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## PART II/PARTIE II

### REVISED REGULATIONS OF SASKATCHEWAN/ RÈGLEMENTS RÉVISÉS DE LA SASKATCHEWAN

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# Revised Regulations of Saskatchewan/ Règlements Révisés de la Saskatchewan 2003

## June 6, 2003

<i>The Correctional Services Administration, Discipline and Security Regulations, 2003</i> .....	C-39.1 Reg 3
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**REVISED REGULATIONS OF SASKATCHEWAN**

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**CHAPTER C-39.1 REG 3***The Correctional Services Act*

## Section 57

Order in Council 420/2003, dated May 27, 2003

(Filed May 28, 2003)

## PART I

**Preliminary Matters****Title**

**1** These regulations may be cited as *The Correctional Services Administration, Discipline and Security Regulations, 2003*.

**Interpretation**

**2** In these regulations:

- (a) “**Act**” means *The Correctional Services Act*;
- (b) “**administrator**” means the administrator of a correctional facility other than a correctional centre and, if any person has been appointed pursuant to section 3 to perform or exercise any function, duty, responsibility or power, includes the appointed person with respect to the performance or exercise of that function, duty, responsibility or power;
- (c) “**charge**” means, unless otherwise specified, a disciplinary offence charge;
- (d) “**Class A disciplinary offence**” means the contravention of any provision of the following:
  - (i) the *Criminal Code*;
  - (ii) an Act of the Parliament of Canada for which a penalty is prescribed;
  - (iii) an Act of the Legislative Assembly for which a penalty is prescribed;
- (e) “**Class B disciplinary offence**” means the offences set out in section 13;
- (f) “**Class C disciplinary offence**” means the contravention of any disciplinary rule established pursuant to section 5;
- (g) “**designated person**” means any person designated pursuant to section 34;
- (h) “**director**” means the director of a correctional centre and, if any person has been appointed pursuant to section 3 to perform or exercise any function, duty, responsibility or power, includes the appointed person with respect to the performance or exercise of that function, duty, responsibility or power;
- (i) “**discipline charge report**” means the report prepared in accordance with section 12 or 14;
- (j) “**discipline panel**” means a discipline panel established pursuant to section 8 or 9;

(k) “**employee**” means an employee of the department who is providing a correctional service;

(l) “**Form A**” means Form A of the Appendix.

**Appointment of alternate**

3(1) The director or administrator may appoint any person to perform or exercise, in addition to or to the exclusion of the director or administrator, any function, duty, responsibility or power imposed or conferred on the director or administrator by these regulations.

(2) An appointment made pursuant to subsection (1) may be by name or office and may be limited with respect to time or area.

**PART II**  
**Discipline**

**Director responsible**

4 The director or administrator is responsible for the overall management of the disciplinary system of a correctional facility.

**Rules respecting correctional facility**

5 The director or the administrator may establish:

- (a) disciplinary rules; and
- (b) disciplinary procedures for Class B and Class C disciplinary offences in addition to those set out in these regulations.

**Purposes of discipline**

6 Disciplinary rules are to be established only for the following purposes:

- (a) the maintenance of the law;
- (b) the protection of individual rights and personal safety and the security of offenders, employees and other persons providing a correctional service;
- (c) the maintenance of the security of a correctional facility;
- (d) the promotion of the orderly operation and effective delivery of programs and services;
- (e) the protection of personal property and correctional facility property.

**Offenders to be advised of disciplinary rules**

7(1) As soon as possible after an offender is admitted to or otherwise confined in a correctional facility, the offender is to be advised orally and in writing of the disciplinary rules and disciplinary procedures of the correctional facility.

(2) The director or administrator shall ensure that an appropriate number of copies of the disciplinary rules and disciplinary procedures are available at locations within the correctional facility accessible to all offenders.

**Discipline panel for correctional centre**

8(1) A director shall establish one or more discipline panels for the correctional centre for the purpose of hearing and determining Class B disciplinary offence charges against offenders.

