

ELECTION BYLAW

RURAL MUNICIPALITY OF PONASS LAKE NO. 367

BYLAW 1/24

**A BYLAW TO PROVIDE FOR CONSOLIDATING THE RULES AND REGULATIONS TO
RUN A MUNICIPAL ELECTION IN THE
RURAL MUNICIPALITY OF PONASS LAKE NO. 367**

The Council for the Rural Municipality of Ponass Lake No. 367 in the Province of Saskatchewan enacts as follows:

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**RURAL MUNICIPALITY OF PONASS LAKE NO. 367
ELECTION BYLAW**

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SECTION I INTERPRETATION

1. Short Title

This Bylaw shall be known as the Elections Bylaw.

2. Purpose

The purpose of this bylaw is to consolidate the rules and regulation to run a municipal election in the Rural Municipality of Ponass Lake No. 367.

- a) The Authority for this Bylaw lies with *The Local Government Election Act, 2015*, and amendments.
- b) This Bylaw is designed to list the common timelines, regulations and Forms in *The Local Government Election Act, 2015*, and to address matters which Council may decide by bylaw or resolution. This is not designed as a substitute for *The Local Government Election Act, 2015*.
- c) This Bylaw will not address votes on bylaws, referendums, resolutions or questions.

3. Definitions

In this Bylaw:

- a) "Council" shall mean The Council of The Rural Municipality of Ponass Lake No. 367;
- b) "Minister" shall mean the Minister of Government Relations in the Province of Saskatchewan;
- c) "Municipality" shall mean The Rural Municipality of Ponass Lake No. 367;
- d) "The Election Act" shall mean *The Local Government Election Act 2015* plus amendments;
- e) Definitions within *The Local Government Election Act, 2015* shall apply here.

4. Schedules

The Schedules attached to this bylaw shall form part of this bylaw.

5. Severability

In the event of a decision of court that any part of this bylaw is illegal, void, or unenforceable, that decision will affect that portion of the bylaw and not the remainder of the bylaw.

SECTION II ELECTION PROCEDURES

1. Division Boundaries

There are 6 divisions in the Rural Municipality of Ponass Lake as follows:

- a) Division 1 shall be all of Township 37, Range 13 plus Section 01 to section 18 of Township 38, Range 13;
- b) Division 2 shall be all of Township 37, Range 14 plus Section 01 to Section 18 of Township 38, Range 14;
- c) Division 3 shall be all of Township 37, Range 15 plus Section 01 to Section 18 of Township 38, Range 15;
- d) Division 4 shall be all of Township 39, Range 13 plus the most Westerly portion of Range 12 to the West shore of Nut Lake plus Section 19 to Section 36 of Township 38, Range 13;
- e) Division 5 shall be all of Township 39, Range 14 plus Section 19 to Section 36 of Township 38, Range 14;
- f) Division 6 shall be all of Township 39, Range 15 plus Section 19 to Section 36 of Township 38, Range 15.

2. Election Dates

- a) General Election dates are set in Section 10 of the Election Act.
- b) In the event a by-election is required, Council shall pass a resolution as per Section 11 to Section 15 of the Election Act.

3. Nomination Day

- a) Nomination dates are set in Section 73 of the Election Act.
- b) Nominations shall be accepted until 4:00 p.m as per section 74 of The Election Act.



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- c) Candidates have 24 hours after the close of Nomination Day to withdraw their nomination forms as per section 76 of the Election Act.

4. Advanced Poll

- a) There shall be an Advance Poll on the first eligible Wednesday closest to the Election Date. According to Section 83(5), advanced polls must take place between 3 days and 15 days prior to Election Day.
- b) The Advanced poll shall be open from 9:00 a.m. until 4:00 p.m.

5. Election Day

The Poll on Election Day shall be open from 9:00 a.m. until 8:00 p.m.

6. Polling Stations

- a) The Polling Places for all elections within the Municipality shall be:
 - i. The Returning Officer shall set the Polling Places for all elections providing they are located in the following communities:
Division 1: Rose Valley, Saskatchewan
Division 2: Rose Valley, Saskatchewan
Division 3: Rose Valley, Saskatchewan
Division 4: Rose Valley, Saskatchewan
Division 5: Rose Valley, Saskatchewan
Division 6: Rose Valley, Saskatchewan
Reeve: Rose Valley, Saskatchewan
 - ii. All Advance Polls, unless otherwise specified by the Returning Officer, shall be at the Municipal Office located at 130 Centre Street, Rose Valley Saskatchewan
 - iii. If there are multiple Polling Places open, all voters shall be able to vote in any Polling Place regardless of Division.
- b) In each Polling Place, the Deputy Returning Officer is responsible to make sure:
 - i. The following forms shall be posted in each polling station:
A minimum of 2 locations- Form O as in Schedule EL 05-01; and
A minimum of 2 locations- Form P as in Schedule EL 05-02.
 - ii. A place where the voter can vote behind a screen or other barrier that cannot be seen through.
 - iii. All additional election materials as required by the Election Act.

7. Ballots and Ballot Boxes

- a) The Ballots:
 - i. Shall be in the prescribed Form N, as in Schedule EL 06-01.
 - ii. In the event of multiple positions being elected on the same day, each position's ballot shall be in a different color.
 - iii. Names on the Ballots shall be "LAST NAME, FIRST NAME" in alphabetical order of the last name.
 - iv. Section 90 of the Election Act allows for voting machines by bylaw. The Municipality shall not use voting machines for election purposes.
- b) Ballot Boxes:
 - i. The same ballot box may be used for both Advanced Polls and Regular Poll.
 - ii. The same ballot box may be used for multiple polls in the event of multiple positions being elected on the same day.

