

Minutes of the Regular Meeting of the R.M. of Frenchman Butte No. 501, held in the Municipal Office Boardroom at Parcel C, Portion SW-11-53-24-W3M and through electronic Means on Wednesday October 14, 2020 at 9:00 a.m.

COUNCIL PRESENT:

Reeve	B. Bonnie Mills Midgley
Division 1	Leonard Larre
Division 2	Vacant
Division 3	Owen Fischer
Division 4	Ronald Gory
Division 5	Gay Noeth
Division 6	Claus Young

STAFF PRESENT:

Allison Roschker, Chief Administrative Officer
Aaron Neilly, Civil Engineering Technologist @ 1:00 p.m.

CALLED TO ORDER:

The Regular Meeting was called to order by Reeve Mills Midgley at 9:03 a.m.

1-1 OCTOBER 14, 2020 AGENDA ADDITIONS:

2020-10-14-001 YOUNG: That the R.M. of Frenchman Butte No. 501 Council approve adding the following to the October 14, 2020 Agenda:

- 12-4 ROHI
- 12-5 Mulching Quotes
- 11-8 North Saskatchewan River Municipal Health Holdings

Carried Unanimously

1-1 OCTOBER 14, 2020 AGENDA:

2020-10-14-002 NOETH: That the R.M. of Frenchman Butte No. 501 Council approve the October 14, 2020 Agenda to be used as a guideline.

Carried

2-1 SEPTEMBER 23, 2020 MINUTES:

2020-10-14-003 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the September 23, 2020 minutes as presented.

Carried

4-1 SEPTEMBER 2020 BANK RECONCILIATION:

2020-10-14-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the September 30, 2020 month end Bank Reconciliation balances as follows:

Chequing Account Operating	\$ 6,481,911.65
St. Walburg Health Account	\$ 2,306.16
Turtleford Health Account	\$ 7,966.56
St. Walburg Rail Account	\$ 218,426.44
E-Transfer Account	\$ 0.00
Term Deposits (2.75%-3.45% Expiring 31-Jan-21 to 31-Jan-25)	\$ 2,675,741.52
Term Deposits (2.45% Expiring 15-Apr-21)	\$ 5,300,315.20
Term Deposits (2.5% Expiring 23-Apr-21)	\$ 2,601,883.45
Total Cash in Bank as of September 30, 2020	\$ 17,288,586.79
Petty Cash	\$ 200.00
Total Cash and Short-Term Investments	\$ 17,288,786.79

Carried

4-2 SEPTEMBER 2020 STATEMENT OF FINANCIAL ACTIVITIES - DETAILED:

2020-10-14-005 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the September 30, 2020 month end Statement of Financial Activities – Detailed, which is attached to and forms part of these minutes.

Carried

5-1 PAYROLL- PP2020-20:

2020-10-14-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **September 13, 2020 to September 26, 2020. Authorization #020276 direct deposit dated October 2, 2020** totaling **\$48,639.64.**


Reeve

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages September 13, 2020 to September 26, 2020.**

Carried

IN-CAMERA:
2020-10-14-007
9:28 a.m.

FISCHER: That the R.M. of Frenchman Butte No. 501 Council moves in-camera to discuss human resources as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carried

OUT-OF-CAMERA:
2020-10-14-008
10:00 a.m.

YOUNG: That the R.M. of Frenchman Butte No. 501 Council rises from the in-camera discussion.

Carried

13-3 PUBLIC MEETING – PURCHASING POLICY

10:00 a.m. Reeve Mills Midgley declared the Public Meeting open to discuss the Purchasing Policy 100-06.

There were no individuals in attendance expressing concerns regarding the Purchasing Policy.
No written submissions were received in regards to proposed changes to the Purchasing Policy

10:03 p.m. Public Hearing was closed by Reeve Mills Midgley.

RECESS MEETING:

2020-10-14-09
10:04 a.m. FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess for a 10 minute break.

Carried

RECONVENED MEETING:

The Regular Meeting of Council was reconvened by Reeve Mills Midgley at 10:16 a.m.