(2) The director shall:

(a) appoint at least one employee but no more than three employees, either by name or office, as members of each discipline panel;

(b) if a discipline panel consists of more than one employee, appoint one employee to be the chairperson of the discipline panel and one employee to be the vice chairperson, to act in the absence or other inability to act of the chairperson; and

(c) appoint one or more employees as alternate members for each discipline panel, either by name or office, to act:

(i) in the absence of any member; or

(ii) in circumstances in which the director determines that a member should not sit on a discipline panel for a particular disciplinary offence charge.

(3) The director shall appoint one or more employees, either by name or office, to act individually as a discipline panel for the purpose of hearing and determining Class C disciplinary offence charges against offenders.

**Discipline panel for correctional facility**

9 The administrator and any other person appointed by the administrator, either by name or by office, shall act individually as a discipline panel for the correctional facility for the purpose of hearing and determining Class B and Class C disciplinary offence charges against offenders.

**Discipline panel consisting of one person**

10 If a discipline panel consists of only one person, that person is deemed to be the chairperson of the discipline panel for the purposes of these regulations.

**Offences prohibited**

11 An offender shall comply with all disciplinary rules of the correctional facility established pursuant to section 5.

**Class A disciplinary offences**

12(1) An employee or other person providing a correctional service who believes, on reasonable grounds, that an offender has committed a Class A disciplinary offence shall:

(a) prepare a written discipline charge report that contains the following information:

(i) the time, place and nature of the alleged offence;

(ii) the names of any persons involved;

(iii) the names of any witnesses;

(iv) any other facts relevant to the alleged offence;

- (b) sign the report; and
  - (c) provide a copy of the report to the offender and to the director or administrator.
- (2) The director or administrator, after conducting any further investigation he or she considers necessary, shall do one of the following:
- (a) refer the matter to the police;
  - (b) refer the matter to the police and order the charge to be dealt with as a Class B disciplinary offence;
  - (c) take no further proceedings.
- (3) Notwithstanding section 16, if a charge is to be dealt with as a Class B disciplinary offence pursuant to clause (2)(b) and a prosecution is subsequently commenced against the offender as a result of the referral of the matter to the police, the discipline panel may:
- (a) suspend the disciplinary proceedings until the disposition of the prosecution; and
  - (b) resume or discontinue the proceedings after the disposition of the prosecution.

**Class B disciplinary offences**

- 13(1)** The following are Class B disciplinary offences if committed by an offender:
- (a) disobeying any lawful order given by an employee or other person providing a correctional service;
  - (b) being impaired by alcohol, a drug, or any unauthorized substance;
  - (c) being in an area prohibited to offenders;
  - (d) fighting;
  - (e) obstructing or interfering with any security measure or procedure;
  - (f) destroying, defacing or tampering with property that does not belong to the offender;
  - (g) contravening any condition of any authorized absence granted to the offender;
  - (h) transferring any property to another offender without authorization, whether for personal gain or not;
  - (i) possessing unauthorized or prohibited articles or substances or attempting or conspiring to bring those articles or substances into a correctional facility;
  - (j) refusing or neglecting to perform assigned work or duties;
  - (k) leaving a work area without the authorization of an employee;
  - (l) providing false information to an employee respecting any matter;
  - (m) counselling or aiding another person to do anything that is contrary to any statute, regulations or rules applicable to the correctional facility;

- (n) verbally or physically threatening another person;
  - (o) manufacturing or attempting to manufacture alcohol, a drug or any unauthorized substance or material;
  - (p) using medication except as authorized;
  - (q) participating in any gambling activity that involves the exchange or expected exchange of money, property, canteen or other goods, personal possessions or services;
  - (r) behaving indecently;
  - (s) making unauthorized communications with another person;
  - (t) refusing to provide a urine sample as required by section 40;
  - (u) behaving in a manner disruptive to the good order and discipline of the correctional facility;
  - (v) subject to clause (w), smoking any substance;
  - (w) using tobacco except as authorized;
  - (x) manufacturing or attempting to manufacture articles or substances that pose a safety or security risk to any individual or correctional facility.
- (2) For the purposes of disciplinary procedures, the commission of a Class A disciplinary offence constitutes a Class B disciplinary offence.

