety of quality accommodations available and the teams will be divided between the top hotels the City has to offer. We are also committed to lowering food costs by negotiating free breakfasts at our host hotels for the teams. The cost of the hotel rooms in 2024 and 2025 is projected to be \$150 U.S./night based on 2 beds per room.

Some of the host hotels include:



City of
Prince Albert

MEALS

Prince Albert has a large variety of multicultural restaurants available throughout the City with an abundant amount of dine in, take out or fast-food options. There is also many grocery stores in near proximity to the hotels and softball complex.

Our HOC is looking to go above and beyond the WBSC Hosting Agreement by arranging for breakfast for each participant and identified officials at their hotel. In addition, the HOC will provide a per diem of \$5000 CA\$ per team to help cover meals at the guests discretion throughout their prescribed stay in Prince Albert.

TRANSPORTATION

The Saskatoon International Airport (YXE) is a 1 hour and 15 Minute Drive to Prime Ministers' Park in Prince Albert. The HOC is committed to providing first class bus transportation for all teams to/from the Saskatoon airport and for the duration of the event. A shuttle service will also be provided for VIP's, officials and any guests travelling to the ball park from the host hotels.

The following International Airlines Fly Directly to Saskatoon:

- Delta Airlines, Air Transat, Sunwing

Teams travelling from abroad will most likely have to fly direct to Toronto or Vancouver and connect to Saskatoon from there

The following transportation services are also available:

- **Taxi** : Grey Cab, Checker Taxi, and Family Taxi
- **Vehicle Rentals:** Enterprise
- **City Transit:** The City offers many different public transportation routes

Broadcasting

The championships will have web streaming available for games can be viewed all over the World. This was available during the 2018 event and was first class and made the event that much more known around the World.

Media Services

All approved media personnel attending the event will be provided accreditation and access to an on-site media office. There will also be a media scrum and press conference site set-up in close proximity to the Championship Fields.

The following is a list of local media that will be involved with the event:

- Jim Pattison Broadcast Group (3 Local Radio Stations and Online Newspaper)
- Prince Albert Daily Herald (Newspaper)
- Saskatoon Star Phoenix (Newspaper)
- CTV (Television)
- Shaw (Television)
- Global TV (Television)
- CBC (Radio and Television)
- Misinippi Broadcasting (Radio)

Website

HOC will work with WBSC to develop a link on their existing website to provide information about teams participating, schedules, live updated and will also provide recognition to the event sponsors.



MARKETING AND FUNDRAISING

Local and provincial businesses and corporations are ready to partner and support our bid for this World Championship as they have done in the past. At the end of this document you will find letters indicating support from our province, city, tourism bureau, business community, and as well as Softball Saskatchewan.

A comprehensive sponsorship package will be developed to promote and attract funding towards the WBSC 2024 MEN'S GROUP STAGE EVENT AND 2025 MEN'S WORLD CUP. We anticipate attracting many types of sponsorship from major provincial corporations to local business providing funding and/or in kind services.

To date, there is \$448,000 in confirmed funding for the 2024 and 2025 events. Tourism Saskatchewan at \$98,000, Sask Lotteries \$50,000, the City of Prince Albert DMF at \$200,000 and \$100,000 contribution from the host legacy committee from the 2018 World Junior Men's Championship.



ESTIMATED BUDGET

Revenue

	DESCRIPTION	2024	2025 World Cup
EVENT			
	Ticket Sales	127,000.00	171,000.00
	Food Services concession commissions	10,000.00	15,000.00
	Beverage Services/Banquets beer garden sales	40,000.00	55,000.00
	Souvenirs & Programs	5,000.00	5,000.00
	50/50 draws	7,500.00	10,000.00
	Volunteer Fee 150 x \$40	6,000.00	6,000.00
		195,500.00	262,000.00
SPONSORSHIP			
	Cash Sponsors Title Sponsor \$40,000 , Other \$30,000	50,000.00	70,000.00
	In-Kind Sponsors Details below	160,000.00	160,000.00
		210,000.00	230,000.00
GRANTS			
	Govt of Sask- Tourism Grant	49,000.00	49,000.00
	Sask Lotteries Grant	25,000.00	25,000.00
	Destination Marketing Fund Grant	100,000.00	100,000.00
	2018 World Junior Legacy Fund	50,000	50,000
		224,000.00	224,000.00
	TOTAL REVENUE	629,500.00	\$716,000.00



ESTIMATED BUDGET

Expenses

<i>VENUE</i>	<i>DESCRIPTION</i>	<i>BUDGET</i>	
		2024	2025
Venue Rental Fees	In-Kind COPA (\$25,000)	5,000.00	5,000.00
Rental Tents/Tables/Chairs	Outside	5,000.00	5,000.00
Ticket/Diamond 2 Booths		3,000.00	-
Portable Fencing		15,000.00	15,000.00
Signage/Flags	Branding & Tournament Signage	25,000.00	10,000.00
Materials / Diamond Repair	In-Kind COPA (\$7,000)	-	-
Pitch Count Clock	rental	3,000.00	3,000.00
Facilities	Greenland Waste & Grounds	35,000.00	35,000.00
Utility Hookups	In-Kind COPA (\$1,500)	-	-
Portable Bleachers		115,000.00	115,000.00
Equipment Rentals	In-Kind PA Photocopier (\$7,000)	-	-
Insurance	Softball Sask	5,000.00	5,000.00
Golf Carts		5,000.00	7,000.00
		216,000	200,000.00
HOSTING FEES / BID PREP			
WBSC Hosting Fee	See attached hosting costs for WBSC officials and Teams	232,000.00	281,000.00
Softball Canada Hosting Fee	\$2500 or 5% of net gate receipts	7,500.00	10,000.00
		239,500.00	\$291,000.00



ESTIMATED BUDGET

Expenses Continued

	<u>DESCRIPTION</u>	<u>BUDGET</u>	
		2024	2025
HOST COMMITTEE / VOLUNTEERS			
	Security	10,000.00	10,000.00
	Accreditation In-Kind PA Photocopier (\$6,000)	1,000.00	1,000.00
	Volunteer Uniforms In-Kind Source for Sports (\$20,000)	10,000.00	10,000.00
	Host Committee Supplies Office supplies	5,000.00	5,000.00
	Bank Charges Includes Paypal Fees/Terminals	5,000.00	5,000.00
		31,000.00	31,000.00
ATHLETES / OFFICIALS / VIP's			
	Team Services water, ice, snacks - In-Kind COOP (\$3,000)	3,000.00	3,000.00
	Team Canada Accommodations and Meals Included above in Team Costs		
	Athlete Bags/Souvenirs 132*10 (2024)/176*10 (2025)	1,500.00	1,800.00
	Umpire Per Diems Included above With WBSC Officials	-	-
	Umpire Hotels Included above in WBSC officials	-	-
	VIP/WBSC Per Diems Included above in WBSC officials	-	-
	VIP/WBSC Hotels Included above in WBSC officials	-	-
		4,500.00	4,800.00
TRANSPORTATION			
	VIP & Sponsor Rental Vehicles In-Kind Riverside Dodge (\$10,000)	2,000.00	2,000.00
	Umpire Rental Vehicles In-Kind Riverside Dodge (\$10,000)	2,000.00	2,000.00
	Buses/Shuttle Service	20,000.00	20,000.00
	Shuttle Service In-Kind SRSD (\$10,000)	-	-
	Fuel Cards In-Kind COOP (\$7,000)	-	-
		24,000.00	24,000.00
VIP & SPONSORSHIP			
	VIP & Sponsorship Fulfillment	3,500.00	5,500.00
		3,500.00	3,500.00



ESTIMATED BUDGET

Expenses Continued

	<u>DESCRIPTION</u>	<u>BUDGET</u>	
		2024	2025
MARKETING & COMMUNICATIONS			
	Advertising	5,000.00	7,500.00
	Photography contracted out	2,500.00	2,500.00
	Mobile Phones/Radios In-Kind GL Mobile	1,500.00	1,500.00
	Economic Impact Report In-Kind COPA (\$1,000)	-	-
		9,000.00	11,500.00
CEREMONIES & SPECIAL EVENTS			
	Opening Ceremony Piper, Dancers, Flags	1,500.00	1,500.00
	Medals, Trophies, Pins	3,000.00	5,000.00
	Closing Ceremony	500.00	500.00
	Pre Tournament Games	1,500.00	2,000.00
	Banquets	25,000.00	30,000.00
		31,500.00	39,000.00
SPORT LOGISTICS			
	Scorekeeping	-	-
	Anti-Doping	15,000.00	15,000.00
	Medical Supplies	2,000.00	2,000.00
		17,000.00	17,000.00



ESTIMATED BUDGET

Expenses Continued

	<u>DESCRIPTION</u>	<u>BUDGET</u>	
		2024	2025
WEBSITE / IT SERVICES			
	Webcast/Radio	25,000.00	35,000.00
	Website Services/ IT Services	2,000.00	2,000.00
		27,000.00	37,000.00
COST OF SALES			
	50/50 In-Kind The Dollar Store (\$1,000)	3,000.00	3,000.00
	Tickets & Wristbands	7,500.00	7,500.00
	Food & Beverage Cost of Goods Sold	25,000.00	35,000.00
		35,500.00	45,500.00
	TOTAL EXPENSES	638,500.00	\$704,300.00
	TOTAL PROFIT (LOSS)	(9,000.00)	\$11,700.00



IN-KIND SUPPORT

Breakdown

<u>BUSINESS</u>	<u>DETAILS</u>	<u>VALUE</u>
		2024 and 2025
Greenland Waste	Perimeter Fencing/ Portable Washrooms	\$ 15,000.00
Lake Country Coop	Fuel, Food and Supplies	\$ 10,000.00
PA Fastprint	Accreditation	\$ 5,000.00
PA Source for Sports	Committee & Volunteer Clothing	\$ 25,000.00
Riverside Dodge	Vehicles	\$ 25,000.00
Local Media	Advertising	\$ 40,000.00
Luna Lighting	Park Lighting	\$ 5,000.00
PA Northern Bus Lines	Team Transportation	\$ 10,000.00
Sask Rivers School Div	Shuttle Buses	\$ 5,000.00
Markit Signs	Logo/Signage	\$ 5,000.00
Other Services In Kind	Miscellaneous	\$ <u>15,000.00</u>
Total		\$ 160,000.00



STRATEGIC PLAN

Mission: To build the sport of Softball in Prince Albert and surrounding area by exposing the community to world class athletes, coaches, officials and volunteers.

Vision: To host an unforgettable World Championship that enhances local participation, leadership, respect and personal excellence across all age categories and levels of Softball.

Goals & Strategic Objectives

Goal 1: Host an unforgettable World Softball Championship.

- *Provide an extraordinary event atmosphere for all participants and spectators.*
- *Engage the people of our community by making them proud to host the World in Prince Albert.*

Goal 2: Inspire engagement in softball, on and off the field.

- *Provide opportunities for youth to participate and engage in our event.*
- *Celebrate the successes of softball in our region.*

Goal 3: To build on World Class facilities at Max Power Ball Park for softball in our region.