5-2 PAYROLL- PP2020-21:

2020-10-14-010 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **September 27, 2020 to October 10, 2020. Authorization #020290 direct deposit dated October 16, 2020 totaling \$46,892.48.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix B Salaries and Wages September 27, 2020 to October 10, 2020.**

Carried

5-4 ACCOUNTS – OCTOBER 14, 2020:

2020-10-14-011 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments as per *List of Accounts for Approval* dated October 14, 2020:

• 28731 to 28794 **Totaling \$1,862,274.84**

Carried

6-1 RESIGNATION OF DIVISION 2 COUNCILLOR:

2020-10-14-012 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the resignation of Division 2 Councillor, Dan Hritzuk effective October 1, 2020.

Carried

6-1 SALARY GRID RECOMMENDATION:

2020-10-14-013 FISCHER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following wage step increase:

- Yvonne Leer to \$30.54 from Step 6 of Salary Grid 3 to Step 7 of Salary Grid 3 effective October 25, 2020.

Carried


Reeve

Minutes of the Regular Meeting of the R.M. of Frenchman Butte No. 501, held in the Municipal Office Boardroom at Parcel C, Portion SW-11-53-24-W3M and through electronic Means on Wednesday October 14, 2020 at 9:00 a.m.

RECESS MEETING:

2020-10-14-014 YOUNG: That the R.M. of Frenchman Butte No. 501 Council recess
12:05 p.m. for a 60 minute break.

Carried

RECONVENED MEETING:

The Regular Meeting of Council was reconvened by Reeve Mills Midgley at 1:00 p.m.

1:00 p.m. Aaron Neilly entered Council Chambers to discuss Public Works.

9-1 MASTER FACILITY CROSSING AGREEMENT IPC CANADA LTD NE 36-53-28-W3M:

2020-10-14-015 NOETH: That the R.M. of Frenchman Butte No. 501 Council enters into the *Master Facility Agreement* relating to NE-36-53-28-W3M with IPC Canada Ltd., dated September 24, 2020, to provide the Rural Municipality with access to perform work within the right of way on grid road 797.

Carried

9-2 UTILITY CROSSING AGREEMENT ONION LAKE GAS LP:

2020-10-14-016 LARRE: That the R.M. of Frenchman Butte No. 501 Council enters into the *Utility Crossing Agreement* with Onion Lake Gas LP., dated September 29, 2020, to provide the Rural Municipality with access to perform work within the right of way on grid road 797.

Carried

12-4 RANGE ROAD 3222 CULVERTS:

2020-10-14-017 GORY: That the R.M. of Frenchman Butte No. 501 Council instructs Public Works to place three 600mm culverts in Range Road 3222 West of Section 11-54-22-W3M to provide adequate drainage.

Carried

13-3 PUBLIC MEETING – SUBDIVISION/PARCEL TIES NW & NE-10-53-27-W3M, MINISTRY OF AGRICULTURE LANDS BRANCH:

2:00 p.m. Reeve Mills Midgley declared the Public Meeting open to discuss Subdivision/Parcel Ties NW & NE-10-53-27-W3M.
There were no individuals in attendance expressing concerns regarding the proposed subdivision/parcel ties.
No written submissions were received in regards to proposed subdivision/parcel ties.

2:03 p.m. Public Hearing was closed by Reeve Mills Midgley.

13-5 CULVERT REPLACEMENT SE-06-54-26-W3M:

2020-10-14-018 YOUNG: That the R.M. of Frenchman Butte No. 501 Council approves contracting In-Line Contracting to bore a culvert at SE-06-54-26-W3M for the estimated cost of \$52,500.00 plus taxes.

Carried

13-6 ROAD CLOSURE RANGE ROAD 3234:

2020-10-14-019 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following road closure issued October 13, 2020:

- Two miles of Range Road 3234 from Township Road 534 to Township Road 540.

Carried

13-4 PUBLIC MEETING SUBDIVISION APPLICATION NW-34-54-24-W3M, NOETH:

2:15 p.m. Reeve Mills Midgley declared the Public Meeting open to discuss Subdivision Application NW-34-54-24-W3M.
There were no individuals in attendance expressing concerns regarding the proposed subdivision.
No written submissions were received in regards to proposed subdivision.

2:17 p.m. Public Hearing was closed by Reeve Mills Midgley.

2:45 p.m. Aaron Neilly left Council chambers.

6-1 STAFF/COMMITTEE REPORTS:

2020-10-14-020 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledge written and verbal reports presented by Chief Administrative Officer, Allison Roschker and Civil Engineer Technologist, Aaron Neilly and verbal report provided by Aaron Neilly on behalf of Public Works Foreman, Roy Johnson.