**Procedure re Class B and Class C disciplinary offences**

**14(1)** An employee or other person providing a correctional service who believes, on reasonable grounds, that an offender has committed a Class B or Class C disciplinary offence may prepare a written discipline charge report.

(2) An employee or other person providing a correctional service who prepares a written discipline charge report shall:

- (a) include the following information in the report:
  - (i) the time, place and nature of the alleged offence;
  - (ii) the names of any persons involved;
  - (iii) the names of any witnesses; and
  - (iv) any other facts relevant to the alleged offence;
- (b) sign the report; and
- (c) provide a copy of the report to the offender and to the chairperson of the discipline panel authorized to hear and determine the offence charged.

**Restrictions on discipline panel representation**

**15** No person who has signed a discipline charge report shall sit on the discipline panel that deals with that charge.

**Hearing to be within 48 hours**

**16(1)** If an offender is charged with a Class B disciplinary offence, the discipline panel shall commence a hearing within 48 hours after the offender has been provided with a copy of the discipline charge report.

(2) The 48-hour period mentioned in subsection (1) does not include Saturdays, Sundays and holidays.

**Full and fair hearing**

**17(1)** In all disciplinary proceedings, the discipline panel shall:

- (a) provide the offender with a full and fair hearing;
- (b) conduct a thorough and objective inquiry into all matters relating to the disciplinary offence charged;
- (c) maintain control of the hearing;
- (d) ensure the evidence presented is relevant to the disciplinary offence charged; and
- (e) audiotape the hearing.

(2) Failure of the audio taping device does not invalidate the disciplinary proceedings.

(3) Subject to subsection (4), if an offender is transferred to another correctional facility after being charged with a disciplinary offence, the disciplinary proceeding may be conducted or continued before a discipline panel at either of the following locations, as determined by a discipline panel at the correctional facility where the charge was laid:

- (a) at the correctional facility where the charge was laid;
- (b) at the correctional facility to which the offender has been transferred.

(4) If a discipline panel at the correctional facility mentioned in clause (3)(a) commences a hearing of evidence with respect to a disciplinary offence before the offender who has been charged with the disciplinary offence is transferred to another correctional facility, the disciplinary proceeding is to continue before that discipline panel unless a discipline panel at the correctional facility mentioned in clause (3)(b) permits the hearing of evidence *de novo*.

**Offender's rights**

**18(1)** An offender charged with a Class B or Class C disciplinary offence has a right:

- (a) to be present at the hearing;
- (b) to be advised as to the nature and factual basis of the disciplinary offence charged;
- (c) to respond to the charge either orally or in writing; and
- (d) to present information relevant to a defence of the disciplinary offence charged.



(2) If an offender charged with a Class B disciplinary offence wishes to retain legal counsel, or, with the approval of the chairperson of the discipline panel, another person who can assist the offender to adequately present a defence, the offender shall be given a reasonable opportunity to do so.

(3) An offender's legal counsel or other person approved pursuant to subsection (2) may participate in the proceedings to the same extent as the offender.

**Interpreter to be provided**

**19** If an offender charged with a Class B disciplinary offence cannot understand English or is hearing impaired, the chairperson of the discipline panel shall appoint an interpreter or other person to assist the offender.

**Adjournment**

**20(1)** The discipline panel may adjourn a hearing:

- (a) if, in the opinion of the panel, further investigation is needed;
- (b) if the offender requests an adjournment; or
- (c) if an adjournment is necessary to:
  - (i) permit a witness, employee or other person providing a correctional service to attend; or
  - (ii) permit an interpreter appointed pursuant to section 19 to attend.