8. Mail-In Ballots

As per section 92 of the Election Act, the Municipality shall adopt the mail-in ballot system for the purpose of receiving ballots in an election as described in this section:

a) Application Process

In front of the Returning Officer, each person wishing to receive a mail-in ballot shall fill out:
Form C- The Declaration of Person Requesting, as in Schedule EL 03-01; and
Form R- Registration Form, as in Schedule EL 06-02.

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- b) Any person who wishes to vote by mail shall apply in person to the office of the Municipality between ten (10) and one hundred and forty-two (142) days prior to Election Day.
- c) Providing Ballots
 - i. Notwithstanding section 41 of the Election Act, the returning officer may authorize the use of blank ballots, as in Schedule EL 06-01, if in the Returning Officer's opinion, the expected delivery date of the printed ballots will adversely affect the ability of voters to vote by mail.
 - ii. All ballots issued to persons voting by mail shall be identical.
- d) The ballot kit shall consist of:
 - i. The Ballot, with the Returning Officer's initial in the box on the reverse side of the ballot or ballots provided to the voter;
 - ii. If a blank ballot is being used, a list of candidates who are seeking election;
 - iii. A ballot security envelope, bearing the information as described in Schedule EL 03-02;
 - iv. A voter confirmation envelope, bearing the information as described in Schedule EL 03-03;
 - v. An outer envelope, addressed to the Returning Officer and bearing the information as described in Schedule EL 03-04; and
 - vi. Appropriate directions to voters, bearing the information as described in Schedule EL 03-05.
 - vii. The ballot kit shall either be given to the voter in person, if available, or by regular mail to the address given on Form C in Schedule EL 03-01;
 - viii. Once the kit has been provided to the voter, the voter is deemed to have voted and is not entitled to vote at any other poll.
- e) Voters are required to:
 - i. Insert marked ballots into the ballot security envelope;
 - ii. Seal the ballot security envelope;
 - iii. Date and sign the voter confirmation envelope;
 - iv. Seal the voter confirmation envelope and insert into outer envelope; and
 - v. Mail or hand deliver the package to the Municipal Office.
- f) Upon Receiving the Ballot Package, the Returning Officer shall:
 - i. Ensure the voter confirmation envelope is signed by the voter;
 - ii. Record on Form R as in Schedule EL 06-02, as previously signed by the Voter, the date which the envelope was received; and
 - iii. Deposit the voter confirmation envelope into the ballot box.
 - iv. All ballot packages shall be received to the Returning Officer:
 - 1) If by mail, the closure of the polls on Election Day; or
 - 2) If by person, the closure of the polls on Election Day.
 - 3) Any ballots received afterwards are deemed to be spoiled and will remain unopened in the voter confirmation envelope.
 - v. The Returning Officer shall designate one deputy returning officer who will receive the mail-in ballot box containing the ballots prior to the close of polls on Election Day.
- g) Objections by Candidates or Agents
 - i. On Election Day, any candidate or candidate's agent may examine any application package filed;
 - ii. Any candidate or candidate's agent may object to any person's entitlement to vote if that person voted by mail at which time, the objection shall be written on the poll book.
- h) Counting Ballots
 - i. The Deputy Returning Officer shall be responsible to count the mail-in ballots.
 - ii. If the Returning Officer is of the opinion that the number of voters who voted by mail are small and as a result it may be possible to determine who any voter voted for, the returning officer may direct the deputy returning officer to include the mail-in ballots in the same box used for the polling on Election Day.
 - iii. Each confirmation envelope shall be inspected to determine if the voter's signature is missing, which would deem the ballot spoiled.
 - iv. The Deputy Returning Officer shall extract the ballot security envelope and examine for tears or unauthorized markings, which would be deemed spoiled if there is.
 - v. If accepted by the Deputy Returning Officer, the ballot security envelope shall be placed into a container or other ballot box with the other ballot security envelopes received.
 - vi. Once all the valid ballot security envelopes are in the ballot box, the Deputy Returning Officer shall open the ballot security envelopes and:
 - 1) If using the same ballot box as Election Day, place the ballots into the ballot box from election day, shake the box and proceed to count as per procedures; or

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- 2) If not using the same ballot box, shall place all ballots into a ballot box, shake it and proceed to count as per procedures.
 - i. The envelopes received in this section shall be placed with Form R, as in Schedule EL 06-02, at the end of the election and shall be kept and eventually destroyed as per the Election Act.

9. Election Officials

Prior to starting their position, every Election Official shall sign Form E, as in Schedule EL 04-02.

- a) Returning Officer
 - i. The Returning Officer shall be the Administrator of the Municipality unless a resolution is passed by Council at least 90 days prior to the call of the election.
 - ii. In the event that the Administrator, or appointed Returning Officer, cannot fulfill their duties, Council shall appoint a replacement.
 - iii. The Returning Officer shall appoint all other Election Officials by using Form D as in Schedule EL 04-01.
 - iv. The Returning Officer shall accept all completed Form I, Nomination Form and Acceptance as in Schedule EL 02-01 accompanied by the Public Disclosure Statement as in Schedule EL 02-02, and shall give a receipt as Form K, as in Schedule EL 02-05.
- b) Deputy Returning Officer
 - i. As per the Election Act, there shall be one Deputy Returning Officer appointed at each of the Polling Places at each of the Advanced Poll(s) and Regular Poll(s).
 - ii. Duties are listed in 101 (2) of The Election Act.
- c) Poll Clerk
 - i. As per the Election Act, there shall be one Poll Clerk appointed at each of the Polling Places at each of the Advanced Poll(s) and Regular Poll(s).
- d) Indemnities
 - i. All election officials shall be paid at the same rate as the daily indemnity of Council.
 - ii. The mileage rate shall be at the same rate as Council.