Carried

11-8 NORTH SASKATCHEWAN RIVER MUNICIPAL HEALTH HOLDINGS INCORPORATION:

2020-10-14-021 YOUNG: That the R.M. of Frenchman Butte No. 501 Council supports in principle the creation of the North Saskatchewan River Municipal Health Holdings charitable non-profit corporation.

Carried

11-8 NORTH SASKATCHEWAN RIVER MUNICIPAL HEALTH HOLDINGS DIRECTOR:

2020-10-14-022 FISCHER: That the R.M. of Frenchman Butte No. 501 Council appoint Ronald Gory as director for North Saskatchewan River Municipal Health Holdings charitable non-profit corporation to achieve incorporation.

Carried

RECESS MEETING:

2020-10-14-023 LARRE: That the R.M. of Frenchman Butte No. 501 Council recess
3:23 p.m. for a 15 minute break.

Carried

RECONVENED MEETING:

The Regular Meeting of Council was reconvened by Reeve Mills Midgley at 3:34 p.m.

5-3 COUNCIL REMUNERATION:

2020-10-14-024 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of September 2020 Council Remuneration for the following amounts less deductions on October 30, 2020:

- Reeve Mills Midgley \$1,661.70
- Councillor Larre \$ 899.00
- Councillor Hritzuk \$ 872.90
- Councillor Fischer \$1,114.40
- Councillor Gory \$ 891.80
- Councillor Noeth \$1,002.80
- Councillor Young \$1,092.20

Carried

6-1 CRYSTAL SCHAAN SALARY GRID PLACEMENT:

2020-10-14-023 LARRE: Whereas R.M. of Frenchman Butte No. 501 Human Resources Total Compensation/Recognition Policy 900-01 Section 4.7 states, in part:

"An employee's salary may be increased or decreased as a result of:

- In extenuating circumstances, an increase adjustment in their salary grid subsequent to passing their probation if they have exceeded performance expectations or have obtained or possess additional qualifications subject to approval by resolution of Council."

Therefore, the R.M. of Frenchman Butte No. 501 Council authorizes that effective October 11, 2020 Crystal Schaan to be placed at \$33.75, Step 4 of Salary Grid 11.

Carried

6-1 OFFICE ASSISTANT SALARY PREMIUM:

2020-10-14-024 GORY: Whereas R.M. of Frenchman Butte No. 501 Human Resources Total Compensation/Recognition Policy 900-01 Section 4.8 states:

"In rare and extenuating situations where additional duties/responsibilities or special projects are added to an employee due to emergent or


Reeve

operational needs and the employee is required to perform the full scope of their position plus additional duties as assigned by the CAO; the CAO may notify Council and present a report and recommendation to temporarily adjust the employee's salary or provide for a bonus adjustment to ensure the employee is fairly compensated and recognized for their efforts. Upon Council resolution the employee's wages shall be adjusted accordingly for the specified duration or in the amount so approved."

Therefore, the R.M. of Frenchman Butte No. 501 Council authorizes Yvonne Leer's salary to be increased by 5% effective October 11, 2020 until such time as vacant positions are filled.

Carried

6-1 PUBLIC WORKS CREW SUPERVISOR :

2020-10-14-025 YOUNG: That the R.M. of Frenchman Butte No. 501 Council authorizes the Public Works Foreman and the CAO to offer the position of Seasonal Full Time Public Works Crew Supervisor to Byron Wolfe. Position will start at Step 2 of Public Works Crew Supervisor Salary Grid with a starting wage of \$29.17/hour, with a start date of October 13, 2020. A seasonal lay-off will be expected on or near October 31st each year, weather dependent, with an annual call to return to work in mid to late April. Byron will be placed on a 3 month probationary period.

Carried

13-3 SUBDIVISION/PARCEL TIES N ½ 10-53-27-W3M:

2020-10-14-026 YOUNG: That the R.M. of Frenchman Butte No. 501 Council defers the decision on the proposed subdivision and consolidation (agriculture use) of NW and NE 10-53-27-W3M, Ministry of Government Relations file R0580-20S, pending more information on existing access.

Carried

13-4 SUBDIVISION APPLICATION NW-34-54-24-W3M, NOETH:

2020-10-14-027 FISCHER: That the R.M. of Frenchman Butte No. 501 Council defers the decision on proposed parcel F (residential use) on NW 34-54-24-W3M, Ministry of Government Relations file R0479-20S, pending more information from community planning.