(2) The discipline panel may adjourn a hearing for a reason mentioned in subsection (1) whether or not the offender is present at the time of the adjournment.

(3) If a hearing is adjourned in accordance with subsection (1), the discipline panel shall advise the offender:

- (a) of the reason for the adjournment; and
- (b) of the date when the hearing will resume.

(4) Every adjournment of a hearing must be noted on the discipline charge report by the chairperson of the discipline panel.

**Witnesses at hearing**

**21(1)** An offender charged with a Class B or Class C disciplinary offence may request the chairperson of the discipline panel to allow a person having information relevant to the charge to attend a hearing and present the information to the discipline panel.

(2) The chairperson of the discipline panel may require the offender to reveal the nature of the information to be presented and to establish its relevance to the disciplinary offence charged.

(3) The chairperson of the discipline panel may deny a request made pursuant to this section if, in the chairperson's opinion, the nature of the information is irrelevant, frivolous or vexatious, or may jeopardize the safety of another offender.

(4) If a request made pursuant to this section is denied, the chairperson of the discipline panel shall inform the offender of the reasons for the denial and record the reasons on the discipline charge report.

**Evidence**

**22** The discipline panel may accept any evidence that it considers appropriate and is not bound by the rules of law concerning evidence.

**Attendance at hearing**

**23(1)** If the person who prepared the discipline charge report is unavailable at the time of the hearing, the discipline panel shall adjourn the hearing to permit that person to attend unless the offender admits committing the offence or there is another witness called who can provide sufficient information about the offence.

(2) The discipline panel may accept the testimony of the person who prepared the discipline charge report or any other person giving evidence at a hearing over a speaker phone if that person is not present at the correctional facility at the time the hearing takes place.

**Offender not disputing charge**

**24** The discipline panel may conduct the discipline proceedings:

- (a) without a hearing if the offender, in writing:
  - (i) admits that he or she committed the disciplinary offence charged; and
  - (ii) indicates that he or she does not want to appear to make representations with respect to the sanctions to be imposed; or
- (b) with a hearing in the absence of the offender if:
  - (i) the offender has been given a reasonable opportunity to attend at the hearing and he or she refuses or fails to do so without reasonable excuse; and
  - (ii) the offender has been advised that the hearing will proceed in his or her absence if he or she fails to attend.

**Panel to make decision**

**25** At the conclusion of the hearing, or after determining that a hearing is not required pursuant to section 24, the discipline panel shall either:

- (a) find that the offender committed the disciplinary offence charged; or
- (b) dismiss the charge.

**Charge dismissed**

**26** If a charge is dismissed, the discipline panel shall restore any privileges suspended as a result of the charge.

**Disciplinary offence committed**

**27(1)** If the discipline panel finds that the offender has committed a Class B disciplinary offence, it shall:

- (a) inform the offender of the panel's decision, the reasons for the decision and the offender's right of appeal; and

- (b) impose one or more of the following sanctions, subject to any conditions that the discipline panel considers appropriate:
- (i) reprimand;
  - (ii) loss of privileges as specified in the decision for a period not exceeding 30 days;
  - (iii) confinement to a cell, unit or security area for a period not exceeding 10 days;
  - (iv) restitution in an amount not exceeding \$200 respecting property damage;
  - (v) loss of up to 15 days remission in accordance with section 30 of the Act;
  - (vi) loss of pay earned pursuant to section 32 of the Act, not exceeding \$25; and
  - (vii) assignment of extra duties.
- (2) The discipline panel may suspend any sanction imposed pursuant to clause (1)(b) for a period not exceeding 30 days.
- (3) If a discipline panel finds that an offender has committed a Class C disciplinary offence, it shall:
- (a) inform the offender of the panel's decision, the reasons for the decision and the offender's right of appeal; and
  - (b) impose one or more of the following sanctions, subject to any conditions that the discipline panel considers appropriate:
    - (i) reprimand;
    - (ii) loss of privileges as specified in the decision for a period not exceeding seven days;
    - (iii) restitution in an amount not exceeding \$25 respecting property damage;
    - (iv) loss of pay earned pursuant to section 32 of the Act, not exceeding \$10; and
    - (v) assignment of extra duties.
- (4) The discipline panel may suspend any sanction imposed pursuant to clause (3)(b) for a period not exceeding 30 days.