- *Generate active community support for improving the World Class facilities.*
- *Build upon facilities that will inspire our youth the pursue the game of softball to the highest levels.*

Event Legacy

The Host Organizing Committee is committed to investing the legacy from the event back into the facilities and the development of the game so that this World Class Event is a stepping stone to future opportunities in our City.



Letters of Support – WBSC 2024 Men’s Group Stage Event and 2025 Men’s World Cup

- The HOC originally approached the following with the understanding the bid would be for the WBSC Men’s World Cup in 2024. These letters remain in good standing for the WBSC 2024 Men’s Group Stage Event and 2024 Men’s World Cup 2025 bid.



LETTERS OF SUPPORT



Premier of Saskatchewan
Legislative Building
Regina Canada S4S 0B3

August 28, 2020

Derek Smith and Felix Casavant, Co-Chairs
Aallcann Development Fastpitch Organization
(casavant@sasktel.net)

Dear Mr. Smith and Mr. Casavant:

As Premier of Saskatchewan, I am pleased to provide my support to the Aallcann Development Fastpitch Organization (ADFO) in their bid to host the 2024 World Baseball Softball Confederation (WBSC) Men's Softball World Cup in Prince Albert.

Awarding this event to Prince Albert would provide a tremendous opportunity to showcase the hospitality of Saskatchewan people and our genuine love of sports. With one of the highest rates of volunteerism in Canada, Saskatchewan residents are well-known for our enthusiasm and generous support of sporting events.

Prince Albert has built a solid standing for hosting significant provincial, western Canadian and national championships. In 2018, our City successfully hosted the World Junior Men's Softball Championships.

With four world class diamonds, in addition to our school diamonds, Prince Albert has established a reputation for being a hotbed for Softball. We have the knowledge and leadership to ensure a smooth and seamless experience for athletes and their supporters.

The Government of Saskatchewan fully supports ADFO's bid; I know the people of Saskatchewan would be proud to host this event.

Sincerely,

Scott Moe
Premier

cc: Honourable Gene Makowsky, Minister of Parks, Culture and Sport



City of

Prince Albert



August 14, 2020

Dear Sir or Madam,

Re: 2024 Senior Men's Softball World Cup – Prince Albert, Saskatchewan

On behalf of the City of Prince Albert and members of City Council, I am pleased to provide this letter of support to accompany the 2024 Senior Men World Cup Committee's bid to host the 2024 Senior Men's Softball World Cup at the Max Power Ball Parks within Prime Ministers' Park in Prince Albert, Saskatchewan.

Our beautiful City is experienced in hosting regional, national, and international sporting events and our citizens are internationally noted for outstanding volunteerism and support for events of this caliber. Visitors and participants alike know that they have been treated in a very special way and leave with fond memories and a wish to come back.

In 2014, in advance of hosting the highly successful 2018 WBSC Junior Men's World Softball Championships, the Project Triple Play Committee, a committee of local volunteers, began a major fundraising initiative to bring Max Power Ball Parks up to world standards and to create a strong legacy for its future. By 2016, their fundraising goals were met and groundwork began on what has now become a leading premier softball facility. The City of Prince Albert is proud of the Committee and our community for their support and hard work in making the 2018 WBSC Junior Men's World Softball Championships the most successful event in our City's history.

The volunteers on the 2024 Senior Men World Cup Committee are dedicated to promoting sport and recreation in our community. As such, I sincerely request that their bid to host the 2024 Senior Men's Softball World Cup in Prince Albert, Saskatchewan, be given the utmost consideration. I am optimistic that a positive reply will be given to this request.

Yours truly,

Greg Dionne
Mayor

Mayor's Office • 1084 Central Avenue • Prince Albert SK S6V 7P3
Phone: 306-953-4300 • Fax: 306-953-4396 • www.citypa.ca



Joe Margiave, MLA
Legislative Assembly of Saskatchewan
Prince Albert Carlton Constituency



Constituency Office
Bay 4 - 406 S. Industrial Drive
Prince Albert, SK S6V 7L8
Telephone: 306-922-2828
Facsimile: 306-922-0261
pacarltonmla@sasktel.net

August 17th, 2020

ADFO Committee Co-Chairs
Derek Smith & Felix Casavant
1451 Sibbald Cresc.
Prince Albert, Sk.
S6V 6E1

Dear Felix and Derek,

On behalf of myself and my constituency, Prince Albert Carlton, I am pleased to support the Aallcann Development Fastpitch Organization to provide a bid package to Softball Canada in order to compete with St. John, Newfoundland to host this event.

It's so very exciting for our city and province to be looking at hosting the WSBC Men's Softball World Cup 2024. Prince Albert has been host to a number of events in the not so distant past; 2018 Hoopla (Prov. Basketball tournament) this was the first time Prince Albert hosted Hoopla in about 22 years, and it was a wonderfully run event! Prince Albert hosted the Provincial Fencing Tournament, April 2018, and the Provincial Gymnastic competition in May of 2018. Also, in March of 2018, the Provincial Mixed Curling Championship was held in Prince Albert, and it to had rave reviews, so much that they had been awarded the Junior Men's and Women's National Curling Championship in January 2019. Looking Internationally, we had been granted to be the host of the 2018 Junior Men's World Softball Championship (which I believe you two were the Co-Chairs, and did a fantastic job!!), which have resulted in four World Class diamonds, and Prince Albert being world renown as a hotbed for Softball in the World, so thank you for your work!

As you can see, just by mentioning the past few things, Prince Albert is able to host many successful events of all sizes, because we have wonderful volunteers and people, like you, in our community. Also, since we have already hosted a World Softball event just a short 2 years ago, we have the facilities, volunteers and are organized to run a smooth and successful WBSC Men's Softball World Cup in 2024!

Prince Albert is also home to many softball teams both male and female, plus our province has had many ball players move on to higher level ball! Our community has grown to accommodate many different events in many different venues. We have accommodations to suit all. That, along with the new 4 World Class Diamonds that are equipped with lights and score boards (thanks to you two for spear heading that!), plus a lot of spectator seating per diamond, makes our city a perfect fit to host the World Cup!

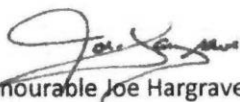


Our city, and province are great sizes for visitors to get around in a safe and timely manner, whether to the diamonds, hotel accommodations, restaurants, shopping, or many other activities our city and province have to offer. Making athletes' and spectators' experience in our beautiful city and Province that much more enjoyable.

Having stated all of this, I commend you, the Aallcann Development Fastpitch Organization, our city, and volunteers for pursuing the opportunity to host this prestigious event. I am confident that Prince Albert and our province, will do all that can be done to make the WBSA Men's Softball World Cup in 2024 a huge success! I am thrilled that our province, and particularly, our city of Prince Albert, has the opportunity to bid to host an event of this caliber, and I am very happy that you two are stepping up again to take on such a wonderful event! I look forward to what future opportunities this might lead to for Men's Softball in Prince Albert and Saskatchewan.

I wish you success throughout this bid process! Please know that we fully support this endeavor!

Regards,



Honourable Joe Hargrave
MLA Prince Albert Carlton





Prince Albert & District Chamber of Commerce

September 8, 2020

Softball Canada
223 Colonnade Rd S, Ste 212
Ottawa ON K2E 7K3

Re: City of Prince Albert, SK hosting World Senior Men's Softball Championship 2024

Dear Softball Canada;

The Prince Albert & District Chamber of Commerce is writing to support ADFO's request to host the WBSC Senior Men World Cup in 2024.

In 2018, Project Triple Play brought to Prince Albert Junior Men's World Softball Championship. It was a world class event. Teams said this was the best place they had ever been hosted at. Project Triple Play created a large lounge out of the Art Hauser Centre, allowing the players to prepare and relax somewhere that was away from the crowds, but it was still within walking distance of where they were playing. Project Triple Play also provided tours for the teams when they weren't playing so they could appreciate our Region. This is just 2 examples that were given to the Chamber as to why the teams enjoyed being hosted in Prince Albert.

Economically, the spin off from the 2018 Championship was amazing for our Region. Over 4000 room nights were booked and just over \$8 Million was spent on preparing our community and during the event.

Based on the previous success of Project Triple Play and their desire to continue building a legacy in our community, The Prince Albert & District Chamber of Commerce recommends Prince Albert to host the World Men's Softball Championship in 2024.

If you have any questions or concerns, please ask.

Sincerely,

Elise Hildebrandt, CEO
Prince Albert & District Chamber of Commerce
3700 2nd Ave W, Prince Albert SK
EHildebrandt@PrinceAlbertChamber.com
306-764-6222



City of
Prince Albert



2205 Victoria Avenue, Regina, Saskatchewan S4P 0S4
Phone: (306) 780-9235 • Fax: (306) 780-9483
Email: info@softball.sk.ca • Web Site: www.softball.sk.ca

MEMO

Date: August 11, 2020
To: Felix Casavant – Aallcann Development Fastpitch Organization (ADFO)
From: Guy Jacobson – Executive Director
Re: Letter of Support for the bid on the 2024 WBSC Men’s World Cup

Please accept this memo as confirmation of Softball Saskatchewan's commitment to ADFO in their efforts to bid on and host the 2024 WBSC Men’s World Cup in Prince Albert, Saskatchewan.

Prince Albert is a hotbed for fastpitch softball and has hosted several Provincial, Western and Canadian Championships with great success. They have very experienced committee heads and a solid volunteer base to make this event a special championship for all players, coaches and fans to remember for years to come. In 2018 this same group hosted a truly memorable Junior Men’s World Championships. There remain several legacies from this championship including a world class softball complex with many amenities.

On behalf of Softball Saskatchewan, we wish you great success throughout the bid process. As always, we are here to support and assist your committee as required.

Sincerely yours,

Guy Jacobson – Executive Director

Cc; Softball Saskatchewan Board of Directors



Appendix 1. Expression of interest to host a WBSC World Cup

WBSC WORLD CUPS EXPRESSION OF INTEREST

Date: Apr 29/22

We, Prince Albert Host Organizing Committee would like to express our interest to be an official host bidder,
(Name of the Organisation)

to host and conduct the 2024/2025, WBSC 2024 Men's Group Stage + 2025 Men's World Cup World Cup. We
(Year) (Name of the event + Baseball/Softball/Baseball5)

understand and agree to comply with the provisions of the WBSC World Cup Hosting Bid Outline (HBO).

The Event would be organised and hosted in the City of Prince Albert, SK Canada.
(Name of the City/Province – State – Country)

Proposed date for the Event: July 11-14/24 + July 9-13/25

By submitting our "Expression of Interest", it is understood that our Organisation agrees to pay a deposit of USD 5,000 to be considered an official Candidate for hosting the event. It is also understood that this does not constitute a binding offer from the WBSC nor the right to stage the event, but a confirmation of serious interest and capacity to host based on the information provided by the WBSC.

Following the process outlined in Chapter 3 of the HBO, an 'Official Bid Candidate Form' will be submitted to the WBSC Events Department including all the information that would be pertinent to the ability to conduct a successful WBSC World Cup.