10. VOTERS

- a) Section 36(1) of the Election Act provides the eligibility for voting in the Municipality. As such a person must be:
 - i. A Canadian Citizen;
 - ii. At least 18 years of age; and
 - iii. At least one of the following:
 - 1) Has resided in the Municipality, or on land now within the Municipality, for at least three consecutive months immediately preceding the day of the election;
 - 2) Is the registered owner of property within the Municipality for at least three consecutive months immediately preceding the day of the election;
 - 3) Is the assessed person as per section 207 of *The Municipalities Act*;
 - 4) Is a Spouse of Subsection 1) or 2) of this Section;
 - 5) Is a chief executive officer of a duly incorporated co-operative, corporation or a religious association that has assessed property within the Municipality that is not exempt from taxation.
- b) Each voter can only vote once for their appointed division councillor and once for reeve.
- c) As per Section 39 of the Election Act, the division which a voter votes is determined by the following order:
 - i. If a person lives in the Municipality, they shall vote in that division;
 - ii. If a person has property in only one division, they shall vote in that division;
 - iii. If a person has property in more than one division, it shall be the division with the highest combined assessed value. If the person in this clause wishes to vote for another division, they shall write a letter to the Administrator prior to September 1 and may only do so once every 4 years.
- d) To obtain a ballot, each voter shall:
 - i. present one piece of identification which contains a photograph of the voter or two pieces of approved identification without photographs so long as one has their address, as in Schedule EL 06-04; or
 - ii. If a voter does not have the prescribed identification, another eligible voter who knows them can vouch for their identity by using Form B, as in Schedule EL 06-03; and
 - iii. fill out Form R, as in Schedule EL 06-02.

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The Municipality shall not have a voter's list, nor is there any list available for distribution other than a Municipal Map.

- a) As per section 42 of the Election Act, to become a Candidate in the municipal election, a person:
 - i. Must be a voter of the Municipality;
 - ii. Must not be disqualified pursuant to section 43 of the Election Act, or any other Act;
 - iii. Must Reside in Saskatchewan;
 - iv. Shall submit the Nomination Form, as in Schedule EL 02-01. This Form shall be given to the Returning Officer prior to closure of the nomination period.
- b) Disclosure of Election Expenses
 - i. Section 34 of the Election Act allows Council to establish disclosure requirements respecting contributions and expenses and to establish election campaign limits.
 - 1) There will be no requirements for candidates to disclose contributions or expenses for a Municipal Election at this time.
- c) As per section 103 and section 104, during the Advanced Poll and the Election Day Poll, each candidate may have up to two people, including themselves, attending each polling place.
 - i. Prior to any agent being able to attend the poll, the Candidate shall sign Form T, as in Schedule EL 04-04.
 - ii. Any candidate, or candidate's agent, who attends the polling place with the intent of staying must sign the prescribed Form U, as in Schedule EL 04-03.
 - iii. The candidates or the agents may not talk directly to voters at the polling place during the election.

- a) Call for Nomination
 - i. Shall be Form H, as in Schedule EL 01-01.
 - ii. Shall be posted in the Municipal Office; and
 - iii. Shall be posted in the Rose Valley Post Office; and
 - iv. Shall be advertised in a local newspaper
- b) Nomination Papers
 - i. Shall be posted in the Municipal Office
- c) Abandonment of Poll
 - i. Shall be the Abandonment of Poll Form, as in Schedule EL 01-02.
 - ii. Shall be posted in the Municipal Office; and
 - iii. Shall be posted in the Rose Valley Post Office; and
 - iv. Shall be advertised in a local newspaper
- d) Notice of Vote
 - i. Shall be the Notice of Vote Form, as in Schedule EL 01-04.
 - ii. Shall be posted in the Municipal Office; and
 - iii. Shall be posted in the Rose Valley Post Office; and
 - iv. Shall be advertised in a local newspaper
- e) Notice of Advance Poll
 - i. Shall be the Advanced Poll Form, as in Schedule EL 01-03.
 - ii. Shall be posted in the Municipal Office; and
 - iii. Shall be posted in the Rose Valley Post Office; and
 - iv. Shall be advertised in a local newspaper

- a) At the closure of the poll, the Deputy Returning Officer shall certify the last person entered and the total of people voting in their poll by signing the last page.
- b) The ballot box shall be opened in front of the following:
 - i. The Poll Clerk;
 - ii. The Candidate or one agent, if in attendance; and
 - iii. The Returning Officer, if in attendance.
- c) The Deputy Returning Officer shall:
 - i. verify and count the ballots;
 - ii. Prepare, in duplicate, Form Z, as in Schedule EL 07-01.
 - 1) One Copy shall be placed in the Ballot Box prior to sealing.
 - 2) One Copy shall be given to the Returning Officer
 - 3) Any Candidates, or Agents wishing a copy can obtain one.