**Multiple charges**

**28** If there are multiple charges arising from one incident as a result of which the offender is found to have committed more than one disciplinary offence, the cumulative effect of the sanctions imposed is not to exceed the maximum sanctions that could be imposed for the single most serious disciplinary offence the offender committed.

**Decision to be recorded**

**29** The discipline panel shall:

- (a) record its decision on the discipline charge report;
- (b) submit a copy of its decision and the reasons for the decision to the director or administrator; and
- (c) provide a copy of its decision and the reasons for the decision to the offender.

**Appeal**

**30(1)** Within seven days after a discipline panel's decision, an offender may appeal the decision to:

- (a) the director or administrator; or
- (b) if the administrator was a member of the discipline panel or the director or administrator is disqualified from hearing the appeal pursuant to subsection (2), to the director or administrator's immediate supervisor.

(2) No person shall hear the appeal of a discipline panel's decision if that person:

- (a) signed the discipline charge report;
- (b) made the decision pursuant to subsection 12(2); or
- (c) participated in the disciplinary hearing.

(3) An offender may appeal the decision on the basis of:

- (a) the conduct of the disciplinary proceedings;
- (b) the determination of the discipline panel that the offender committed the disciplinary offence; or
- (c) the sanction imposed by the discipline panel.

(4) If an appeal is made to the director's or administrator's immediate supervisor, all references to the director or administrator in subsection (5) and sections 31 and 32 are to be considered references to the supervisor.

(5) The director or administrator may accept an appeal after the period mentioned in subsection (1) has expired if, in the opinion of the director or administrator, it is appropriate to do so in the circumstances.

**Procedure on appeal**

**31(1)** On receipt of an appeal, the director or administrator shall:

- (a) review the record relating to the disciplinary proceedings; and
- (b) arrange a time for hearing the offender's appeal.

(2) Sections 18 to 23 and clause 24(b) apply with any necessary modification to hearing an appeal.

- (3) In determining an appeal, the director or administrator shall consider the record of the hearing before the discipline panel, the decision of the discipline panel and the verbal or written submissions, if any, of the offender and may:
- (a) consider new evidence submitted during the hearing conducted pursuant to this section;
  - (b) confirm or reverse the decision of the discipline panel; or
  - (c) reduce any sanction imposed.
- (4) The director or administrator shall hear the appeal and decide the appeal:
- (a) within seven days after the date on which the director or administrator received the appeal or, if it is not reasonably practicable to hear the appeal and decide the matter within seven days, as soon as is reasonably practicable; or
  - (b) in the case of an offender who has been confined to a cell or special security area of a correctional facility as a result of the disciplinary offence being appealed, within 48 hours from the date on which the director or administrator received the appeal, excluding Saturday, Sunday and holidays.
- (5) If there is a delay beyond the seven day period mentioned in clause (4)(a), the director or administrator shall advise the offender, in writing, of the reason for the delay.
- (6) The offender shall be advised promptly of the decision of the director or administrator on the appeal and provided with a copy of the written reasons for the decision.

**Appeal to court**

**32(1)** A person who is the subject of a decision of the director or administrator pursuant to section 31 may appeal the decision to a provincial court judge on a question of law or jurisdiction.

(2) An appeal must be made within 30 days after a decision of the director or administrator.

**Record of decisions to be kept**

**33** A record of all decisions of the discipline panel respecting an offender, and all related decisions on appeal, are to be kept on the offender's file.