Name and Signature [Signature]
(President of National Federation/Associate Member/National Olympic Committee if any)

Name and Signature [Signature] - Co-chair
(Name of Organisation & Position/Local Organising Committee)

This form must be submitted to:



Appendix 2. Official Bid Candidate Form

Please refer to pages 3-28 in our Bid Package



Appendix 3. Venue Checklist

The following document provides a guideline for the required equipment, rooms and facilities at the competition venues for hosting a WBSC Softball World Cup. The LOC shall complete this checklist, including visual evidence of all the information and spaces detailed in the Softball Competition Venue Guidelines.

NOTE: The Official Bid Candidate Form shall include one Venue Checklist for each competition venue proposed for the Event.

NAME OF THE VENUE
SECTION 1: GENERAL INFORMATION
WBSC SOFTBALL WORLD CUP: 2024 Men's Group Stage Event and 2025 Men's World Cup
VENUE ADDRESS AND LOCATION: Prime Ministers Park 3200 Block of 6th Street East Prince Albert, Sask. Canada
VENUE OWNER: <ul style="list-style-type: none"> - Government; City of Prince Albert(Municipal Government) - Professional Club; or - Private.
DISTANCE FROM TEAMS' HOTELS: Five minute Drive from any of the hotels
DISTANCE FROM WBSC FAMILY HOTEL: Five minute Drive from any of the hotels
RESTRICTIONS: None
COMMENTS:



SECTION 2: FLOOR PLAN		
2.1.	Please attach a floor plan of each competition venue that shows the location of all functional areas for Teams, WBSC Family, TV Production, etc.	
SECTION 3: ADMINISTRATION AREA & WORKSPACES		
3.1.	WBSC Office	YES <input checked="" type="checkbox"/> _____ NO _____
3.2.	WBSC Directors Office	YES <input checked="" type="checkbox"/> _____ NO _____
3.3.	TC's Room	YES <input checked="" type="checkbox"/> _____ NO _____
3.4.	Umpire Room	YES <input checked="" type="checkbox"/> _____ NO _____
3.5.	Clock Operator Desk	YES <input checked="" type="checkbox"/> _____ NO _____
3.6.	Scorers' Room	YES <input checked="" type="checkbox"/> _____ NO _____
3.7.	Public Address and Scoreboard Personnel	YES <input checked="" type="checkbox"/> _____ NO _____
3.8.	LOC Administration Office	YES <input checked="" type="checkbox"/> _____ NO _____
3.8.1.	Accreditation Centre	YES <input checked="" type="checkbox"/> _____ NO _____
3.9.	Doping-Control Station	YES <input checked="" type="checkbox"/> _____ NO _____
3.10.	WBSC Family Dining Room/Area	YES <input checked="" type="checkbox"/> _____ NO _____
SECTION 4: TEAMS FACILITIES		
4.1.	Locker Room	YES _____ NO <input checked="" type="checkbox"/> _____ Number of lockers _____



4.2.	Shower and Toilet Facilities	YES <input checked="" type="checkbox"/> _____ NO _____
4.3.	Training Room	YES _____ NO <input checked="" type="checkbox"/> _____
4.4.	Dining Room/Area	YES <input checked="" type="checkbox"/> _____ NO _____
4.5.	Field Access	YES <input checked="" type="checkbox"/> _____ NO _____
4.6.	Teams' Parking	YES <input checked="" type="checkbox"/> _____ NO _____
4.7.	Waiting Room/Area	YES <input checked="" type="checkbox"/> _____ NO _____
4.8.	Warm-up Venues/Fields	YES <input checked="" type="checkbox"/> _____ NO _____
SECTION 5: FIELD OF PLAY		
5.1.	Field Dimensions	LF <u>250</u> ft CF <u>250</u> ft RF <u>250</u> ft
5.2.	Playing Surface	Natural grass <input checked="" type="checkbox"/> _____ Artificial turf _____ Mixed _____
5.3.	Padded Fences (outfield, backstop and side-lines)	YES <input checked="" type="checkbox"/> _____ NO _____
5.3.1.	Outfield Fence	Height <u>6</u> ft
5.3.2.	Backstop	Dimensions <u>60</u> x <u>25</u> ft
5.4.	Bullpens	YES <input checked="" type="checkbox"/> _____ NO _____
5.5.	Dugout	YES <input checked="" type="checkbox"/> _____ NO _____



5.5.1	Helmet and Bat Rack (recommended)	YES _____ NO <u>X</u> _____
5.5.2	Floor (anti-skid surface)	YES _____ NO <u>X</u> _____ Wood _____ Rubber matting _____ Artificial turf _____
5.6	Field Equipment	YES <u>X</u> _____ NO _____
5.6.1	Screens	Softball pitching screen (protective) <u>X</u> Double play protector screen _____ 2 base protector screens <u>X</u>
5.6.2	Batter's Eye - min. size 30ft (9.14m)	YES _____ NO <u>X</u> _____ _____ Dimensions _____ _____ ft
5.6.3	Foul Poles	YES <u>X</u> _____ NO _____
5.6.4	Flag Poles	YES <u>X</u> _____ NO _____ Size _____ Quantity _____
5.6.5	Field Lighting average illumination (1000 lux in the infield and 750 lux in the outfield)	YES <u>X</u> _____ NO _____
5.6.6	Tarps	YES <u>X</u> _____ NO _____ Full infield tarp _____ Base area, pitcher's circle and home plate tarps <u>X</u> _____ Bullpens _____
SECTION 6: FIELD MAINTENANCE		
6.1.	Groundskeeper Crew	Personnel number <u>TBA</u> _____ Level (pro, experienced, amateur, volunteers) <u>City Workers(Pro) & Volunteers</u> _____
6.2.	Facility Maintenance and Cleanliness	Painted recently <u>X</u> _____ Interior repairs needed _____ (attach maintenance schedule if any)



6.3.	Field Maintenance plan and equipment (mowers, tractors, nail- drags, screens, rakes and weather forecast device/app)	YES <input checked="" type="checkbox"/> _____ NO _____
6.4.	Playing Field Reconditioning capability	YES <input checked="" type="checkbox"/> _____ NO _____
6.5.	Field Maintenance Materials (stock of drying material, chemical drying agent, calcined clay, paint and non-caustic chalk powder)	YES <input checked="" type="checkbox"/> _____ NO _____
6.6.	Irrigation System	YES <input checked="" type="checkbox"/> _____ NO _____ Automatic full field irrigation system (sprinklers) <input checked="" type="checkbox"/> _____ Water outlines _____
6.7.	Field Drainage System	YES <input checked="" type="checkbox"/> _____ NO _____
SECTION 7: VENUE INFRASTRUCTURE		
7.1.	Sound System	YES <input checked="" type="checkbox"/> _____ NO _____
7.2.	Scoreboard (Team names, player at bat, score, B-S-O, total hits and line-ups)	YES <input checked="" type="checkbox"/> _____ NO _____ Dimensions <u>7</u> x <u>25</u> ft
7.3.	Video Screen	YES _____ NO <input checked="" type="checkbox"/> _____ Dimensions _____ x _____ ft
7.4.	Clocks (infield, outfield and day clock)	YES <input checked="" type="checkbox"/> _____ NO _____
7.5.	Radar Gun	YES <input checked="" type="checkbox"/> _____ NO _____
SECTION 8: VIP HOSPITALITY AREAS		
8.1.	WBSC President Suite	YES <input checked="" type="checkbox"/> _____ NO _____
8.2.	VIP Lounge	YES <input checked="" type="checkbox"/> _____ NO _____
8.3.	VIP Seats (in public stands)	YES <input checked="" type="checkbox"/> _____ NO _____



SECTION 9: SPECTATORS SERVICES		
9.1.	Seating Capacity	<u>5000+</u> seats
9.2.	Restrooms & Lavatories	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
9.3.	Ticket Windows & Entry Positions	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
9.3.1.	Ticket/Box Office	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
9.3.2.	Entry Positions	<u>1</u> gates
9.4.	Concession Stands	<u>6+</u> stands
SECTION 10: SECURITY & FIRST AID		
10.1.	Access Control & Security Checkpoints	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (indicate location in floor plan)
10.2.	First Aid Station (bed for medical examinations, oxygen cylinder and defibrillator needed)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (indicate location in floor plan)
10.3.	Ambulance	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (indicate parking location in floor plan)
SECTION 11: TV PRODUCTION		
11.1.	Camera Positions (minimum 6 positions locations with scaffolding in specific positions needed)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
11.2.	TV Compound Parking Area	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (indicate location in floor plan)
11.3.	Cabling /Switch Boards	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> (indicate location in floor plan)
11.4.	TV Commentator Booths with field view (ENG, ESP, in booth monitor)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Number of booths <u>2</u>



11.5.	Electric Source /Generator	YES <input checked="" type="checkbox"/> _____ NO _____
11.6.	Internet Availability (minimum designated 50 MGB)	YES <input checked="" type="checkbox"/> _____ NO _____
SECTION 12: MEDIA FACILITIES		
12.1.	Media Parking and Access	YES <input checked="" type="checkbox"/> _____ NO _____
12.2.	Photographers Area	YES <input checked="" type="checkbox"/> _____ NO _____
12.3.	Radio Broadcast Booths	YES <input checked="" type="checkbox"/> _____ NO _____
12.4.	Media Lounge (Wi-fi and desks needed)	YES <input checked="" type="checkbox"/> _____ NO _____
12.5.	Press Conference Room (2 Platforms, backdrop and microphone needed)	YES <input checked="" type="checkbox"/> _____ NO _____ Backdrop dimensions <u> 4 </u> x <u> 8 </u> ft
12.6.	Mixed Zones	YES <input checked="" type="checkbox"/> _____ NO _____ (indicate location in floor plan) Backdrop dimensions _____ x _____ ft

NOTE: The WBSC Events Department Staff and the WBSC Venue Infrastructure Commission will review the document and agree with the LOC a site visit in order to inspect the facility for compliance of the standards established in this document.



CONFIRMATION OF SUBMISSION

The Host Organizing Committee would like to thank Softball Canada and the World Baseball Softball Confederation for the opportunity to submit our bid proposal. Should you have any questions or concerns after reviewing the proposal please do not hesitate to contact us. We are very excited at the opportunity to showcase the World's best softball players in our community.

Regards,



Felix Casvant
Co-Chair





SPONSORSHIP PARTNERSHIPS

JULY 11-14, 2024 & JULY 9-13, 2025

MAX POWER BALL PARKS

PRINCE ALBERT, SASKATCHEWAN CANADA

BE A PART OF THE TEAM!!



THE HOST COMMITTEE IN PARTNERSHIP WITH PRINCE ALBERT MINOR SOFTBALL IS VERY PROUD TO ONCE AGAIN HOST THE WORLD IN PRINCE ALBERT IN 2024 AND 2025. THE HOST COMMITTEE LAST PRESENTED PRINCE ALBERT WITH A WORLD CHAMPIONSHIP HOSTING THE JR MEN'S WORLD CHAMPIONSHIP AS PART OF PROJECT TRIPLE PLAY IN 2018 AND WAS A VERY SUCCESSFUL EVENT WITH 12 TEAMS PARTICIPATING. 6 TEAMS WILL PARTICIPATE IN THE QUALIFIER IN 2024 AND 8 TEAMS WILL BATTLE FOR THE TITLE OF WORLD CHAMPION IN 2025. NUMEROUS GAMES WILL FILL THE RECENTLY RENOVATED MAX POWER BALL PARKS AT PRIME MINISTERS PARK OVER THE COURSE OF EACH TOURNAMENT AND WE ARE EXCITED TO SHOWCASE AS MUCH AS WE CAN ABOUT OUR COMMUNITY AND PROVINCE WHICH WE CALL HOME.