Carried

13-8 BYLAW 2020-10 A BYLAW TO ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM:

2020-10-14-028 NOETH: That the R.M. of Frenchman Butte No. 501 Bylaw 2020-10, A Bylaw to Establish a Mail-In Voting System be read a first time.

Carried

2020-10-14-029 YOUNG: That the R.M. of Frenchman Butte No. 501 Bylaw 2020-10, A Bylaw to Establish a Mail-In Voting System be read a second time.

Carried

2020-10-14-030 GORY: That the R.M. of Frenchman Butte No. 501 Bylaw 2020-10, A Bylaw to Establish a Mail-In Voting System be given three readings at this meeting.

Carried Unanimously

2020-10-14-031 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2020-10, A Bylaw to Establish a Mail-In Voting System, be read a third time and passed.

Carried

5:00 p.m. Aaron Neilly joined Council Meeting to discuss TWP 520.

EXTEND MEETING:

2020-10-14-032 LARRE: That the R.M. of Frenchman Butte No. 501 Council extend meeting.

Carried Unanimously

5:09 p.m. Aaron Neilly left Council chambers.


Reeve

13-9 POLLING STATIONS FOR 2020 ELECTIONS:

2020-10-14-033 FISCHER: That the R.M. of Frenchman Butte No. 501 Council names the following polling station locations for the November 9, 2020 elections in accordance with the following section of *The Local Government Elections Act, 2015*

Sec. 24 "The Council of a rural municipality shall name one or more polling places within Saskatchewan for each division."

Division 1	Turtleford Curling Club	Town of Turtleford
Division 2	St Walburg Elk's Hall	Town of St Walburg
Division 3	Frenchman Butte Club Room	Frenchman Butte
Division 4	St Walburg Elk's Hall	Town of St Walburg
Division 5	Red Cross Hall	NE 33-54-24-W3
Division 5	Frenchman Butte Club Room	Frenchman Butte
Division 6	Frenchman Butte Club Room	Frenchman Butte
Division 1 – 6	RM Office	SW 11-53-24-W3

Carried

13-9 ADVANCE POLL FOR 2020 ELECTIONS:

2020-10-14-034 GORY: That the R.M. of Frenchman Butte No. 501 Council will hold an advance poll October 31, 2020 from 10:00 a.m. until 2:30 p.m. at the RM Office SW 11-53-24-W3.

Carried

13-9 BY ELECTION DIVISION 2:

2020-10-14-035 NOETH: That the R.M. of Frenchman Butte No. 501 Council instructs the Administrator to schedule a By-Election on January 6, 2021 for Division 2 Councillor in accordance with Section 11 of the *Local Government Election Act, 2015*. Nominations will be open from November 17, 2020 at 8:30 a.m. and will close December 2, 2020 at 4:00 p.m. CST.

Carried

13-1 HAMLET MONTHLY WATER REPORT:

2020-10-14-036 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledge the presentation of the Hamlet of Frenchman Butte Water Treatment Plant Monthly Report for September 2020 and instructs Administration to place a copy of the report on file for future reference.

Carried

13-7 HERITAGE SIGNAGE, 2020 FUNDING ALLOCATION:

2020-10-14-037 GORY: That the R.M. of Frenchman Butte No. 501 Council instructs Administration to purchase and install heritage signage for the following sites as per 2020 Recreation and Culture Funding allocation subject to landowner's approval:

- Kilronan School #2957, SW-12-54-24-W3M;
- Red Deer School #2676, SE-20-53-23-W3M

Carried

13-10 DESIGNATION OF AUTHORIZED BUSINESS REPRESENTATIVES:

2020-10-14-038 LARRE: That the R.M. of Frenchman Butte No. 501 Council designate Chief Administrative Officer, Allison Roschker and Finance Officer, Crystal Schaan as Authorized Business Representatives for Collabria Mastercard Business Account.

Carried

12-5 MULCHING QUOTES:

2020-10-14-039 YOUNG: That the R.M. of Frenchman Butte No. 501 Council approves mulching at the following locations:

• NE-36-51-24-W3M	\$920.00
• NW-11-51-24-W3M	\$1,560.00
• Perch Lake SW-22-53-24-W3M	
• Perch Lake SE-21-53-24-W3M	
• Perch Lake NE-16-53-24-W3M	
• Perch Lake SW-15-53-24-W3M	\$1,280.00

Carried


Reeve

11-5.1 AMENDED PURCHASING POLICY 100-06:

2020-10-14-040 NOETH: That the R.M. of Frenchman Butte No. 501 Council approve the amended 100-06 Purchasing Policy and a copy is attached to and forms part of these minutes.