### PART III Searches

**Designation of persons**

**34** The director or administrator may designate any employee or other person providing a correctional service to perform or exercise any function, duty, responsibility or power that is authorized to be performed or exercised by a designated person pursuant to a provision of this Part.

**Non-intrusive search**

**35** A non-intrusive search may be conducted by a designated person with the use of a metal detector, an X-ray machine or any other device approved by the executive director.

**Frisk search**

**36** A designated person may conduct a frisk search of a person's:

- (a) body;
- (b) clothing; and
- (c) personal possessions.

**Strip search**

**37(1)** For the purposes of a strip search, a designated person may require the person being strip searched to:

- (a) remove all clothing;
- (b) display his or her anus;
- (c) display her vagina;
- (d) open his or her mouth;
- (e) display the soles of his or her feet;
- (f) display open hands;
- (g) do anything else necessary for the purpose of the strip search.

(2) During the course of a strip search, a designated person may conduct a frisk search of the person's clothing and personal possessions.

**Conduct of strip search**

**38(1)** A designated person shall conduct a strip search, to the extent possible, in a manner and location that respects the dignity and privacy of the person being searched.

(2) A designated person who is male shall not conduct a strip search of a female.

(3) A designated person who is female may conduct a strip search of a male if:

- (a) the search is immediately required; and
- (b) there are reasonable grounds to believe that a designated person who is male is not available.

**Segregation**

**39** If an offender refuses to submit to a frisk search, non-intrusive search or strip search, that offender may be placed in segregation until:

- (a) he or she submits to the search; or
- (b) there is no longer a need for the search to be conducted.

**Urinalysis**

**40(1)** If a designated person is of the opinion that a urinalysis should be conducted respecting an offender, that person shall:

- (a) advise the offender that he or she is required to provide a urine sample;
- (b) advise the offender of the reason for the urinalysis;

- (c) advise the offender of the consequences of not providing a urine sample for the urinalysis; and
  - (d) provide the offender with an opportunity to object.
- (2) If an offender objects to providing a urine sample:
- (a) the designated person shall report the objection to the director or the administrator; and
  - (b) the director or the administrator shall consider the reasons for the objection and determine whether or not a urine sample should be provided.
- (3) An offender is to provide the urine sample within two hours after the following occurs, and the offender may be placed in segregation for those two hours:
- (a) being advised that a urine sample is to be provided; or
  - (b) if the offender objected to providing the urine sample, being advised that the director or administrator has determined pursuant to subsection (2) that a urine sample is to be provided.

**Visitors**

**41** If a visitor is requested to submit to a search pursuant to the Act or these regulations and refuses, a designated person may:

- (a) restrict the visitor to a non-contact visit with an offender; or
- (b) require the visitor to leave the correctional facility.

**Reports**

**42(1)** A person who seizes any property or evidence during a search shall prepare and submit to the director or administrator a report in Form A that contains the following information:

- (a) the name of the person searched;
  - (b) the date, time and place of the search;
  - (c) the reason for the search;
  - (d) the name of the person who conducted the search;
  - (e) the names of any witnesses to the search;
  - (f) the type of search conducted and the manner in which it was conducted;
  - (g) a description of any property seized;
  - (h) a description of any property damaged in the search and how it was damaged.
- (2) Any person who conducts a strip search in which no property or evidence is seized shall prepare and submit to the director or administrator, as soon as is practicable, an incident report that contains the following information:
- (a) the name of the person searched;
  - (b) the date, time and place of the search;
  - (c) the reason for the search;

- (d) the name of the person conducting the search;
  - (e) the names of any witnesses to the search;
  - (f) the manner in which the search was conducted.
- (3) A person who supervises the taking of a urine sample shall prepare and submit to the director or administrator a report in Form A that contains the following information:
- (a) the name of the person from whom the urine sample was taken;
  - (b) the date, time and place that the urine sample was obtained;
  - (c) the reason the urine sample was requested;
  - (d) the name of the person who supervised the taking of the urine sample;
  - (e) the names of any witnesses to the taking of the urine sample.