THANK YOU FOR TAKING THE TIME TO VIEW THE OPPORTUNITIES TO PARTNER WITH THIS EVENT, OUR COMMITTEE AND ENSURE A SUCCESSFUL NATIONAL CHAMPIONSHIP. WE LOOK FORWARD TO SEEING YOU IN THE STANDS AND CHEERING TEAM CANADA AND THE WORLD ON!

IAN LITZENBERGER/DEREK SMITH

CO-CHAIRS

306-961-4750/306-980-6116

IANLITZ@SASKTEL.NET / DEREK.SMITH@FLAMAN.COM

SPONSORSHIP PARTNERSHIPS

GAME DAY SPONSOR - \$1250 OR \$2000 FOR BOTH EVENTS

- BUSINESS NAME ON EVENT'S MEDIA PLATFORMS
- SPONSOR LISTING PAGE IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- BUSINESS NAME ANNOUNCEMENT ON FIELD FOR DAY CHOSEN
- 4 TOURNAMENT PASSES
- 4 ADDITIONAL TICKETS TO YOUR SPONSOR DAY

SINGLE SPONSOR - \$2500 PER TOURNAMENT OR \$4000 FOR BOTH

- BUSINESS NAME ON EVENT'S MEDIA PLATFORMS
- SPONSOR LISTING PAGE IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- 2 X 4 FENCE SIGNAGE - KINSMEN FIELD
- 4 TOURNAMENT PASSES

DOUBLE SPONSOR - \$4000 PER TOURNAMENT OR \$7000 BOTH

- BUSINESS NAME ON EVENT'S MEDIA PLATFORMS
- 1/4 PAGE AD IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- 2 X 4 FENCE SIGNAGE - ROTARY FIELD
- 4 TOURNAMENT PASSES
- PUBLIC ADDRESS ANNOUNCEMENTS EACH DAY
- COMMERMORATIVE GIFT

SPONSORSHIP PARTNERSHIPS



TRIPLE SPONSOR - \$7500 PER TOURNAMENT OR \$12,500 FOR BOTH

- BUSINESS IDENTIFICATION ON EVENT'S MEDIA PLATFORMS
- 1/4 PAGE AD IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- 2 X 4 FENCE SIGNAGE - KINSMEN FIELD & ROTARY FIELD
- 6 TOURNAMENT PASSES
- PUBLIC ADDRESS ANNOUNCEMENTS EACH DAY
- COMMERMORATIVE GIFT

HOME RUN SPONSOR - \$12,500 PER TOURNAMENT OR \$20,000 FOR BOTH

- BUSINESS NAME ON EVENT'S MEDIA PLATFORMS
- 1/2 PAGE AD IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- 4 X 4 FENCE SIGNAGE - KINSMEN FIELD & ROTARY FIELD
- 8 TOURNAMENT PASSES
- PUBLIC ADDRESS ANNOUNCEMENTS EACH DAY
- COMMERMORATIVE GIFT

BANQUET SPONSOR - \$12,500 PER TOURNAMENT OR \$20,000 FOR BOTH

(MULTIPLE OPPORTUNITIES WITH VIP BANQUET, TEAM BANQUET AND VOLUNTEER BANQUET PER TOURNAMENT)

- BUSINESS NAME ON EVENT'S MEDIA PLATFORMS
- EXCLUSIVE NAMING OF BANQUET WITH SIGNAGE
- 1/2 PAGE AD IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- 2 X 4 FENCE SIGNAGE - KINSMEN FIELD & ROTARY FIELD
- 6 TOURNAMENT PASSES
- 4 BANQUET TICKETS
- OPPORTUNITY TO ADDRESS TEAMS AT BANQUET
- PUBLIC ADDRESS ANNOUNCEMENTS EACH DAY
- COMMERMORATIVE GIFT

SPONSORSHIP PARTNERSHIPS



GRAND SLAM SPONSOR - \$25,000 PER TOURNAMENT OR \$40,000 FOR BOTH

- BUSINESS NAME ON EVENT'S MEDIA PLATFORMS
- SIGNAGE AT BANQUET
- FULL PAGE AD IN FAN GUIDE
- SPONSOR LISTING SIGNAGE AT PARK
- 4 X 4 FENCE SIGNAGE - KINSMEN FIELD & ROTARY FIELD
- 8 TOURNAMENT PASSES
- 4 BANQUET TICKETS
- OPPORTUNITY TO ADDRESS TEAMS AT BANQUET
- PUBLIC ADDRESS ANNOUNCEMENTS EACH DAY
- COMMERMORATIVE GIFT

PRESENTING SPONSOR - \$45,000 PER TOURNAMENT OR \$80,000 FOR BOTH

- MEDIA RELEASE TO ANNOUNCE PRESENTING SPONSORSHIP
- CORPORATE NAME ATTACHED TO EVENT
- CORPORATE IDENTIFICATION ON ALL EVENT MATERIAL
- SPONSOR LISTING SIGNAGE AT PARK
- GUEST SPEAKER AT OPENING CEREMONIES
- PARTICIPATION IN SELECT ON-FIELD PRESENTATIONS
- PARTICIPATION IN MEDAL AND TROPHY PRESENTATIONS
- COVER PAGE LOGO & FULL PAGE AD IN FAN GUIDE
- 4 X 8 FENCE SIGNAGE - KINSMEN FIELD & ROTARY FIELD
- 16 TOURNAMENT PASSES
- 8 BANQUET TICKETS
- PUBLIC ADDRESS ANNOUNCEMENTS AT EACH GAME
- COMMERMORATIVE GIFT



SPONSORSHIP PARTNERSHIPS

OPENING CEREMONIES SPONSOR - \$6000 PER TOURNAMENT OR \$10,000 FOR BOTH

- MEDIA RELEASE TO ANNOUNCE OPENING CEREMONIES
- CORPORATE NAME ATTACHED TO CEREMONIES
- SPONSOR LISTING SIGNAGE AT PARK
- GUEST SPEAKER AT OPENING CEREMONIES
- 1/4 PAGE AD IN FAN GUIDE
- 2 X 4 FENCE SIGNAGE - ROTARY FIELD
- 4 TOURNAMENT PASSES
- 8 OPENING CEREMONIES DAY PASSES
- PUBLIC ADDRESS ANNOUNCEMENTS AT EACH GAME
- COMMERMORATIVE GIFT

ENTERTAINMENT SPONSOR - \$6,000 PER TOURNAMENT OR \$10,000 FOR BOTH

- CORPORATE NAME ATTACHED TO EVENT
- CORPORATE IDENTIFICATION ON ALL EVENT MATERIAL
- SPONSOR LISTING SIGNAGE AT PARK
- 1/4 PAGE AD IN FAN GUIDE
- ¼ PAGE EVENT AD IN FAN GUIDE
- 2 X 4 FENCE SIGNAGE - KINSMEN FIELD
- 4 TOURNAMENT PASSES
- 8 "EVENT" TICKETS
- PUBLIC ADDRESS ANNOUNCEMENTS TO PROMOTE EVENT
- COMMERMORATIVE GIFT

TEAM HOST SPONSOR - \$5500 FOR TEAM CANADA PER TOURNAMENT OR \$10,000 FOR BOTH, \$3500 FOR REMAINING COUNTRIES OR \$6000 FOR BOTH

- ** TEAMS AVAILABLE ON A FIRST-COME, FIRST PICK BASIS WITH PAYMENT **
- CORPORATE NAME ATTACHED TO TEAM
- SPONSOR LISTING SIGNAGE AT PARK
- CORPORATE LOGO IN FULL PAGE AD LISTING TEAMS IN FAN GUIDE

- 2 X 4 FENCE SIGNAGE – (LOCATION BASED ON AVAILABILITY)
- 4 TOURNAMENT PASSES
- PUBLIC ADDRESS ANNOUNCEMENTS AT EACH GAME YOUR TEAM PLAYS
- COMMERMORATIVE GIFT

TEAM PAVILION SPONSOR - \$2500 PER TOURNAMENT OR \$4000 FOR BOTH

- MEDIA RELEASE TO ANNOUNCING PAVILION AND TEAM
- CORPORATE NAME AND LOCATION ATTACHED TO EACH TEAM
- CORPORATE LOCATION ON EVENT MAP INDICATING PAVILION
- SPONSOR LISTING SIGNAGE AT PARK
- 1/4 PAGE AD IN FAN GUIDE
- 4 X 4 FENCE SIGNAGE – (MAP OF CITY IN COMMON AREA)
- 2 TOURNAMENT PASSES
- PUBLIC ADDRESS ANNOUNCEMENTS AT EACH GAME SELECTED TEAM IS PLAYING
- OPPORTUNITY TO HAVE COUPON OR SPECIALS IN CONJUNCTION WITH EVENT

Men's Softball World Cup Dates

World Cup Group Stage- 6 Teams- July 10-14, 2024

Competition begins on a Wednesday and ends on a Sunday

July 5 2023	WBSC Staff
July 7 2023	WBSC Directors
July 8/24	WBSC Officials and Teams Arrive in Prince Albert
July 9/24	Scheduled Practice Day for Teams / Pre-Tournament Technical Meetings/ Welcome Banquet for Teams
July 10/24	Competition Begins- Day 1
July 11/24	Competition- Day 2
July 12/24	Competition -Day 3
July 13/24	Competition- Day 4
July 14/24	Playoffs- Day 5/ Ticket Punched Ceremony
July 15/24	WBSC Officials and Teams Depart

World Cup Finals - 8 Teams

July 8-14/25

Competition begins on a Tuesday and ends on a Sunday

July 3 2025	WBSC Staff
July 5 2025	WBSC Directors
July 6/25	WBSC officials and Teams arrive in Prince Albert
July 7/25	Scheduled Practice Day for Teams/ Pre-Tournament Technical Meetings/Welcome Banquet for Teams and officials
July 8/25	Competition Begins- Day 1
July 8/25	Opening Ceremonies-6:00 PM; Final game of the day to follow
July 9/25	Competition- Day 2
July 10/25	Competition-Day 3
July 11/25	Competition - Day 4
July 12/25	Competition -Day 5
July 13/25	Playoffs- Day 6/Closing Ceremonies
July 14/25	Rain Day if required
July 15/25	Teams and Officials Depart

**DMF Capital Request for World Group Stage and World Cup
20-Feb-24**

Description	Estimated Cost
Order new shale and hire sub contractor to remove old shale and add on new shale spreading as per requirements. Old Shale would be used on other community and schools diamonds throughtout the city.	\$ 68,500.00
Sunscreen For Rotary Field	\$ 5,000.00
Infield Tarp for Rotary Field	\$ 8,000.00
Enclose Pitching warm up areas on Kinsmen field	\$ 5,000.00
Order and install new sound system for Kinsmen field	\$ 4,000.00
Engineered Drawings for Expansion of Scorebooth at Kinsmen field	\$ 6,500.00
Secure and Install Scorebox for Shaye Field	\$ 3,000.00
Total	\$ 100,000.00



City of
Prince Albert

RPT 24-53

TITLE: Year 2023 Destination Marketing Levy Grants Paid to Host Committees

DATE: February 22, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That RPT 24-44 be received as information and filed.

