

Frequently Asked Questions

Mail-in Ballot System

The Ministry of Government Relations prepared the following questions and answers to help municipalities gain a stronger understanding of the [sample Mail-in Ballot Bylaw](#) available on www.saskatchewan.ca.

If members from the same household apply to vote by mail-in ballot, is the returning officer able to provide all the ballot kits to one person within the household to disperse?

The ballot kits should either be mailed separately or provided directly to the voter who has completed and submitted the required forms.

Can other election officials accept the return of mail-in ballots?

Only the returning officer is able to accept the return of mail-in ballots. The returning officer may want to consider appointing an associate returning officer to assist with the duties of the returning officer. Please note:

- Mail-in ballots need to be returned to the place specified on the outer envelope which is provided in the ballot kits.
- If council chooses to use a mail-in ballot system, the returning officer will be required to be at the address specified on the outer envelope until the close of polls on election day to receive the mail-in ballots.
- Ballots that are received after the close of polls on election day are deemed to be spoiled and must remain unopened in the voter confirmation envelope.

How will voters know what to do with their mail-in ballot kits?

Municipalities are encouraged to ensure clear directions are provided in every ballot kit.

Along with directions being provided to the voters, the ministry's sample ballot kit consists of: a copy of the mail-in ballot bylaw; the ballots to which the voter is entitled; a list of candidates who are seeking election (if blank ballots are used); and three envelopes:

- 1) **The ballot security envelope**
It contains the ballots for the vacant position(s) for which the voter is entitled to vote (refer to Schedule C of bylaw);
- 2) **The voter confirmation envelope**
The returning officer will print the name of the voter, identify what ballots are included in the ballot security envelope, as well as identify in which division/ward the voter is entitled to vote (refer to Schedule D of bylaw); and
- 3) **The outer envelope**
It will bear the words Mail-in Ballot on the face and be addressed to the returning officer at the correct postal address.

Upon receiving a voter's ballot, the returning officer must:

- Ensure the voter confirmation envelope has been signed by the voter;
- Record in the poll book (Form R- Voter's Registration Form and Poll Book) the date the envelope was received; and
- Put the confirmation envelope in a secured ballot box.

What happens to the voter confirmation envelope once it has been opened?

The voter confirmation envelope is considered an election form and is required to be kept in the ballot box for three months.

Are voters able to vote at advance polls or regular poll if they have registered for a mail-in ballot?

Once a voter has registered to vote by mail-in ballot, they are no longer eligible to vote at the advance poll or regular poll.

Is the returning officer the only person authorized to witness the signing of the Voter's Registration Form (Form R) and the Declaration of Person Requesting Mail-in Ballot Form (Form C) for mail-in ballots?

The Local Government Elections Regulations were amended to allow other persons to witness Form R and Form C. Council may choose to amend or repeal and replace their existing bylaw to allow other persons to witness.