Carried

12-1 INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) APPLICATION:

2020-10-14-041 YOUNG: That the R.M. of Frenchman Butte No. 501 Council authorize CAO to apply for Government of Saskatchewan, COVID-19 Resilience Infrastructure Stream Investing in Canada Infrastructure Grant for Municipal Office Expansion and Modifications to Existing Shop.

Carried

15-1 ADJOURNMENT:

2020-10-14-042 LARRE: That the R.M. of Frenchman Butte No. 501 Council adjourns this regular Meeting of Council at 6:57 p.m.

Carried


Reeve


Chief Administrative Officer

RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501

BYLAW NO 2020-10

A BYLAW TO ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM

The Council of the R.M. of Frenchman Butte No. 501 in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the "Mail-in Ballot Bylaw".
2. In this bylaw:
 - a) "Act" means *The Local Government Election Act, 2015*;
 - b) "Administrator" shall mean the administrator of the municipality;
 - c) "Municipality" shall mean the R.M. of Frenchman Butte No. 501;
 - d) "Regulations" means *The Local Government Election Regulations, 2015*;
 - e) "Returning Officer" means
 - i. the administrator for the [full name of municipality];
 - ii. a person appointed by the council of the [full name of municipality] pursuant to section 47 of *The Local Government Election Act, 2015*; or
 - iii. a person appointed by the Minister pursuant to section 62 of *The Municipalities Act*; and
 - f) "voter's registration form" means the Voter's Registration Form and Poll Book, Form R of the Regulations, modified as provided for within this bylaw;

APPLICATION PROCESS

3. A voter who desires to vote by mail shall apply for a mail-in ballot kit, by filling out:
 - a) a voter's registration form, Form R, Schedule A appended hereto and forming a part of this bylaw; and
 - b) the Declaration of Person Requesting Mail-in Ballot, Form C, Schedule B, appended hereto and forming a part of this bylaw.
4. Schedule A and Schedule B may be witnessed by either:
 - a) The returning officer;
 - b) The deputy returning officer;
 - c) The enumerator;
 - d) A Commissioner of Oaths;
 - e) A Notary Public;
 - f) A Lawyer; or
 - g) A Municipal Administrator
5. A voter who desires to vote by mail shall apply in person, electronically or by mail no later than 4:00 p.m. on the last business day immediately preceding Election Day.
6. Upon receiving the voter's application, Schedule A and Schedule B, for a mail-in ballot, the returning officer shall note the date of approval in the appropriate area of schedule A.

PROVIDING BALLOT TO ELECTORS

7. Notwithstanding Section 41 of the Regulations, the returning officer may authorize the use of blank ballots if, in his/her opinion, the expected delivery date of printed ballots will adversely affect the ability of electors to vote by mail.
8. The blank ballot form pursuant to Section 7 of this bylaw is set out in Schedule E, appended hereto and forming a part of this bylaw.
9. All ballots issued to persons voting by mail shall be identical.
10. A ballot kit shall consist of:
 - a) A copy of this bylaw;
 - b) the ballots to which the elector is entitled;
 - c) a ballot security envelope, bearing the information described in Schedule "C", appended hereto and forming a part of this bylaw;
 - d) a voter confirmation envelope, bearing the information described in Schedule "D", appended hereto and forming a part of this bylaw;
 - e) an outer envelope, addressed to the returning officer, bearing the words "Mail-in Ballot" on its face;
 - f) appropriate directions to voters; and
 - g) a list of candidates who are seeking election if a blank ballot is used.

Frenchman

11. The returning officer shall:
- ensure the outer envelope is addressed to the returning officer at the correct postal address; and
 - on the voter confirmation envelope, Schedule D:
 - print the name of the voter;
 - print the division number in which the voter is entitled to vote as indicated on the voter registration form;
 - identify the ballots provided to the voter;
 - on a ballot for the office of councillor, indicate the maximum number of candidates for whom a voter can vote in figures and in words if a blank ballot is used;
 - on a ballot for the office of councillor, indicate the division number in which the voter is entitled to vote; and
 - place his or her initials in the box on the reverse side of the ballot or ballots provided to the voter.
12. The returning officer shall provide a ballot kit in person or by regular mail to a voter who has completed and submitted Schedule A and Schedule B in accordance with section 5 of this bylaw:
- A ballot kit will not be provided until the Notice of Poll is issued.
 - The returning officer shall make the following entries to the poll book upon providing a ballot kit to a voter:
 - those required pursuant to Section 107 of the Act; and
 - the date on which the ballot kit was provided to the voter.
 - After the returning officer provides a ballot kit to the voter, the voter is deemed to have voted and is not entitled to vote at any other poll.