ATTACHMENTS:

1. Year 2023 Destination Marketing Levy Grants Paid to Host Committees (RPT 24-44)

Written by: Destination Marketing Levy Advisory Committee



City of Prince Albert

RPT 24-44

TITLE: Year 2023 Destination Marketing Levy Grants Paid to Host Committees

DATE: February 9, 2024

TO: Destination Marketing Levy Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this 2023 DMF year in review report be received as information and filed.

TOPIC & PURPOSE:

This report is providing a listing of the 2023 Destination Marketing Levy Grants approved and paid to Host Committees.

PROPOSED APPROACH AND RATIONALE:

The listing is broken down by 2023 and 2024 Events. The total amount of \$216,990.00 has been paid out in Year 2023 for approved Destination Marketing Levy Grants.

That amount is funded from the Destination Marketing Levy Reserve.

The Destination Marketing Levy Reserve is projected to have a surplus balance of \$1,250,222.00 with the events approved to date for DMF Funding along with the approved allocation from the 2024 Budget.

That amount includes the approved events with the remaining final payments to be made. It also includes the request for upcoming 2024 Events.

This factors the newly approved ones of:

Dance Blast	\$4000.00
Female Tournament - 60%	\$5,700.00
PAGC Men's Recreation Tournament	\$25,000.00

2024 Senator's Cup	\$30,000.00
Fine Arts Festival	\$8,000.00
U15 Boys Community Club Hockey Tournament	\$4,000.00
Remaining Hockey Tournaments	\$30,000.00
	\$106,700.00

Other Events submitting for 2024

PAGC/NLC Golf Tournament	\$7500.00
2024 & 2025 WBSC Men's World Cup of Softball	\$350,000.00
BRFN Men's Full Contact Hockey Tournament	
ERFN Men's Recreation Hockey Tournament	

2023 DESTINATION MARKETING LEVY GRANTS PAID		
Final Payments Made to Host Committees - 2023 Events		
2023 Prince Albert Female Hockey Tournament	\$5,700.00	60%
2023 U15 Cyclones Hockey Tournament	\$1,800.00	60%
2023 U11 A Hawks Hockey Tournament	\$1,200.00	60%
2023 U11 B Knights Hockey Tournament	\$2,200.00	60%
2023 U9 A Leafs Hockey Tournament	\$1,300.00	60%
2023 U9 B Rangers Hockey Tournament	\$2,000.00	60%
2023 Ecole St. Mary Boys Basketball Tournament	\$1,200.00	60%
2023 U11 C Wolves Hockey Tournament	\$450.00	60%
2023 U13 A Moose Hockey Tournament	\$2,000.00	60%
2023 U9 C Bruins Hockey Tournament	\$1,400.00	60%
2023 U11 C Wolves Hockey Tournament	\$1,200.00	60%
2023 U13 B Eagles Hockey Tournament	\$3,200.00	60%
2023 SOS Provincial Floor Hockey Competition	\$1,800.00	60%
2023 Prince Albert Festival of Dance	\$2,000.00	60%
2023 Dance Blast - Performing Arts Warehouse	\$2,900.00	60%
2023 Hoopla – North Central District Athletic Association	\$5,700.00	60%
2023 Prince Albert Mintos	\$1,800.00	60%
2023 Fine Arts Festival - Prince Albert Grand Council	\$3,400.00	60%
2023 Prince Albert Northern Bears	\$1,800.00	60%
2023 Churchill Regional Skating Competition	\$1,200.00	60%
2023 Esso Cup	\$45,000.00	60%
2023 SK Golf Sr. Golf Provincials - Cook Municipal Golf Course	\$1,000.00	60%
Full Payments Made to Host Committees - 2023 Events		
2023 11U House League Baseball Tournament	\$2,500.00	100%

2023 13U House League Baseball Tournament	\$2,000.00	100%
2023 15U Lew Hobson Grand Slam Baseball Tournament	\$2,000.00	100%
2023 Shaye Amundson Memorial Softball Tournament	\$3,000.00	100%
2023 U11 Astros Prince Albert Astros	\$2,000.00	100%
2023 13U Provincial Baseball Tournament	\$3,500.00	100%
2023 18U Provincial Baseball Tournament	\$2,500.00	100%
2023 11U Provincial Baseball Tournament	\$3,000.00	100%
2023 U15 Boy's National Softball Tournament	\$7,500.00	100%
2023 13U Western Canadian Baseball Championships	\$3,000.00	100%
2023 Senator's Cup Hockey Tournament	\$30,000.00	100%
2023 Prince Albert Warhawks Hockey Tournament	\$2,000.00	100%
2023 Ecole St. Mary Girls Volleyball Provincials	\$1,500.00	100%
2023 NLC/PAGC Golf Tournament	\$5,500.00	100%
2023 Summer Shindig '23 – Kelman Productions/Kelly Ermine	\$1,500.00	100%
2023 Ecole St. Mary Boys' Volleyball Tournament	\$1,000.00	100%
2023 Northern Lights Casino Pow Wow	30,000.00	100%
2023 PAGC Youth Hockey Camp	\$1,500.00	100%
2023 St. Mary's Boys Basketball Tournament	\$1,000.00	100%
2023 U13 A Wolfpack Hockey Tournament	\$5,500.00	100%
2023 U13AA Source for Sports Greyhounds Hockey Tournament	\$3,500.00	100%
2023 U18 AA Lake Country Timberwolves Hockey Tournament	\$3,000.00	100%
2023 U11 B Panthers Hockey Tournament	\$2,500.00	100%
2023 U11A Vipers Hockey Tournament	\$3,000.00	100%
40% Payments Made to Host Committees - 2024 Events		
2023 Prince Albert Northern Bears	\$1,000.00	40%
2023 Prince Albert Female Hockey Tournament	\$3,800.00	40%
2023 Ecole St. Mary Boys Basketball Tournament	\$800.00	40%
TOTAL 2022 GRANTS PAID	\$216,990.00	

PUBLIC NOTICE:

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

Written by: Trina Bell, Tourism Coordinator

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



City of
Prince Albert

RPT 24-54

TITLE: Destination Marketing Levy Grant Funding Portion of Tourism Coordinator Salary

DATE: February 22, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That fifty percent (50%) of the Tourism Coordinator position's funding, including benefits and annual increments, be allocated from the Destination Marketing Levy Reserve.

ATTACHMENTS:

1. Destination Marketing Levy Grant Funding Portion of Tourism Coordinator Salary (RPT 24-45)

Written by: Destination Marketing Levy Advisory Committee



City of Prince Albert

RPT 24-45

TITLE: DMF funding portion of Tourism Coordinator salary

DATE: February 12, 2024

TO: Destination Marketing Levy Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

It is recommended that the Destination Marketing Fund Committee approve the allocation of 50% of the Tourism Coordinator position's funding from the Destination Marketing Fund, as outlined in this report.

TOPIC & PURPOSE:

DMF funding 50% of the Tourism Coordinator's salary.

BACKGROUND:

In 2017, a Destination Marketing Fund (DMF) was established to support event attraction and expansion in Prince Albert. Funds are generated through a levy which is applied to all hotels in Prince Albert based on their assessed value and used to support grant applications.

PROPOSED APPROACH AND RATIONALE:

The tourism sector in the City of Prince Albert has witnessed significant growth in recent years, becoming a key driver of economic activity. The Tourism Coordinator position was established to strategically manage and promote local tourism initiatives, collaborate with stakeholders, and ensure the sustainable development of the tourism sector.

Allocating 50% of the Tourism Coordinator's funding from the DMF will have a positive impact on the city's tourism sector without putting undue strain on other municipal budgets. The DMF is specifically designed to support initiatives that align with its goals, making it a suitable source for this purpose.

CONSULTATIONS:

This report has been reviewed by Planning and Development Services and Corporate Services and there are no concerns.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Nothing required.

POLICY IMPLICATIONS:

Destination Marketing Levy Policy

FINANCIAL IMPLICATIONS:

At the end of 2023 there is \$1,247,222.00 remaining in the Destination Marketing Fund. Funding 50% of the Tourism Coordinator's salary and benefits in 2024 would be \$50,381. This amount will increase in the future with annual increases.

PRIVACY IMPLICATIONS:

None

OTHER CONSIDERATIONS/IMPLICATIONS:

None

STRATEGIC PLAN:

- Align City resources to assist community partners to coordinate events which promote Prince Albert as a vibrant and diverse City
- Promote Prince Albert as an Event Hosting destination that contributes to the Business and Tourism Economy

OFFICIAL COMMUNITY PLAN:

Supporting the Tourism Coordinator position with 50% DMF funding aligns with The City of Prince Albert's commitment to fostering sustainable tourism and economic growth. This investment will contribute to the city's overall attractiveness as a tourist destination, benefiting local businesses and the community at large.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation.

PUBLIC NOTICE:

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

PRESENTATION: none

ATTACHMENTS:

Written by: Economic Development Manager

Approved by: Craig Guidinger, Director of Planning & Development Services



City of Prince Albert

RPT 24-56

TITLE: Bylaw No. 7 of 2024 – Rezoning a portion of the 700th Block of Marquis Road East from FUD – Future Urban Development to C4 – Highway Commercial

DATE: February 22, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 7 of 2024 be given first reading; and,
2. That Administration be authorized to provide public notice for the public hearing.

TOPIC & PURPOSE:

The purpose of this report is to request the 1st reading of Bylaw No. 7 of 2024 to rezone 3.18 hectares of land, legally described as Parcel 49, Plan 101816939 Ext. 129 from the FUD – Future Urban Development Zoning District to the C4 – Highway Commercial Zoning District. This report also requests permission to provide public notice.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Zoning Bylaw Amendment Application to rezone property located on the Eastern corner of Marquis Road East and 7th Avenue East from FUD – Future Urban Development to C4 – Highway Commercial. See the attached “Location Map” for the exact location.

The purpose of the C4 – Highway Commercial Zoning District is:

“to provide a diverse mixture of large scale, commercial uses. As an automobile dependent zoning district, the intention is to provide adequate space for large scale commercial developments, as well as easy access to the city’s many arterial and highway corridors.”

The applicant is requesting that the property be rezoned to C4 – Highway Commercial in order to support the development of a Hotel and multiple retail stores. The applicant has made an offer to purchase the property, with the successful rezoning and development permit approval being a condition of the sale.

PROPOSED APPROACH AND RATIONALE:

The proposed rezoning to C4 will allow this property to function as an extension of the Yard District, providing a variety of commercial development that will support economic diversity and stability in the City of Prince Albert. Since this property abuts the future extension of the Rotary Trail and the City's new Aquatics/Recreation Facility, this rezoning will also allow for multi-modal accessibility to proposed hotel, as well as the rest of The Yard District.