✓
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RURAL MUNICIPALITY OF PONASS LAKE NO. 367
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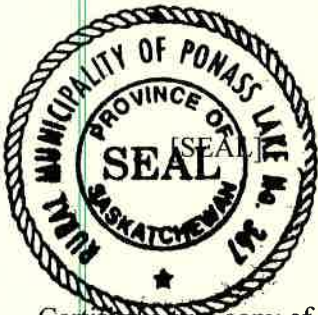
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- iii. Shall place all ballots, Form Z, as in Schedule EL 07-01, and all the Form R, as in Schedule EL 06-02, along with other necessary Forms into the ballot box and seal it.
- d) The Returning Officer shall:
 - i. Combine Form Z from all the Polling Places and add them on Form CC, as in Schedule 07-02 and declare the elected person for each position.
 - 1) In the event of a tie, Section 141 of the Election Act states that on the same types of paper, the Returning Officer write the name of each tied candidate on separate pieces and directs one person who is not the candidate nor the candidate's agent to draw one of the sheets. That person is declared elected.
 - ii. Shall notify the Province of Saskatchewan and any other places as deemed necessary.
 - iii. Shall Post the Results at the Municipal Office until at least the First Meeting of the new Council.
 - iv. Shall ensure that the election materials are kept safe until destroyed following the Elections Act and retention records bylaw.

15. BYLAW IN EFFECT

- i. This Bylaw shall come into force and take effect on the day of its final passing.
- ii. Bylaw 1/20 is hereby repealed.





Reeve



Administrator

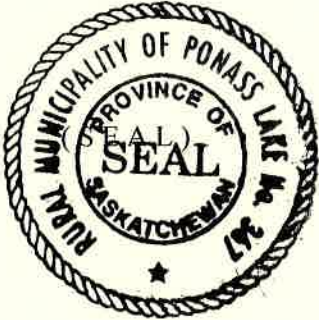
Certified a true copy of Bylaw No. 1/24
adopted by resolution of Council at the
July 10, 2024 regular meeting of Council.



Reeve



Administrator



Schedule EL 01-01

Appendix C

FORM H

[Section 66 of the Act]

Notice of Call for Nominations

RURAL MUNICIPALITY OF PONASS LAKE NO. 367

PUBLIC NOTICE is hereby given that nominations of candidates for the office of;

REEVE

COUNCILLOR FOR DIVISION

Will be received by the undersigned at the municipal office,

located at 130 Centre Street Rose Valley, Saskatchewan

during normal office hours until

Wednesday _____, 20__ at 4:00 p.m . local time.

Nomination forms may be obtained from the municipal office.

Dated this _____ day of _____, 20__.

Loretta Prevost

Returning Officer

Schedule EL 01-02
NOTICE
OF
ABANDONMENT OF POLL

The Rural Municipality of Ponass Lake No. 367

Municipal Elections

Whereas _____

nominated for the office of _____
Reeve or Councillor for Division No. _____

is the only candidate, I hereby give notice that no voting for the office will

take place on _____, 20____.

Loretta Prevost,
Returning Officer

Schedule EL 01-03

NOTICE

OF

ADVANCED VOTING

The Rural Municipality of Ponass Lake No. 367

Municipal By-Election

Public Notice is hereby given that the council has made provision for advance voting for the benefit of qualified voters for the following position:

Reeve
Division __ Councilor

Advanced voting will take place on Saturday the ____ day of ____, 20__ between the hours of 9:00 a.m. and 4:00 p.m. at the Rural Municipality of Ponass Lake Office located at 130 Centre Street, Rose Valley, Saskatchewan.

Dated this ____rd day of ____, 20__

Loretta Prevost,
Returning Officer

Schedule EL 01-04

NOTICE

OF

VOTE

The Rural Municipality of Ponass Lake No. 367

Municipal Election

Public Notice is hereby given that a Vote will be held for the Municipal Election for the following position:

REEVE

Division ____ Councilor

On Wednesday the ____ day of November, 20__ between the hours of 9:00 a.m. and 8:00 p.m. at:

_____, Rose Valley, Saskatchewan

And that I will declare the results of the voting on Thursday the ____ day of ____, 20__ at 9:00 a.m. at the R.M. of Ponass Lake Office in Rose Valley, Saskatchewan.

Dated this ____ day of ____, 20__

Loretta Prevost,
Returning Officer

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367

Schedule EL 02-01

Appendix C
FORM I (FRONT)

[Clauses 67(3)(a)(b)(c)(d)(g) & (h) and subsection 67(5) of the Act]
[Subsection 37(1) of the Regulations]

Nomination

We the undersigned, being voters of the:

Rural Municipality of Ponass Lake No. 367
(Municipality)

Division No. _____ (If applicable)

nominate _____
(Name)

of _____, to be a candidate at the election

to be held on the _____ day of _____, 20 _____ for the office of:
(Complete one)

[| Reeve: RURAL MUNICIPALITY OF PONASS LAKE NO. 367
(Municipality)

[| Councillor: RURAL MUNICIPALITY OF PONASS LAKE NO. 367
(Municipality)

Signature *

Name (printed)

Street/Road Address or
Legal Description of Land

* *require at least*

- 2 signatures for Rural Municipalities.

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367
Schedule EL 02-01

FORM I (BACK)
[Clauses 67(3)(a)(b)(c)(d)(g) & (h) of the Act]
[Subsection 37(1) of the Regulations]

Candidate's Acceptance

(Name as it will appear on the ballot)

a candidate nominated for the office of: *(complete as applicable)*

☐ **Reeve:** **RURAL MUNICIPALITY OF PONASS LAKE NO. 367**
(Municipality)

☐ **Councillor:** **RURAL MUNICIPALITY OF PONASS LAKE NO. 367**
(Municipality)

Division No. _____

declare that:

- ☐ **1** I am the full age of 18 years or will attain the full age of 18 years on or before election day;
- ☐ **2** I am a Canadian citizen;
- ☐ **3** I am not disqualified by *The Local Government Election Act, 2015* or any other Act from holding the office for which I am a candidate;

For rural municipalities

- ☐ **7** I am eligible to vote in the municipality;
- ☐ **8** I am a resident of Saskatchewan;

Dated at _____, this _____ day of _____, 20_____.

