

Village of Elbow – Election Memo

To: All Candidates
From: Brandy Losie, Returning Officer
Subject: **May 1, 2024 By-Election for Mayor**
Date: February 15, 2024

Introduction

The purpose of this memo is to provide you with a guideline as to the key dates and procedures that must happen between now and the Election.

Candidate's Qualifications

- At least 18 years of age on By-Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 months.
- Resident of the Village of Elbow for at least 3 months.

Voter's Qualifications

- At least 18 years of age on By-Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 months.
- **AND** one of the following:
 - A resident of the Village of Elbow for at least 3 months; OR
 - An owner of assessable land within the Village of Elbow for at least 3 months on Election Day.

Nomination Papers

Nominations may be picked up (*or downloaded & printed from our website link*) and filed at the Elbow Village Office during normal office hours (9 a.m. – noon & 1 – 5 p.m.) from Tuesday, March 5, 2024 until Tuesday, March 26, 2024 and on Wednesday, March 27, 2024 at the Elbow Village Office between the hours of 9 a.m. – 4 p.m.

- The nomination form has 2 pages, and candidates must ensure that the following has been entered:
 - The candidate's name and address must appear on the first page of the nomination form together with the office they are running for;
 - Five (5) eligible electors who meet the qualifications noted above must sign the front of the form;
 - The 2nd page of the form must show the name and occupation of the candidate, as it will appear on the ballot, as well as the office that they are running for. If you are retired – your occupation is "retired"; not retired engineer for example;
 - This form must be dated and signed by the candidate in the presence of two (2) witnesses;
 - And the witnesses do not have to be electors or residents of the community – they must be of legal age (18 or over).
- The public disclosure statement has 3 pages and all must be filled out, witnessed and signed by the candidate.

*Village office employees will not be the witness to any of these forms.

Nomination Withdrawals

A candidate may withdraw his/her nomination by filing a written notice with the returning officer or the nomination officer any time during normal office hours after they have filed the nomination, and on Thursday, March 28, 2024 from 9:00 a.m. until 4 p.m..

Election Day

Election Day is Wednesday, May 1, 2024 with the polls open from 9:00 a.m. until 8:00 p.m. Voting will take place at the **HARBOR GOLF COMMUNITY CENTER #1 LAKESIDE ROAD.**

Advance Poll

An Advance Poll will be held on Tuesday, April 23, 2024 from 4 – 7 p.m. at the **Elbow Village Office.**

Mail-in Ballots

A voter who desires to vote by mail shall apply in person, or by submitting via mail no later than 30 days (Monday, April 1, 2024) before election day (Wednesday, May 1, 2024). This means you must register to receive your mail in ballot package **by Monday, April 1, 2024.**

It is your responsibility to ensure your mail in ballot package is returned to the Village Office by Wednesday, May 1, 2024. You are able to bring the package to either the advance or regular polls, or vote there instead of using the package if you are able. Ballots received after 8 pm on Wednesday, May 1, 2024 are deemed spoiled.

Candidate / Agents

All candidates and their agents may arrive or depart from the advance poll or the election day poll at any time from opening until closing of the polls. Any candidate and no more than two (2) of their agents may be present at any one time.

- All candidates and their agents must register with the Deputy Returning Officer and sign a form when attending at the polls.
- Seating will be assigned at the polling place from which to observe the vote
- Candidates or agents shall not:
 - question electors or attempt to influence their voting decision in any way
 - make their objection directly to the elector if they object to that elector voting – the objection must be made to the Deputy Returning Officer, after the ballot has been presented to the elector
 - attempt to determine how an elector has voted or will vote, or communicate to anyone how an elector has voted or will vote
 - canvass or solicit votes in, or within 100 meters of, the polling place
 - At the counting of the ballots, only the candidate or one (1) agent may be present.

Post-Election Procedures

- Ballots will be counted, and those elected will be determined/posted on May 2, 2024 (or later May 1, 2024 barring any unforeseen situation)
- Council Meetings are typically the 2nd Monday of each month.
- All elected candidates are required to sign on oath prior to assuming their duties, as well as complete a second Public Disclosure document.

Advertising

Please ensure each advertisement states who authorized the ad. During the hours that the poll is open, all campaign materials must be at least 100 meters from the Elbow Village Office for the advance poll, and the Harbor Golf Community Center #1 Lakeside Road on Election Day (the polling place).

Persons Entitled to be in Polling Area

- Election officials
- Each candidate
- Not more than two authorized agents of a candidate
- Any person acting as an escort of a voter who is blind or otherwise incapacitated
- Electors waiting to cast their ballot