Subject to the approval of this Zoning Bylaw Amendment Application, Administration expects to receive a Development Permit Application for a Hotel and Retail Store in the short term. Hotels are considered a Discretionary-Council Use within the C4 Zoning District and will require City Council's approval. Retail Stores are considered permitted uses in the C4 Zoning District and are reviewed and approved by Administration.

Since the proposed rezoning conforms to the regulations contained in both the Zoning Bylaw and the Official Community Plan, Administration recommends that this bylaw be approved.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the Zoning Bylaw Amendment process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to the approval of 2nd and 3rd reading, the applicant will be notified in writing of City Council's decision and the Zoning Bylaw and City website will be updated.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any policy, financial, or privacy implications to consider with this report.

STRATEGIC PLAN:

The future development proposed in the rezoning application supports the City's area of focus for Economic Diversity and Stability by accommodating the needs of new and existing organizations in Prince Albert.

OFFICIAL COMMUNITY PLAN:

As per the City of Prince Albert Official Community Plan Land Use Map, the subject property is considered Highway Commercial and is compatible with the proposed rezoning. In addition, this proposal is aligned with Section 6.5 of the OCP which indicates that Highway Commercial uses should be encouraged and located in ways that are compatible with the community's social fabric, high quality of life and environment.

PUBLIC NOTICE:

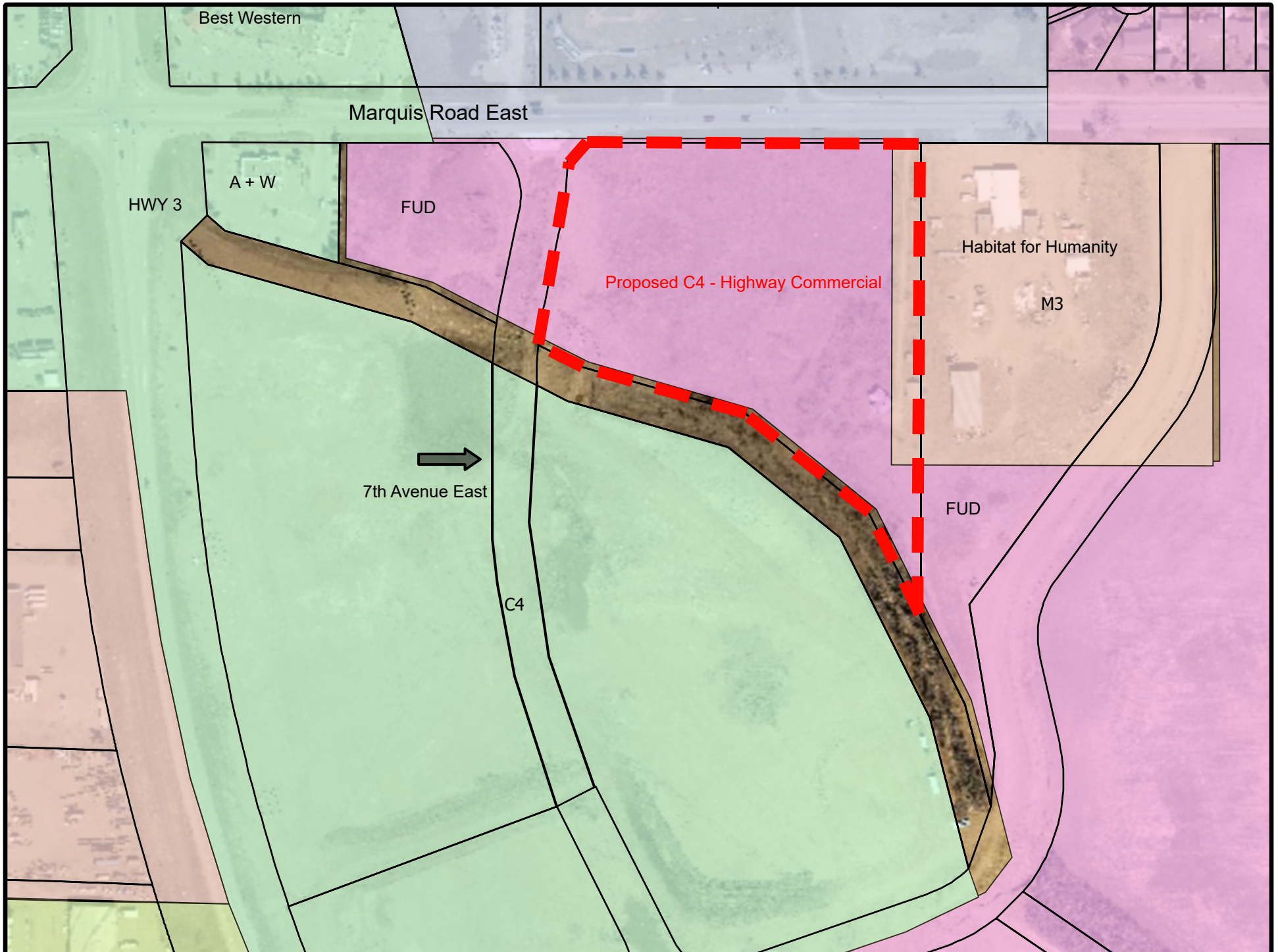
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required at this time. However, upon approval of 1st reading of this bylaw, Administration will proceed with issuing public notice regarding the public hearing in the Prince Albert Daily Herald, as well as posting the public notice on the City's website and on the bulletin board at City Hall in accordance with the Public Notice Bylaw.

ATTACHMENTS:

1. Zoning Map
2. Location Plan - Aerial
3. Bylaw No. 7 of 2024

Written by: Darien Frantik, Planner

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





S-HZ

S-HZ

PLANNING & DEVELOPMENT

February 22, 2024

Subject Property Identified With A Bold Dashed Line

CITY OF PRINCE ALBERT BYLAW NO. 07 OF 2024

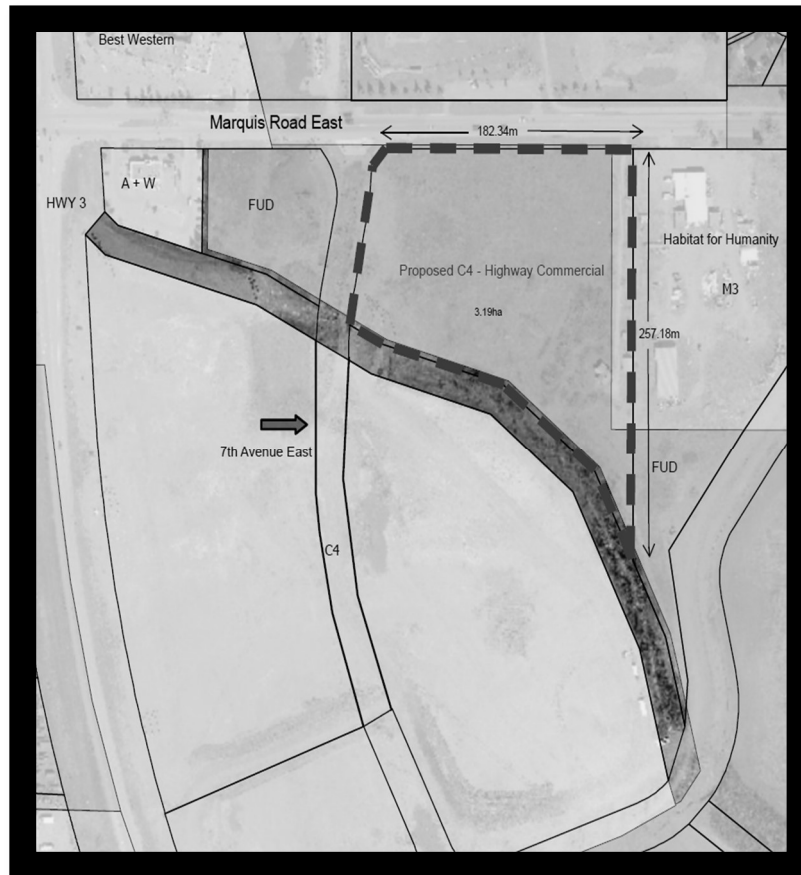
*A Bylaw of The City of Prince Albert to amend
the Zoning Bylaw, being Bylaw No. 1 of 2019*

WHEREAS it is desirable to amend the City of Prince Albert Zoning Bylaw No. 1 of 2019;

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

1. The City of Prince Albert Zoning District Map, being "Appendix B" Zoning Map and Amendments is hereby amended as follows:

Parcel 49, Plan 101816939 Ext. 129
Prince Albert, Saskatchewan, as described below:



Shall be rezoned from FUD – Future Urban Development to C4 – Highway Commercial.

2. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS _____ DAY OF _____, A.D., 20 .

READ A SECOND TIME THIS _____ DAY OF _____, A.D., 20 .

READ A THIRD TIME AND PASSED _____ DAY OF _____, A.D., 20 .

MAYOR

CITY CLERK



City of Prince Albert

RPT 24-57

TITLE: Digital Sign Application – 1401 2nd Avenue West

DATE: February 22, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Sign Permit Application for a Digital Sign to be located at 1401 2nd Avenue West, legally described as Lots 2-5, Block 8, Plan C199, be approved.

TOPIC & PURPOSE:

The purpose of the report is to approve the Sign Permit Application for a Digital Sign at 1401 2nd Avenue West, for the Taste of Asia Buffet.

BACKGROUND:

The Department of Planning & Development Services is in receipt of a Sign Permit Application for a Digital Sign to be located at 1401 2nd Avenue West.

The proposed digital fascia sign is a one-sided scrolling screen that is currently installed on the eastern exterior wall of the restaurant, which faces 2nd Avenue West. In 2022, Administration ordered that this sign be turned off because it was operating without a Sign Permit. The applicant started the permit process shortly after, but weren't prepared to make the necessary changes to meet the minimum regulations in the Zoning Bylaw. The permit process has now been re-started as the applicant is prepared to meet all the required regulations.

See the attached "Front Elevation – Taste of Asia Buffet Digital Sign" for more details.

In accordance with Section 13 of *The City of Prince Albert Zoning Bylaw No. 1 of 2019*,

Section 13.2

In addition to the regulations contained in Section 13.1 of this Bylaw, signs with digital faces or digital signs shall be administered in accordance with the following regulations:

1. *Digital signs shall require City Council approval;*

2. *The Brightness and message speed of the digital sign shall be easily adjustable and shall be at the discretion of the Development Officer;*
3. *Digital signs shall not broadcast live video or any type of audio;*
4. *One (1) digital sign shall be permitted per site; and*
5. *The City shall reserve the right to utilize a digital sign to display emergency or public safety broadcasts, or broadcast information regarding any other emergency situation where the general public may be affected.*

Section 13.5

In addition to the regulations contained in Section 13.1 of this Bylaw, fascia signs shall be permitted in any zoning district, and administered in accordance with the following regulations:

1. *The sign face shall cover a maximum of 25% of the area of the building face or wall, on which the sign is to be located;*
2. *Notwithstanding the regulations contained in Section 13.1.2, the sign shall have a minimum clearance of 2.42 metres; and*
3. *Fascia signs shall not extend past, around the corner, or off the abutting side of the building face or wall on which the sign is located.*

There are no other Freestanding or functional Digital Signs on the subject site.