(Signature of Candidate)

(Witness)

(Witness)

TO BE DEEMED COMPLETED, THE FOLLOWING IS REQUIRED AND IS ATTACHED TO AND FORM PART OF THIS FORM:

- 1. Nomination Form and Acceptance*
- 2. Criminal Record Check*
- 3. Public Disclosure Statement*
- 4. All materials must be at the Municipal Office prior to the deadline*

Forms may be submitted by person, agent, registered mail, ordinary mail, fax, or email.

Schedule EL 02-02

RURAL MUNICIPALITY OF PONASS LAKE NO. 367
PUBLIC DISCLOSURE STATEMENT
Form 1

Name: _____

Municipality: _____

Disclosure of Employer, etc.:

Pursuant to (subclause 116(2)(a)(i) of *The Cities Act*/subclause 142(2)(a)(i) of *The Municipalities Act*/subclause 160(2)(a)(i) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

Disclosure of Corporate Interests:

Pursuant to (subclause 116(2)(a)(ii) of *The Cities Act*/subclause 142(2)(a)(ii) of *The Municipalities Act*/subclause 160(2)(a)(ii) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

Pursuant to (subclause 116(2)(a)(iii) of *The Cities Act*/subclause 142(2)(a)(iii) of *The Municipalities Act*/subclause 160(2)(a)(iii) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

Note:

1. This form must be completed with the Nomination forms and within 30 days of election.
2. This form, when completed, is a public document.

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367**Disclosure of Business Arrangements:**

Pursuant to (subclause 116(2)(a)(iv) of *The Cities Act*/subclause 142(2)(a)(iv) of *The Municipalities Act*/subclause 160(2)(a)(iv) of *The Northern Municipalities Act, 2010*), I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose²; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Property Holdings:

Pursuant to (clause 116(2)(b) of *The Cities Act*/clause 142(2)(b) of *The Municipalities Act*/clause 160(2)(b) of *The Northern Municipalities Act, 2010*), I hereby disclose the municipal address or legal description of any property located in the municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

Pursuant to (clause 116(2)(c) of *The Cities Act*/clause 142(2)(c) of *The Municipalities Act*/clause 160(2)(c) of *The Northern Municipalities Act, 2010*), I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367

I, _____, of the RM of Ponass Lake No. 367, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ____ day of _____, 20____.

Witness

Signature of Declarant

Date Received: _____

Schedule EL 02-05

Appendix C
FORM K
[Section 75 of the Act]

Receipt of Nomination and Candidate's Acceptance

I acknowledge that I have received a completed nomination paper and candidate's acceptance form from:

(Name)

of _____, a candidate for the office of:
(Street/road address or legal description of land)

[|] Reeve: RURAL MUNICIPALITY OF PONASS LAKE NO. 367

[|] Councillor: RURAL MUNICIPALITY OF PONASS LAKE NO. 367
Division No. _____

Dated at _____, this _____ day of _____, 20_____.

(Returning Officer or Nomination Officer)

Schedule EL 03-01

Appendix A

FORM C

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

Declaration of Person Requesting Mail-in Ballots

I, _____, of _____ declare that for

the election dated _____, should there be a call to vote:

☐ 1. I am qualified to vote in the Rural Municipality of Ponass Lake No. 367 and wish to vote for the following position:

☐ Reeve
☐ Division _____

☐ 2. I have completed Form R, the Voter's Registration Form and Poll Book;

☐ 3. I have produced the required identification;

☐ 4. I have been informed that ballots are due by the closure of Election Day and that any ballots received afterwards will be deemed spoilt.

☐ 5. I acknowledge that due to the limited number of mail-in ballots, the secrecy of my ballot may be compromised;

☐ 5. I request that a mail-in ballot be issued to me through the following method [Check one]:

☐ I have picked up the ballot package in person

☐ I wish to have the package mailed to the following address:

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

Dated this ____ day of _____, 20 ____.

Signature of person requesting mail- in ballot

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

Dated this ____ day of _____, 20 ____.

Signature of Election Official

Schedule EL 03-02

Ballot Security Envelope

The Ballot Security Envelope will be:

2-7/8" X 5-1/4" envelope with the following on it:

BALLOT ONLY:

The Ballot within will be rejected if:

- *Torn;
- *Bears any unauthorized markings; or
- * Contains materials other than ballots.

((Supreme Basics Item #17073))

Schedule EL 03-03

Voter Confirmation Envelope

The Voter Confirmation Envelope will be:

3-1/2" X 6-1/2" envelope with the following on it:

OFFICE USE ONLY

NAME OF VOTER: _____

Ballot included:

☐ OFFICE OF REEVE

☐ OFFICE OF COUNCILLOR, DIVISION NO _____

☐ BYLAW

☐ QUESTION

TO BE COMPLETED BY VOTER:

INSERT SEALED BALLOT SECURITY ENVELOPE AND SEAL

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

Dated this _____ day of _____, 20 _____

Signature of Voter

((Supreme Basics Item #17239))

Schedule EL 03-04

Outer Envelope

The Outer Envelope will be:

5-1/2" X 8-1/2" envelope with the following on it:

**Mail in Ballot
Rural Municipality of Ponass Lake No. 367
Box 98
Rose Valley, Saskatchewan
S0E 1M0**

((Supreme Basics Item #17010))

