

# ELECTION CALENDAR (Cities, Towns, Villages, School Divisions) – 2009

The Returning Officer should order all forms (except ballots and templates) prior to Sep 07

Council may, no later than:

- Jul 29, appoint someone other than the Administrator as the Returning Officer
- Aug 28, limit campaign spending and/or establish disclosure requirements regarding campaign contributions and expenditures

| Sunday   | Monday | Tuesday | Wednesday  | Thursday   | Friday  | Saturday |
|--|--------|---------|--|--|---|----------|
| Aug 30   | Aug 31 | Sep 1   | Sep 2  | Sep 3  | Sep 4   | Sep 5    |
| UPPER CASE TEXT IS USED TO INDICATE ACTION(S) THAT MUST BE STARTED ON OR COMPLETED BY A CERTAIN DATE   |        |         | FINAL DATE FOR COUNCIL:  |  | Depending upon newspaper advertising schedules, submit Call for Nominations   |          |
| <ul style="list-style-type: none"> <li>• Lower cast text is used to indicate recommended or suggested action(s)</li> <li>• The numbers shown after an item refer to sections of <i>The Local Government Elections Act</i>, unless otherwise specified</li> </ul> |        |         | <ul style="list-style-type: none"> <li>• TO PROVIDE FOR AN ENUMERATION – 36(1)</li> <li>• TO USE A ROTATION BALLOT – 60(2)</li> <li>• Returning Officer to complete oath of office prior to undertaking duties – 31</li> </ul> |  |   |          |
| Sep 6  | Sep 7  | Sep 8   | Sep 9  | Sep 10   | Sep 11  | Sep 12   |
|  |        |         |  |  | Begin contacting people to be election officials<br>Order election supplies, other than ballots and templates   |          |
| Sep 13   | Sep 14 | Sep 15  | Sep 16   | Sep 17   | Sep 18  | Sep 19   |
|  |        |         |  |  | <ul style="list-style-type: none"> <li>• DEADLINE FOR POSTING CALL FOR NOMINATIONS – 45</li> <li>• Nomination forms may be received any time after the Call for Nominations is posted until Sep 30</li> </ul> |          |
| Sep 20   | Sep 21 | Sep 22  | Sep 23   | Sep 24   | Sep 25  | Sep 26   |
|  |        |         |  |  | <ul style="list-style-type: none"> <li>• DEADLINE FOR POSTING VOTERS LIST (if used) &amp; NOTICE OF REVISION – 38</li> <li>• REVISION OF VOTERS LIST BEGINS – 39 &amp; 40</li> </ul>                          |          |
| Sep 27   | Sep 28 | Sep 29  | Sep 30   | Oct 1  | Oct 2   | Oct 3    |
|  |        |         | NOMINATION DAY – 50<br><br>RECEIVE NOMINATIONS<br>9am → 4pm  | WITHDRAWAL PERIOD<br>until 4:00 pm – 52(1)   | POST NOTICES as required (M, N, O, P)<br><br>Order ballots and templates if required  |          |
| Oct 4  | Oct 5  | Oct 6   | Oct 7  | Oct 8  | Oct 9   | Oct 10   |
| DEADLINE FOR RECEIVING APPLICATIONS FOR REVISION TO VOTERS LIST (if used) – 39 & 40<br><br>Begin to assemble supplies for DROs<br><br>Call DROs to confirm appointments and training schedules   |        |         | CITIES ONLY<br>SECOND NOMINATION DAY (if required) – 54<br><br>RECEIVE NOMINATIONS 9am → 4pm   |  | DEADLINE FOR RO TO AMEND VOTERS LIST (if used) – 41(1)  |          |
| Oct 11   | Oct 12 | Oct 13  | Oct 14   | Oct 15   | Oct 16  | Oct 17   |
| Training for advance poll DROs should be held at least 2 days prior to first day of advance polls<br><br>Provide Advance DROs with election supplies   |        |         | SECOND NOMINATION DAY (if required) – 54<br><br>RECEIVE NOMINATIONS 9am → 4pm  | POST ANY NOTICES REQUIRED (N, O, P) RESULTING FROM 2 <sup>ND</sup> NOMINATION DAY<br><br>FIRST DAY ADVANCE POLL MAY BE HELD – 92 | Order ballots, if not already done  |          |
| Oct 18   | Oct 19 | Oct 20  | Oct 21   | Oct 22   | Oct 23  | Oct 24   |
|  |        |         |  |  | LAST DAY ADVANCE POLL MAY BE HELD – 92  |          |
| Oct 25   | Oct 26 | Oct 27  | Oct 28   | Oct 29   | Oct 30  | Oct 31   |
| Training session for DROs<br><br>Provide DROs with election supplies   |        |         | ELECTION DAY<br><br>POLLS OPEN FROM 9am TO 8pm<br>(May open before 9:00 am)  |  |   |          |

## NOTES

1. Obtain the latest copy of *The Local Government Election Act* and Regulations from [www.qp.gov.sk.ca](http://www.qp.gov.sk.ca)
2. RO is to declare the results of election at time and place appointed – 109
3. Written results are to be forwarded to the Minister of Municipal Affairs as soon as practicable – 110
4. Update data on Municipal Directory System at [www.municipal.gov.sk.ca](http://www.municipal.gov.sk.ca)
5. The first meeting of Council must be held within 31 days after the date of the general election – 121(1), MA
6. The Administrator shall call the first meeting of Council and provide written notice of said meeting at least 24 hours prior to the meeting – 121(2) MA
7. Terms of office commence at the first meeting of council after a general election and are continued until the first meeting of council following the next general election – 11(1)
8. Before entering the duties of office, every member of Council must take an official oath in Form A – 94, MA

This calendar is intended only as a guide. For more detailed information, please consult *The Local Government Election Act*, or contact

Saskatchewan Ministry of Municipal Affairs  
Advisory Services Unit  
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Regina, SK S4P 3T2  
Ph 306-787-2680 (Regina) or 306-933-6922 (Saskatoon)

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