RECEIVING BALLOTS FROM VOTERS

13. Voters are required to:
- insert marked ballots into the ballot security envelope;
 - seal the ballot security envelope and insert it into the voter confirmation envelope;
 - date and sign the voter confirmation envelope; and
 - seal the voter confirmation envelope and insert it into the outer envelope; and
 - return the ballot in its original form to the returning officer by regular mail, registered mail, courier, in person or by any other means.
14. The returning officer shall ensure there is a ballot box which shall contain only mail-in ballots from the time ballots are received until the close of polls on Election Day.
15. Upon receipt of an outer envelope containing a voter's ballot on or before the close of poll on Election Day, the returning officer shall:
- ensure the voter confirmation envelope is signed by the voter;
 - record in the poll book the date on which the envelope was received; and
 - deposit the voter confirmation envelope in a ballot box.
16. Ballots received after the close of polls on Election Day:
- are deemed to be spoiled;
 - will remain unopened in the voter confirmation envelope; and
 - are given to the municipal administrator, consistent with Sections 137 and 142 of the Act.
17. The returning officer shall designate at least one deputy returning officer who will receive mail-in ballots prior to the close of polls on Election Day.
18. Prior to the close of polls on Election Day, the returning officer shall deliver the following materials to the deputy returning officer designated pursuant to Section 19 of this bylaw:
- the ballot box containing all ballots received by mail;
 - the application kits from all voters who applied to vote by mail; and
 - any ballots received by mail after the above materials have been delivered to the deputy returning officer.

OBJECTIONS BY CANDIDATES / AGENTS

19. On Election Day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot.
20. 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.
21. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the returning officer shall make necessary entries in the poll book consistent with sub-clause 112(1)(b)(c) and (d) of the Act.

DMR

COUNTING BALLOTS

22. Mail-in ballots will be counted after the close of polls on Election Day.
23. Where the returning officer is of the opinion that the number of voters who voted by mail is small and as a result it may be possible to determine for which candidate any of the voters voted, the returning officer may direct the deputy returning officer to include the mail-in ballots in the same ballot box used for polling on Election Day.
24. The deputy returning officer:
 - a) shall open the mail-in ballot box in the presence of persons authorized to be in the polling place pursuant to section 134 of the Act;
 - b) examine each voter confirmation envelope in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter confirmation envelope; and
 - c) may reject a voter confirmation envelope if the signature of the voter is missing.
25. If the voter confirmation envelope is accepted, the deputy returning officer shall extract the ballot security envelope and examine it for any tears or unauthorized markings.
26. If the ballot security envelope:
 - a) contains any tears or unauthorized markings, the deputy returning officer shall reject the ballot security envelope; or
 - b) is accepted by the deputy returning officer, he/she shall deposit the ballot security envelope into a container or another ballot box.
27. After all ballot security envelopes have been dealt with pursuant to section 26 of this bylaw, the deputy returning officer shall then extract the ballots from the ballot security envelopes and proceed to count the ballots in accordance with sections 129 to 132 of the Act.
28. The deputy returning officer shall deem spoiled those ballots which were sent to voters by the returning officer but were not returned to the returning officer prior to the close of polls on election day and shall, pursuant to subsection 118(2) of the Act, reference this fact in the report of the count of the votes.
29. The mail-in ballots and any forms used in conjunction with voting by mail, including the voter confirmation envelopes opened by the deputy returning officer pursuant to section 26 of this bylaw are placed in packets in the same manner as other ballots pursuant to section 136 of the Act.
30. The deputy returning officer will place the packets described in section 29 of this bylaw along with the poll book and any other forms used in conjunction with voting by mail in the ballot box.
31. Ballots and other forms used in conjunction with voting by mail shall be retained with other election materials pursuant to section 142 of the Act.
32. Upon receipt of a ballot described in section 17 of this bylaw, the returning officer or the municipal administrator shall:
 - a) write "deemed spoiled" on the outer envelope;
 - b) record the date said ballot came into his or her possession;
 - c) initial the entry; and
 - d) retain it with, but not in, the ballot box described in section 142 of the Act, unless said ballot can be deposited in the ballot box without unsealing the ballot box.
33. Bylaw 2014-27 is hereby repealed.