Schedule EL 03-05

Instructions for Mail in Ballots

1. Included in this package is the following:
 - a. Ballot
 - b. List of Candidates (if not on the ballot)
 - c. Ballot Security Envelope (Labeled: **Ballot(s) Only**)
 - d. Voter Confirmation Envelope (Labeled: **To be completed by Voter**)
 - e. Outer Envelope (pre-addressed)
2. On the Ballot, **place an X in the circle** next to the name of the candidate you wish to vote for. You are only entitled to vote for ONE candidate for the office. Any additional marks, including eraser marks, will spoil the ballot and therefore be rejected.
3. Fold the ballot in three with the Election Official's initials showing on the outside.
4. Place the ballot in the "**Ballot Security Envelope**" marked "**BALLOT(S) ONLY**" and seal the envelope.
5. Sign and date the "**Voter Confirmation Envelope**". Place the sealed Ballot Security Envelope into the Voter Confirmation Envelope and seal it.
6. Place the sealed Voter Confirmation Envelope into the pre-addressed "**Outer Envelope**" and seal the envelope. Apply postage and mail the envelope to the address shown or deliver to the office.
7. The Ballots must be received by the Returning Officer BEFORE the close of polls. Any ballots received after the close of the polls will be deemed spoilt and therefore, be rejected.
8. **ONLY ONE BALLOT PER ENVELOPE.** Do not combine the ballots if voting for more than one position (for example Reeve and Division). Each must have their own package. Combining will invalidate your ballot.
9. If there are any questions, contact the office at (306) 322-2162.

Returning Officer

Schedule EL 04-01

Appendix C

FORM D

[Subsection 48(3) of the Act]

Appointment of Election Official

In my capacity as returning officer for the:

Rural Municipality of Ponass Lake No. 367

(Municipality)

I appoint _____ to be;
(Name)

(check the appropriate office(s))

- ☐ (a) election clerk;
- ☐ (b) enumerator for Polling Area No. _____;
- ☐ (c) deputy returning officer for Polling Area No. _____, the polling place for which shall be _____;
- ☐ (d) deputy returning officer for Polling Area No. _____, the polling place for which shall be _____ and who is also designated as the deputy returning officer mentioned in sections 49 and 137 of *The Local Government Election Act, 2015*;
- ☐ (e) deputy returning officer mentioned in clause 48(3)(c) of *The Local Government Election Act, 2015* the polling place for which shall be _____;
- ☐ (f) deputy returning officer mentioned in clause 48(3)(d) of *The Local Government Election Act, 2015*;
- ☐ (g) poll clerk for Polling Area No. _____, the polling place for which shall be _____;
- ☐ (h) nomination officer;
- ☐ (i) other _____;

for the election to be held on _____, 20 _____.

Dated this _____ day of _____, 20 _____.

(Returning Officer)

Schedule EL 04-02

Appendix C

FORM E

[Subsection 50(1) or (2) of the Act]

Oath, Affirmation or Declaration of Election Official

I, _____, an election
(Name)

official at the election to be held for the:

<p>RURAL MUNICIPALITY OF PONASS LAKE NO. 367 (Municipality)</p>
--

on the _____ day of _____, 20 _____, swear (or affirm or declare) that:

- 1 I will not attempt unlawfully to ascertain the candidate or candidates for whom any person has voted or the manner of a person's vote on a bylaw, resolution or question, and I will not in any way aid in the unlawful discovery of that information;
- 2 I will strictly observe secrecy with respect to any and all knowledge that may come into my possession regarding the information and identification provided pursuant to section 110 of the Act;
- 3 I will strictly observe secrecy with respect to any and all knowledge that may come into my possession regarding the candidate or candidates for whom any person has voted or the manner in which a voter has marked his or her ballot on a bylaw, resolution or question; and
- 4 I will faithfully and impartially, to the best of my knowledge and ability, execute the office of _____, and I have not received nor will I receive any payment or reward or promise of payment or reward for the exercise of any partiality or corrupt practice.

Sworn (or affirmed or declared) before me

at _____,

Saskatchewan, this _____,

day of _____, 20 _____.

(Returning Officer, Deputy Returning Officer, Commissioner for
Oaths for Saskatchewan or other person authorized by law to administer an oath).

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367

Schedule EL 04-03

**Appendix C
FORM U**

[Clause 104(1)(b) and Subsection 105(1) of the Act]

Declaration of Candidate or Agent

I, _____, declare that:
(Name)

1 I will not, at the election to be held for the:

Rural Municipality of Ponass Lake No. 367
(Municipality)

Division No. _____

on the _____ day of _____, 20____, attempt unlawfully to ascertain:

- (a) the candidate or candidates for whom any person has voted;
- (b) the manner of a person's vote on a bylaw or question; and
- (c) that I will not in any way aid the unlawful discovery of the information mentioned in (a) and (b).

2 I will strictly observe secrecy with respect to any and all knowledge that may come into my possession of:

- (a) any person who has shown evidence of his or her identity and residence pursuant to section 110 of the Act;
- (b) the candidate or candidates for whom any person has voted; and
- (c) the manner in which a voter has marked the ballot on a bylaw or question.

Dated this _____ day of _____, 20_____.

Witness:

(Deputy Returning Officer)

(Candidate or Agent)

Schedule EL 04-04

**Appendix C
FORM T**

[Subsection 104(1) of the Act]

Appointment of Candidate's Agent

This is to certify that _____
(Name)

of _____
(Address)

is authorized to attend at Polling Area located at _____
(Address or place)

on the _____ day of _____, 20 _____, as my agent.