PROPOSED APPROACH AND RATIONALE:

Administration has completed its review of the sign permit application and it meets all of the necessary Zoning Bylaw regulations. As noted previously, the sign is already installed, though not currently operating. Once the permit is approved and the sign is moved to the appropriate position, it will be turned on.

Therefore, Administration recommends approval of the permit application.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the review process in order to ensure that they are aware of municipal requirements and processes, options, and to manage expectations and timelines.

The application has been forwarded to the Department of Public Works, Community Services, Fire and Emergency Services, and the Building Division for informational purposes.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified of City Council's decision.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any policy, financial or privacy implications to consider with this report.

STRATEGIC PLAN:

Throughout the permit process, Administration has supported the area of focus of Economic Diversity and Stability by working to accommodate the needs of new and existing businesses.

OFFICIAL COMMUNITY PLAN:

Section 17.7 of the Official Community Plan states that, "All signage shall comply with the Zoning Bylaw or the Portable Sign Bylaw and the design guidelines set out therein."

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Location Plan - Aerial
2. Front Elevation – Taste of Asia Buffet Digital Sign

Written by: Darien Frantik, Planner

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



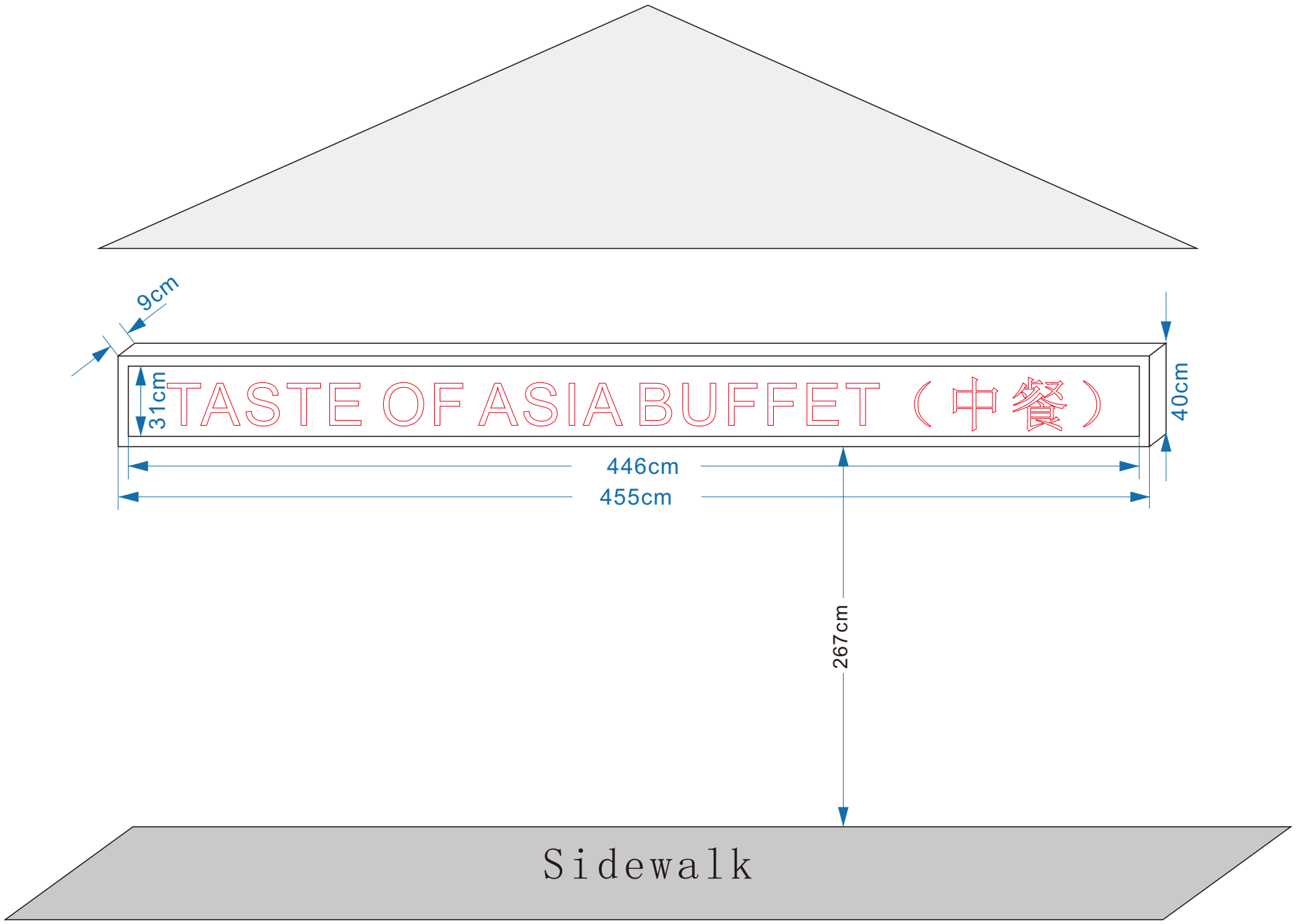
S-1Z

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PLANNING & DEVELOPMENT

February 16, 2024

Subject Property Identified
With A Bold Dashed Line





City of Prince Albert

RPT 24-50

TITLE: 2024 Municipal and In-City School Boards Election

DATE: February 25, 2024

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the Corporate Legislative Manager act as the Returning Officer in the absence of the City Clerk, if required.
2. That the remuneration rates for Election workers, which include compensation for training and meals, be established, as follows:

Position	Base Wage	Meal Allowance (Lunch & Supper)	Training (\$40/session – 2 to 3 hr)	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

3. That mileage claims, relating to Supervisory, Mobile and Special Poll workers, during the conduct of their election duties, be reimbursed in accordance with the City's approved travel rates.
4. That Administration proceed with providing free Transit on Election Day, November 13, 2024.

5. That the Request for Proposal for Election Voting Equipment and Results Software Program be awarded to Election Systems & Software Canada ULC, in the estimated amount of 37,420, plus applicable taxes; and,
 - a. That the Mayor and City Clerk be authorized to execute the necessary Agreement, on behalf of The City, once prepared.
6. That Bylaw No. 8 of 2024 be introduced and given three (3) readings.

TOPIC & PURPOSE:

The purpose of this report is to consider and approve the various requirements and processes to conduct the 2024 Municipal and In-City School Boards Election scheduled for Wednesday, November 13, 2024.

For the purposes of this report, the Local Government Election Act, 2015 will be referred to as LGEA.

BACKGROUND:

The attached Report (RPT 24-12), which outlines options and recommendations for the conduct of the upcoming Election, was considered by the Executive Committee on January 29, 2024, and the following motion was approved:

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

PROPOSED APPROACH AND RATIONALE:

Following my presentation and discussion with members of the Executive Committee, the matters below require review and final consideration by City Council:

Appointment of Returning Officer

The LGEA outlines that the City Clerk is automatically appointed as the Returning Officer for the City and the Separate School Division, 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 early discussions with the Public School Board representatives, the Board will likely appoint the City Clerk as the Returning Officer to act on behalf of the In-City School Board Election.

Remuneration of Election Workers

As previously shown in RPT 24-12, the proposed 2024 rates show a significant increase from 2020 and continue to include the provision of meal allowances based on the City's Travel/Meal Policy. The rates also include an increase in the training session allocation from \$35 to \$40. As well, compensation for mileage and phone use is offered to certain election officials depending on their roles.

Free Transit on Election Day

It is recommended once again to offer free transit on Election day to assist voters in getting to the poll to cast their vote.

The Transportation and Traffic Manager has indicated that during the month of November, the average daily ridership is 2,458 rides. Assuming that 20% ridership uses cash fares, there would be approximately \$1,230 in lost revenue for the day.

In addition to the proposed transit service, the Returning Officer will organize with the Community Service Centre the ability to provide transportation services for seniors and individuals with special needs who utilize those services on Election day.

Request for Proposal – Election Vote Tabulators

The City Clerk's office prepared a Request for Proposal (RFP) to invite submissions to provide for Election Voting Equipment and Results Software Program. The Request for Proposal No. 4 of 2024 closed on February 6, 2024 and two (2) proposals were received, one from Election Systems & Software Canada ULC and the other from Smartmatic Voting Canada Inc. Both proposals were reviewed by the City Clerk and Corporate Legislative Manager to ensure the specified qualifications and requirements were included and the following chart outlines our findings:

Description	Maximum Points	Election Systems & Software Canada ULC	Smartmatic Voting Canada Inc.
Relevant experience and knowledge	25	25	20
Demonstrated ability to meet all RFP requirements and qualifications, and City expectations, as outlined in RFP	25	25	20
Ability to meet Schedule milestones and completion dates	20	20	20
Cost	20	20	5
References	10	10	5
Total Score	100	100	70

Election Systems and Software Canada ULC (ES&S) has shown they meet the requirements and their costs are within the City's 2024 Election budget. ES&S estimated cost is \$37,420, plus taxes, which includes tabulators, supplies, on-site support, training, ballot layout/coding, results software and shipping. The cost is subject to change based on the City's requirement for additional or reduced services/supplies.

The proposal from Smartmatic Voting Canada included the requirements as outlined in the RFP, however, the cost of their proposal was quoted over \$90,000. In addition, this company did not include references from any clients in Western Canada.

ES&S has worked with the City through the last 2 elections and the City Clerk's office has been very satisfied with their previous level of service and ability to deliver the equipment, provide testing and support throughout the election process. If approved, the City will enter into a Rental Agreement with the Vendor.

Bylaw Amendments

As a result of changes in the LGEA, municipalities with a population greater than 20,000 are now able to increase the nomination deposit from \$100 to an amount up to \$500. Members of the Executive Committee requested a change to the nomination deposit from \$100 to \$250. This amount may deter those who are not fully committed and to compensate for administrative time. The Election Bylaw states that only those who are successful in obtaining an elected position, would be eligible for a refund of their nomination deposit.

As well, it was agreed at the Executive Committee to move the nomination date from 5 weeks to 7 weeks prior to Election day. This extension of time will provide the Returning Office the ability to be able to properly ensure the accuracy of ballots, testing equipment, training staff and other procedures are completed prior the start of advance polls. This would also mean that nominations would be submitted earlier than in the past, but allow more time for official candidates to campaign. The appropriate advertising and communication will be undertaken.

Both of these provisions have been included in the attached Bylaw amendment for Council's consideration.

CONSULTATIONS:

On December 11, 2023, the City's Management Committee met to discuss election options and the legislative amendments. A further report, as attached, was considered by the Executive Committee on January 29, 2024.

A meeting with the Chief Financial Officer of both School Divisions was held on February 15th. Each of the respective Boards will be addressing the requirements outlined in the Act and The Education Act in relation to the necessary decisions to be determined by the Board, and will advise the Returning Officer accordingly.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following City Council's consideration on the above noted Election matters, the City Clerk's Office will proceed with the duties and responsibilities outlined in the LGEA to ensure the success of the upcoming Municipal and School Boards Election.