**Offender to be informed**

**43** The offender shall be informed if any property belonging to or in the possession of an offender is seized or damaged as a result of a search being conducted or property taken without the knowledge of the offender.

**Return of property seized**

**44(1)** Any property seized pursuant to these regulations must be returned as soon as is practicable to the person from whom it was seized unless:

- (a) it is an unauthorized or prohibited article or substance;
  - (b) it is required as evidence in a criminal or disciplinary proceeding; or
  - (c) it belongs to another person.
- (2) If any property is not the property of the person from whom it was seized, the property shall be returned to the owner:
- (a) if the owner may lawfully possess it; and
  - (b) if the property is not required as evidence in a criminal or disciplinary proceeding.
- (3) If the owner of the property does not claim the property within 90 days, the Crown may dispose of the property as the Crown sees fit.

**PART IV**

**Administration in Correctional Centres**

**Application of Part**

**45** This Part applies only to correctional centres.

**Admissions**

**46(1)** Persons are to be admitted to a correctional centre as offenders from Monday to Friday between 8:00 a.m. and 6:00 p.m.

- (2) No person is to be admitted to a correctional centre as an offender on:
- (a) New Year's Day;



- (b) Good Friday;
  - (c) Victoria Day;
  - (d) Canada Day;
  - (e) Labour Day;
  - (f) Remembrance Day;
  - (g) Christmas Day;
  - (h) Boxing Day;
  - (i) any day designated pursuant to an Act of the Parliament of Canada or an Act of the Legislative Assembly as a holiday; or
  - (j) any day designated as a holiday for the public service of Saskatchewan.
- (3) Notwithstanding subsections (1) and (2), a person may be admitted to a correctional centre as an offender on a Saturday during any hours designated by the executive director and on any day mentioned in subsection (2) designated by the executive director during any hours designated by the executive director.
- (4) Only the director shall admit an offender.

**Release of body**

47(1) Subject to *The Coroners Act, 1999* and *The Disease Control Regulations* a director shall arrange to release the body of a deceased offender to an appropriate person claiming the body.

(2) If no claim is made pursuant to subsection (1), the director shall arrange to deal with the body in an appropriate manner.

**Communications**

48(1) If the director considers it necessary or desirable for the purpose of rehabilitation of an offender or to ensure the security and good order of the correctional centre, the director may order either or both of the following:

- (a) that the offender's communications be censored, monitored or restricted;
  - (b) that the offender's visits be supervised.
- (2) If the offender's communications are subject to censorship, monitoring or restriction, no employee shall, on behalf of an offender:
- (a) write a letter;
  - (b) make a telephone call; or
  - (c) in any other manner relay or convey a written or verbal message to any person.

**Access privileges**

49 No unauthorized person shall enter the premises or be on the premises of a correctional centre.

**Security review panel**

- 50(1)** The director shall establish a security review panel to determine the level of offender security required to ensure the security and good order of a correctional centre.
- (2) The security review panel is to consist of one or more persons.
- (3) The security review panel may order an increase or decrease in the level of security respecting an offender.
- (4) The security review panel may order that an offender be segregated from other offenders if it is satisfied that segregation is necessary:
- (a) for the maintenance of good order and discipline in the correctional facility; or
  - (b) for the best interests of the offender.
- (5) The security review panel shall:
- (a) review the continued segregation of an offender at least every 21 days; and
  - (b) inform the director of its order.
- (6) The security review panel or, at the request of the security review panel, another person, shall inform an offender of every order to segregate or continue to segregate the offender.
- (7) An offender may appeal to the director any order of the security review panel to segregate or continue to segregate the offender.
- (8) On an appeal pursuant to subsection (7), the director shall give the offender an opportunity to make oral or written submissions.
- (9) If, on appeal, the director decides that the offender should be segregated or continue to be segregated from other offenders, the director shall provide the offender with oral or written reasons for the decision.