Dated at _____, this _____ day of _____, 20 _____.

(Candidate)

Schedule EL 05-01

Appendix C

FORM O

[Clause 93(1)(b) and clause 101(2)(b) of the Act]

Directions for Voting

- 1** Carefully read the instructions for voting that are printed in the upper portion of the ballot paper.
- 2** Make only those marks on the ballot paper you are instructed to make and no other.
- 3** In marking the ballot paper, use the pencil provided in the voting compartment.
- 4** After you have marked the ballot paper, fold it so as to show only the name or initials of the deputy returning officer on the back of it.
- 5** After you have folded the ballot paper, hand the ballot paper to the deputy returning officer.
- 6** Do not let any person see how you have marked your ballot paper.
- 7** You may watch the deputy returning officer deposit your ballot paper in the ballot box and then you must promptly leave the polling place.
- 8** If you accidentally spoil the ballot paper, return it to the deputy returning officer and ask for another, which will be given to you if the deputy returning officer is satisfied that the first one was spoiled by accident.
- 9** If you vote for more candidates for any office than you are entitled to vote for, your ballot will be void and will not be counted for any of the candidates for that office.
- 10** If you place any mark on your ballot by which you may afterwards be identified, or if the ballot has been torn, defaced or otherwise dealt with so that you can thereby be identified, the ballot will be void and not counted.
- 11** You must **not** take the ballot paper out of the polling place.

Schedule EL 05-02

Appendix C
 FORM P

[Clause 93(1)(d) and Clause 101(2)(b) of theAct]

Sections 185.1, 185.11, 185.21, and 185.22 of
 The Local Government Election Act, 2015

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 endeavor 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 endeavors 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, received, agrees or contracts for any money, gift, loan or valuable consideration, office, place or employment for that person or any other person for:
- (ii) 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:
- (ii) 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 on the bylaw or question; or
- (g) hires a vehicle for the purpose of transporting voters to or from the polls or received pay for the use of a vehicle for the purpose of transporting voters to and from a poll.

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 or any injury, damage, harm, or loss; or
- (c) in any manner practices 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 devise 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.

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.

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 not more than \$5,000, payable to this 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 judgement 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 the penalty and costs within the time fixed, the person against whom judgement 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 or the arrest and imprisonment of the person against whom judgement is rendered in accordance with the judgement until the penalty and costs are fully paid.

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367

Schedule EL 06-01

Appendix C
FORM N
[Section 91 of the Act]

Ballot (FRONT)

FOR THE OFFICE OF
REEVE/ DIVISION _____

R.M. 367

PLACE X IN CIRCLE TO RIGHT OF NAME
YOU ARE ENTITLED TO VOTE FOR ONE CANDIDATE FOR THIS OFFICE

Appendix C

FORM N
[Section 91 of the Act]

Ballot (BACK)

D.R.O.
INITIALS

PRINTER'S NAME
and ADDRESS

BYLAW 1/24 RURAL MUNICIPALITY OF PONASS LAKE NO. 367

Schedule EL 06-02

Appendix C
FORM R

[Subsections 96(2) and 121(2) of the Act]

Voter’s Registration Form and Poll Book

ime: _____
(Print)

Address: _____
(Print)

Election held in: (complete as applicable)

Rural Municipality of Ponass Lake No. 367
(Municipality)

Division No. _____ (If applicable)

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

☐

1

I am a Canadian citizen.

☐

2

I am the full age of 18 years or will attain the full age of 18 years on or before election day.

☐

3

I have not already voted at this election, including mail in ballots.

Municipal Voters - Rural Municipalities only

3 On the day of the election, I: (complete one)

☐

(a)

have resided in the rural municipality for at least three consecutive months immediately preceding the day of the election;

☐

(b)

am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality for at least three consecutive months immediately preceding the day of the election;

☐

(c)

am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;

☐

(d)

am assessed with respect to an improvement in the rural municipality;

☐

(e)

am the holder of a permit in the rural municipality with respect to a trailer or mobile home;

☐

(f)

am the spouse of a person described in clause (b), (c), (d) or (e);

☐

(g)

am the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation.

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

Dated this _____ day of _____, 20 _____.

Witness:

(Deputy Returning Officer or Enumerator)

(Voter)

VOTED (OR DATE MAILED) WITH RESPECT TO						
Reeve	Councillor	School Board Member	Bylaw	Question	Sworn or Refused to Declare	Objection

Fill out if voters list is not used. (Place date Mail in Ballots were received under the “Voted” area.)

Name of Voter	Place of Residence	Declared or Refused to Declare	Voted	Objected	Remarks

Schedule EL 06-03

Appendix A
 FORM B

[Clause 110(b) of the Act and clause 17(1)(b) of the Regulations]

Vouching for Identity

Voter Information

(Name – Please Print)

(Address – Please Print)

(Signature of Voter)

(Date)

Voucher Information

(Name – Please Print)

(Address – Please Print)

Voucher Declaration

I swear (or solemnly affirm):

That I know the above-mentioned person who is seeking to vote at this polling place, that this voter has completed the Voter’s Registration Form, and that I believe the matters sworn to/affirmed are true in substance and in fact.

That I have been requested by the above-mentioned person to vouch for his or her identity and residence.

That I have not acted, and will not act as a voucher for any other person in this municipality during this election except for a member of my family living with me, pursuant to subsection 17(2) of *The Local Government Election Regulations, 2015*.

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

(Signature of Voucher)

(Date)

Witness Declaration

I have witnessed the signatures of the voter and voucher.