Attached is a copy of the draft Polling Areas and Places map for your reference, and is subject to change depending on confirmation of facility availability and other amendments. The Returning Officer has the ability through the LGEA to adjust and change the location of polls as required.

The Returning Officer will schedule organizational meetings over next few months, including with the Communications team to ensure advertising requirements are met and effective messaging is communicated to the public regarding the Municipal and In-City School Boards Election.

POLICY IMPLICATIONS:

The City and School Boards are legislated to adhere to the requirements outlined in the LGEA and Regulations when conducting elections. In addition, the City has adopted Election Bylaw No. 9 of 2020, which affects Policy decisions, such as the process for mail-in ballots and using electronic vote counting tabulators.

FINANCIAL IMPLICATIONS:

In accordance with Section 33 of the LGEA, representatives of the School Boards have agreed to equally share the cost of the Election based on the four races being held as follows: Mayor, Councillor, Public School Board Trustee and Separate School Board Trustee. The City's portion will be 50% of the costs and the School Boards will each pay 25% of the costs up until Nomination Day. In the event of an acclamation by any race, the remaining parties agree to equally share the cost of the Election following Nomination Day. Each party is responsible for all direct ballot costs, including specialized testing.

The Election budget has been approved at a cost of \$212,340. It is important to note that additional costs in staffing and advertising, may be required due to the Provincial Election being scheduled two (2) weeks prior to the Municipal Election. However, the Returning Officer will endeavor to be fiscally responsible to reduce expenses where possible.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation, privacy implications, strategic plan or official community plan.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. Bylaw No. 8 of 2024 - Proposed Amendment
2. Draft Polling Areas & Places Map
3. RPT 24-12 - Previous Report to Executive Committee (includes LGEA & current Election Bylaw)

Written by: Terri Mercier, City Clerk

Approved by: City Manager

CITY OF PRINCE ALBERT BYLAW NO. 8 OF 2024

*A Bylaw of The City of Prince Albert to amend
Election Bylaw No. 9 of 2020 with respect to
Nomination Deposit and Nomination Day*

WHEREAS the Council of The City of Prince Albert deems it necessary to amend the General Election Procedures to increase the Nomination Deposit and extend Nomination Day.

WHEREAS, pursuant to Section 68 of the Local Government Election Act, 2015, City Council may require a nomination deposit not exceeding \$500 for any municipal elected office and establish the rules for the deposit to be returned to the candidate following the election.

WHEREAS, pursuant to Section 73 of the Local Government Election Act, 2015, City Council may establish a nomination day that is up to 7 weeks before election day.

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

1. That Bylaw No. 9 of 2020 be amended by deleting section 5 under General Election Procedure, in its entirety and replacing it with the following:
 5. Pursuant to section 68 (1.1) of the Act, the deposit of \$250, which is required when filing the nomination paper for municipal candidates, will be returned by cheque to all candidates who are successful in retaining an elected position.

2. That the following section be added under General Election Procedure:

7. Pursuant to section 73(2) of the Act, the nomination day will be established at seven (7) weeks before election day.

3. That the remaining sections be renumbered accordingly.

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

INTRODUCED AND READ A FIRST TIME THIS DAY OF , 2024.

READ A SECOND TIME THIS DAY OF , 2024.

READ A THIRD TIME AND PASSED THIS DAY OF , 2024.

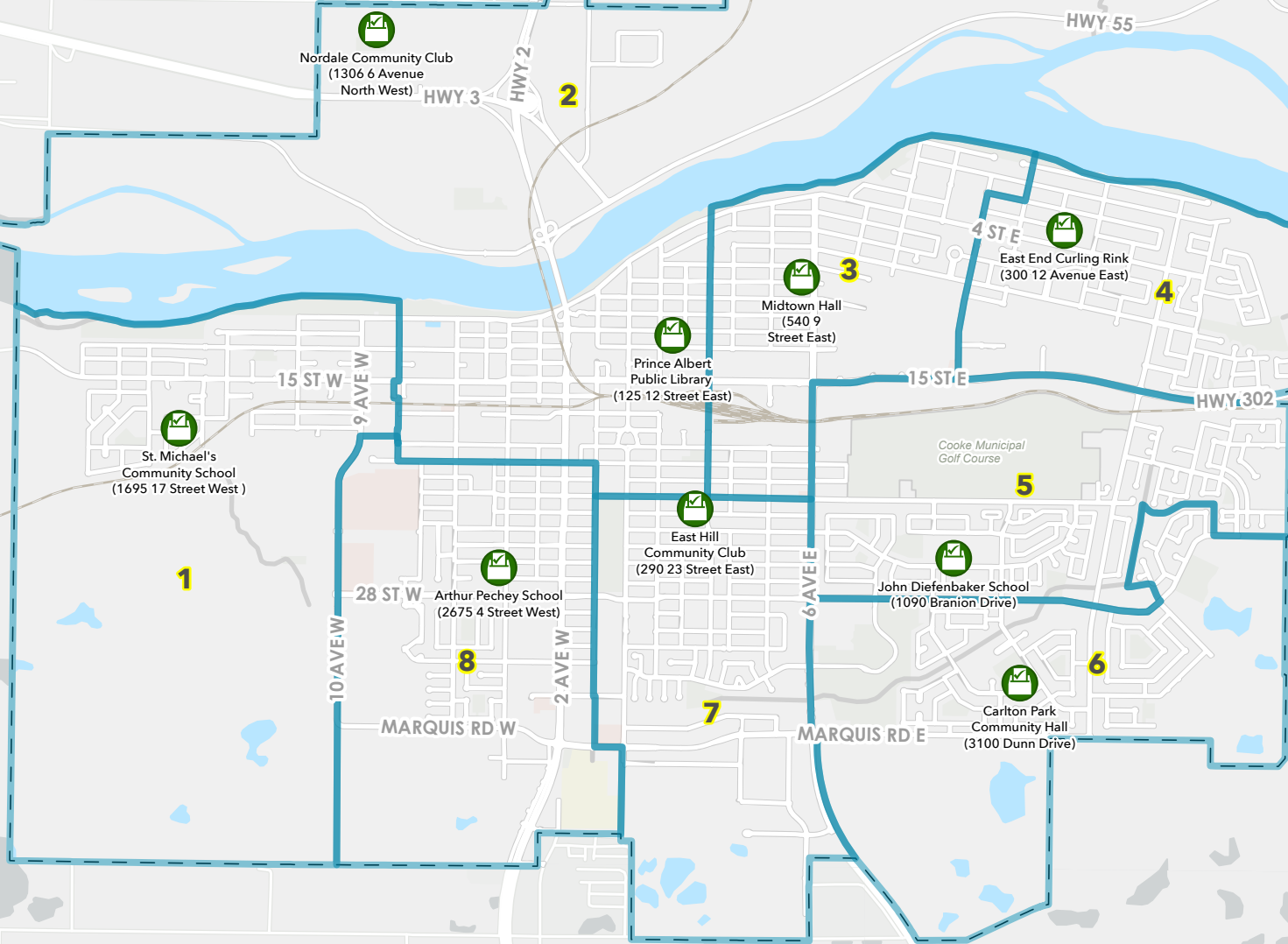
MAYOR


CITY CLERK



City of Prince Albert

DRAFT POLLING STATION MAP



 Polling Locations

 Wards



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, c10, 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, c 10, 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.

c. L-30.11

LOCAL GOVERNMENT ELECTION, 2015

- (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.

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- (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 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*”.

(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		



City of
Prince Albert

INQ 24-3

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. February 12, 2024 City Council Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
 From: City Manager

February 12, 2024 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Kilmer	INQ#23-29	Is it possible to report the total cost broken down into categories of total work done on 5th Avenue East from 24th Street to 28th Street East? As well, can a time frame of developing/planning that work be provided, from when it began to when it was completed?	Public Works	29-Feb	Please see the attached response from the Director of Public Works.
Councillor Head	INQ#24-04	Could the Bus Stop located at 400 Block of 6th Street East be moved to 4th Avenue East?	Public Works	26-Feb	The Director of Public Works: The bus stop located on the 400 Block of 6th Street East was already scheduled to be moved in the spring of 2024. Administration will ensure that this gets moved and communicated, as indicated.
Councillor Head	INQ#24-05	What are some options for incentives/encouragement to clean up derelict homes?	Planning & Development Services	27-Feb	The Director of Planning & Development Services: Administration will be arranging a meeting in March to discuss the issue of derelict homes and will also be reviewing what the City is currently providing for incentives in this regard.
Councillor Edwards	INQ#24-06	Could Administration provide the official budget increases that the Police Service received for each Budget cycle since 2018, including dollar amounts and percentages.	Financial Services	26-Jan	Please see the attached response from the Director of Financial Services.

RESPONSE TO INQUIRY #23-29

Is it possible to report the total cost broken down into categories of total work done on 5th Avenue East from 24th Street to 28th Street East? As well, can a time frame of developing/planning that work be provided, from when it began to when it was completed?

Response:

Construction of the project to complete the upgrade of the Sanitary Sewer Main on 5th Avenue East, between 24th Street and 28th Street East began in the fall of 2022 to increase the capacity to address concerns about sewer backups experienced by residences on 26th and 27th Street East. The project ran into the late fall of 2022 until winter weather conditions required shutting down work for the season. Work began again at the start of the 2023 construction season to complete the sewer upgrades, water system connections and to re-establish the paving and concrete surface works. The breakdown is as follows:

	Surface	Sanitary	Water	Total
2022	\$7,064.70	\$217,990.58	\$0	\$225,055.28
2023	\$488,505.14	\$175,482.59	\$82,212.72	\$746,200.45
Total	\$495,569.84	\$393,473.17	\$82,212.72	\$971,255.73

The planning for the sewer upgrades along this stretch began following the completion of upgrades south of 28th Street (upstream), as this area was identified due to a number of surcharges over the years which caused a number of sewer backups. The design and planning was completed in the fall of 2021 and spring of 2022, for the beginning of construction in 2022.

RESPONSE TO INQUIRY #24-06

Could Administration provide the official budget increases that the Police Service received for each Budget cycle since 2018, including dollar amounts and percentages?

Response:

Below are the approved budgets for the Prince Albert Police Service, as approved by Council:

	Council approved Motion	Increase	% Increase
Year 2024	\$19,095,963	\$759,263	4.14%
Year 2023	\$18,336,700	\$531,560	2.99%
Year 2022	\$17,805,140	\$467,290	2.70%
Year 2021	\$17,337,850	\$154,490	0.90%
Year 2020	\$17,183,360	\$495,580	2.97%
Year 2019	\$16,687,780	\$236,090	1.44%
Year 2018	\$16,451,690		



City of
Prince Albert

MOT 24-1

MOTION:

“That Administration prepare a report on the costs to clear the section of sidewalk where the Rotary Trail ends in the 500 Block of 4th Street East and begins again on the 700 Block of 2nd Street East.”

Written by: Councillor Head