



Mail-in Ballot Application

All eligible voters have the option to apply for a mail-in ballot.

**The deadline for submitting mail-in ballot applications from home is October 24, 2024
In-person applications for mail-in ballots are accepted until November 13, 2024 at 8:00 p.m.**

Register for Mail-In Ballot Package from Home

When you apply from home, be sure to complete the following:

1. Fill out and sign the Voter's Registration and Declaration Form.
2. Make a copy of all required identification.
3. Have someone from the Approved list of witnesses verify your identity by witnessing your declaration form. You must submit with your application, a copy of your witness' identification. Please note, if your witness is an occupation-based professional their identification must be a copy of their business card or professional license or registration.
4. Send us your completed registration form including your signature, copy of your ID, witness signature and copy of witness ID by:
 - Online submission: www.pavotes.ca;
 - Email: pavotes@citypa.com; or,
 - Mail: Election Office, 1084 Central Avenue, Prince Albert, SK S6V 7P3.

Register for Mail-In Ballot Package In-person at City Hall

Visit the 2nd floor of City Hall between 8:30 a.m. and 4:30 p.m., Monday to Friday to register for your mail-in ballot package in-person.

When you come in, be sure to have original copies of all required identification. The office will have a Voter's Registration and Declaration Form for you to complete and a designated election official to witness your signature.

We would encourage voters to make an appointment with the Election Office by contacting 306-953-4305 or email pavotes@citypa.com.

Authorized Witnesses for Mail-In Ballot

The following persons are authorized to witness the signature of a person applying for a mail-in ballot and to complete a Voter's Registration Form and Declaration of Person Requesting Mail-In Ballot form:

1. the Returning Officer or other designated election official;

2. a family member, as defined in Appendix D Table 2, of *The Local Government Elections Regulations, 2015*, provided that the witness is an eligible voter for the upcoming election and has known the applicant for at least two (2) years;
3. someone living at the same address as the applicant or a neighbour residing immediately adjacent to or across from the applicant provided that the witness is an eligible voter for the upcoming election and has known the voter for at least two (2) years; or
4. an occupation-based professional, who is defined as:
 - a. as a judge, dentist, pharmacist, veterinarian, police officer, notary public, commissioner of oaths, lawyer, medical doctor, dean of a university or college, or a signing officer of a bank or trust company or other financial institution provided that the professional is:
 - i. registered or licensed to practice in the Province of Saskatchewan; and
 - ii. working in or as a practicing member of their profession at the time of being a witness; or
 - b. the responsible authority of a hospital, shelter, soup kitchen, student residence, senior residence, assisted living facility, rehabilitation centre, long term care facility or care home.

Identification (ID) Requirements

Identification is required by both the applicant and the witness to register for a mail-in ballot package. Options include:

- One (1) piece of government-issued ID with your photograph, name, address and signature; or
- Two (2) pieces of information that combined, include a name, address and signature. Examples include a birth certificate, Canadian Blood Services Donor Card, Canadian Passport, Debit Card issued by a bank, Métis Nation Status Card, etc. Please review the Voter Identification list at www.pavotes.ca for complete options.

In the case of an occupational based professional witness, their ID submission must be either a business card or license or registration number.

The identification documents to be provided is intended for the use of the 2024 Election only. Please be advised the identification information provided will be verified by the Election Office and destroyed immediately once verification is complete.

If you have any questions regarding the mail-in ballot process, please contact the Election Office at 306-953-4305 or email at pavotes@citypa.com.

After Application is Approved

Ballot packages containing a ballot and instructions on how to complete and return will be provided to approved applicants. You can expect to receive your mail-in ballot kit in mid-late October via Canada Post.

Voter's Registration Form and Poll Book For Mail-in Ballots

FORM R [Subsection 96(2) and 121(2) of the Act]

Name: _____
(First Name) (Print) (Last Name)

Address: _____
(Print)

Election held in The City of Prince Albert (Ward No. _____), the Prince Albert Roman Catholic Separate School Division No. 6, In-City Subdivision, and the Saskatchewan Rivers Public School Division No. 119, In-City Subdivision.

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.
- 4. I have resided in Saskatchewan for at least six (6) consecutive months immediately preceding the day of the election.
- 5. **School Division Voters** - On the day of the election, I:
 - (a) have resided for at least three consecutive months immediately preceding the day of the election in or on land now in the:
 - (i) Saskatchewan Rivers Public School Division No. 119; **OR**,
 - (ii) Prince Albert Roman Catholic Separate School Division No. 6, and I am of the religious faith of the minority that established the Separate School Division;
 - (b) qualify as a voter of that school division; and,
- 6. **Municipal Voters** – On the day of the election, I:
 - (a) have resided for at least three consecutive months immediately preceding the day of the election in or on land now in the City of Prince Albert; **OR**,
 - (b) 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 on land now in the municipality;
- 7. I am a voter entitled to vote in The City of Prince Albert Municipal and In-City School Board Elections, and declare that the information given by me with respect to the above statements is true in all respects.

Dated this _____ day of _____, 2024.

Witness:

Voter:

(Deputy Returning Officer or Approved Witness)

(Voter's Signature)

FOR ELECTION OFFICIAL USE ONLY:

MAIL-IN BALLOT REGISTER	Date	Initials
Application Accepted		
Kit Provided to Voter		
Ballot Received		
Ballot Accepted/Rejected		

VOTED WITH RESPECT TO					
Mayor	Councillor	Public School Board Member	Separate School Board Member	Sworn or Refused to Declare	Objection

Remarks: _____

Qualifications: M/C Number: _____
 M/C/PS Number: _____
 M/C/SS Number: _____
 Consecutive Number: _____

Declaration of Person Requesting Mail-in Ballot

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

Declaration of Voter:

- I am qualified to vote in The City of Prince Albert;
- I have completed a Voter's Registration Form; and
- I request that a mail-in ballot be issued to me at the following mailing address:

Street Address/Box Number

Town/City

Postal Code

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*.

Dated this _____ day of _____, 2024.

(Signature of Person Requesting Mail-in Ballot)

Contact Information of Person Requesting Mail-in Ballot:

Telephone Number

Email Address

Declaration of Witness:

As an authorized individual, 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 _____, 2024.

Print Full Name

(Signature of person authorized by bylaw to witness the signature of a person requesting a mail-in ballot)

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

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.