(Signature of Deputy Returning Officer)

(Date)

This Form must be attached to the Voter’s Registration Form.

Warning: Every person who furnishes false or misleading information to a returning officer or to any person who is authorized to act as an election official is guilty of an offence and liable on summary conviction to a fine of not more than \$5000.

Schedule EL 06-04

Types of Voter Identification

To be eligible to vote, the following must be shown:

Please note: All identification must:

- Not be expired;
- Must be original. Cannot be photocopied, or otherwise reproduced, including a photo on a cell phone;
- Must not be a general (not personal) attestation of residence, class, membership list or other documents showing multiple names.

1. Photo Identification with a photo, name, address, and must be issued by a federal, provincial, or municipal government.

Examples include:

- Driver’s License;
- Saskatchewan ID Card (available through SGI);
- Any other government issued photo id issued by a federal, provincial, or municipal government.

If you do not have one of the above cards, two pieces of identification are required. Any identification in this section must contain both your name and at least one containing your address. Acceptable original non-photo IDs would include:

- Birth Certificate;
- Canadian Blood Services Donor Card;
- Canadian Passport;
- Certificate of Canadian Citizenship (Card or Certificate) issued by the Government of Canada;
- Certificate of Indian Status or Secure Certificate of Indian Status issued by the Government of Canada;
- Canadian National Institute for the Blind (CNIB) client card bearing the person’s photograph and signature or card bearing the person’s photograph and signature issued by any registered charitable organization that provides services to persons with disabilities;
- Credit Card issued by a bank or credit union (with voter’s name);
- Debit Card issued by a bank or credit union (with voter’s name);
- Identification issued by Canada Border Services Agency;
- Identification issued by Canadian Air Transport Security Agency (CATSA);
- Identity Card issued by Canadian Forces;
- Employee card issued by the Government of Canada, The Government of Saskatchewan, a Saskatchewan Municipality, a School Division, or an Indian Band in Saskatchewan, or an agency of one of these entities;
- Firearm Possession and Acquisition Licence or Possession Only Licence issued pursuant to *The Firearms Act* (Canada)
- Hunting, Angling and Trapping Licence issued pursuant to *The Fisheries (Saskatchewan) Act, 1994* or *The Wildlife Act, 1998*;
- Hospital bracelet/hospital card;
- Metis Nation Status Card issued by the Metis Nation- Saskatchewan;
- Old Age Security (OAS) Card issued pursuant to *The Old Age Security Act (Canada)*;
- Pleasure Craft Operator Card issues pursuant to *The Canada Shipping Act*;
- Parolee identification card or other identification card issued by an institution under the authority of the Commissioner of the Correctional Service of Canada;
- Radio Operator Card or Certificate issued by Industry Canada;
- Saskatchewan Health Services Card issued pursuant to *The Health Administration Act*;
- Social Insurance Number Card issued by the Government of Canada;
- Student Identification Card issued by a post-secondary institution regulated by a Saskatchewan Act;
- Union Identification Card;
- Veterans Affairs Canada Identification Card;
- Wildlife Habitat Certificate;
- Professional or trade certification or licence;
- Utility or water bills, if issued within the last 6 months;
- Tax/Assessment Notices, if issued within the last year.

Please note, this list is an example of acceptable identification. If an identification is not on the list, it may be valid providing it has the voter’s name, and preferably address on it and issued by a federal, provincial, or municipal government or agencies.

BYLAW 1/24

RURAL MUNICIPALITY OF PONASS LAKE NO. 367

Schedule EL 07-01

Appendix C

FORM Z

[Clause 133(1)(b) of the Act]

Deputy Returning Officer's Statement of Results

(For each Poll)

Poll No. _____

		Reeve:	<u>RURAL MUNICIPALITY OF PONASS LAKE NO. 367</u>
		Councillor:	<u>RURAL MUNICIPALITY OF PONASS LAKE NO. 367</u> Division No. _____

for the election held on the _____ day of _____, 20 _____.

NAME OF CANDIDATE

NUMBER OF VOTES

BALLOT ACCOUNT	
Ballots	Number
Counted (Not objected to)	
Counted (Objected to)	
Rejected by deputy returning officer because: no vote marked no deputy returning officer's initials marked for more persons than required to be elected marked to identify voter torn or defaced to identify the voter other	
Spoiled and Declined	
SUBTOTALS	
Unused ballots	
TOTAL	
Ballots supplied	

the number of voters who have voted as indicated in the poll book is: _____

I certify that the above statements are correct. _____

Dated this _____ day of _____, 20 _____.

(Deputy Returning Officer)

Note: A separate Statement of Results must be completed for each office.

Schedule EL 07-02

Appendix C
FORM CC

[Clause 139(1)(b) of the Act]

Declaration of Results

For the Position of:

[] Reeve:	<u>RURAL MUNICIPALITY OF PONASS LAKE NO. 367</u>
[] Councillor:	<u>RURAL MUNICIPALITY OF PONASS LAKE NO. 367</u> , Division No. _____

for the election held on the _____ day of _____, 20_____.

Names of Candidates

Number of Votes or Acclamation/Elected

Number of rejected ballots, except those on which no vote was made:	_____
Number of ballots counted but objected to:	_____
Spoiled: (e.g. Issued to a person who declined to vote)	_____
Total number of voters who voted as indicated on each Form Z (or Form AA for voting machines)	_____

I declare that this is an accurate statement of the votes cast for the office

of _____ for Rural Municipality of Keys No 303
(Specify)

Dated this _____ day of _____, 20_____.

(Returning Officer)**Note:** A separate Declaration of Results must be completed for each office.