BMA

Read a third time and adopted
this 14th day of October, 2020



Bruce Bridgley Reeve
Allison Roschke Chief Administrative Officer

Bruce

SCHEDULE A

Appendix C

FORM R

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

Voter's Registration Form and Poll Book – Mail-in Ballot

Name: _____
(Print)

Mailing Address: _____
(Print)

Election held in: (complete as applicable)

_____ of _____
(Municipality)

Division/Ward No. _____ (If applicable)

Complete the following by placing an X in the box ☐ to the left 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.

Municipal Voters - Excluding Rural Municipalities and Resort Villages

4) On the day of the election:

a) I: (place an "X" in one of the following boxes for clause a)

- ☐ i) have resided for at least three consecutive months immediately preceding the day of the election in or on land now in the _____ of _____; or
(Municipality)

- ☐ ii) have been the owner for at least three consecutive months immediately preceding the day of the election of assessable land situated in the municipality or land now in the municipality; **and**

b) I have resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election.

Municipal Voters - Rural Municipalities Only

4) On the day of the election, I: (place an "X" in one of the following boxes)

- ☐ a) have resided in the rural municipality or on land now 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

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- ☐ sale), of land in the rural municipality;
- ☐ 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.

Municipal Voters - Resort Villages Only

- 4) On the day of the election, I: *(place an "X" in one of the following boxes)*
- ☐ a) have resided for at least three consecutive months immediately preceding the day of the election in or on land now in the Resort Village of _____;
 - ☐ b) have been the assessed person with respect to property for at least three consecutive months immediately preceding the day of the election or on land now in the Resort Village of _____;
 - ☐ c) am the spouse of a person described in clause (a) or (b).

I declare that I am a voter entitled to vote in Ward/Division No. _____ of the _____ of _____. *(municipality)*

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 or Other Person Authorized by Bylaw for the Purposes of a Mail-in Ballot)* _____ *(Voter)*

MAIL-IN BALLOT DATE INFORMATION			VOTED WITH RESPECT TO		
Date of acceptance	Date kit provided to voter	Date ballot received	Mayor / Reeve	Councillor	Objection

REMARKS _____ ENTRY NO. _____

Brown

Schedule B

Appendix A

FORM C

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

Declaration of Person Requesting Mail-in Ballot

Declaration of Absentee Voter:

- ☐ I am qualified to vote in _____.
- ☐ I have completed a Voter's Registration Form; and
- ☐ I request that a mail-in ballot be issued to me.

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

Date: _____, 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 Returning Officer or Person Authorized by Bylaw to Witness the Signature of a Person Requesting a Mail-in Ballot)

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SCHEDULE "C"
BALLOT SECURITY ENVELOPE

The following text shall be printed on a ballot security envelope:

BALLOT(S) ONLY.

The ballot(s) contained within this envelope will be rejected if this envelope:

- is torn;
- bears any unauthorized markings; or
- contains materials other than ballots.

SCHEDULE "D"
VOTER CONFIRMATION ENVELOPE

The following text shall be printed on a voter confirmation envelope:

Office use only:

Name of Voter _____

Ballot included:

[x] Office of: _____

To be completed by the voter:

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

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

Dated this ____ day of _____, 20 ____

Signature of voter

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SCHEDULE “E”
BALLOT

Face of Ballot, Office of Reeve

Blank Ballot – for the Office of REEVE R.M. of Frenchman Butte No. 501	
<div></div>	
INSTRUCTIONS TO VOTE Vote by writing in the space above the name of the candidate of your choice	

Face of Ballot Office of Councillor

Blank Ballot – for the Office of COUNCILLOR Division # <div></div> R.M. of Frenchman Butte No. 501	
<div></div>	
INSTRUCTIONS TO VOTE Vote by writing in the space above the name of the candidate of your choice Maximum ONE (1) candidate	

Back of Ballot

Frenchman

	R.O. Initials
R.M. of Frenchman Butte No. 501 Box 180 Paradise Hill, SK S0M 2G0	

Brown