**PART V**  
**General**

**Responsibilities of employees and other persons**

- 51(1)** Every employee and every other person providing a correctional service is responsible to the director or administrator for any aspect of the management, operation, discipline, security and programs of the correctional facility that the director or administrator assigns to that employee or person.
- (2) In emergency situations, the director or administrator may direct an employee or other person providing a correctional service to perform duties in addition to his or her regular duties, and that employee or other person shall perform those duties.

**Complaints by offenders**

**52(1)** Any offender may make a complaint about the administration of the correctional facility by writing directly to the director or administrator.

(2) On receipt of a complaint, the director or administrator shall make a decision respecting the complaint.

(3) In the course of making a decision, the director or administrator shall review any appropriate records and may conduct any investigation or hold any hearing that the director or administrator considers appropriate.

(4) A decision is to be in writing and include written reasons.

(5) A decision or a report respecting the status of the complaint is to be provided to the offender within seven days after the date on which the complaint is received.

**Persons excluded from premises**

**53** No person, including an employee, is to be allowed on the premises of a correctional facility if, in the opinion of the director or administrator, the person is under the influence of alcohol or a drug or any other intoxicating substance.

**PART VI****Repeal and Coming into Force****R.R.S. c.C-39.1 Reg 2 repealed**

**54** *The Correctional Services Administration, Discipline and Security Regulations* are repealed.

**Coming into force**

**55** These regulations come into force on June 1, 2003.

**Appendix**FORM A  
[Section 42]

- REPORT OF:  A. Property seized  
 B. Evidence seized  
 C. Urinalysis

## INFORMATION

1. Person from whom property or evidence was seized or urine sample obtained:  


---

*(name and status – offender, visitor, employee)*
2. Information relating to the search or urinalysis:
  - (a) the name of the person who was searched or from whom a urine sample was taken:  


---
  - (b) the name of the person who conducted the search or supervised the taking of the urine sample:  


---
  - (c) the names of witnesses, if any:  


---
  - (d) the date, time and place:
    - (i) of the search \_\_\_\_\_
    - OR
    - (ii) that the urine sample was obtained \_\_\_\_\_
  - (e) the reason for the search or the request for a urine sample:  


---
  - (f) the type of search conducted and the manner in which it was conducted:  


---
  - (g) a description of property seized:  


---
  - (h) details of any property that was damaged in the search (what? and how?):  


---
3. Comments of the designated person who conducted the search or obtained the urine sample:  


---

---

Signature of designated person

**SASKATCHEWAN REGULATIONS 45/2003***The Freedom of Information and Protection of Privacy Act*

## Section 69

Order in Council 414/2003, dated May 27, 2003

(Filed May 28, 2003)

**Title**

**1** These regulations may be cited as *The Freedom of Information and Protection of Privacy Amendment Regulations, 2003*.

**R.R.S. c.F-22.01 Reg 1 amended**

**2** *The Freedom of Information and Protection of Privacy Regulations* are amended in the manner set forth in these regulations.

**Section 14 amended**

**3** **The following clause is added after clause 14(j):**

“(k) the Consumer Protection Branch of the Department of Justice with respect to the conduct of investigations pursuant to the Acts and regulations that it administers and any laws of Canada that are enforced by its officers or employees”.

**Section 16 amended**

**4** **Subclause 16(h.2)(i) is amended by adding “or its agent” after “Department of Justice”.**

**Appendix, Part I amended**

**5** **Part I of the Appendix is amended:**

**(a)** **by adding “Automobile Injury Appeal Committee” after “Agri-Food Innovation Fund”;**

**(b)** **by adding “Education Infrastructure Corporation” after “Crown Investments Corporation of Saskatchewan”;**

**(c)** **by adding “First Nations and Métis Peoples and Justice Reform Commission” after “Farm Tenure Arbitration Board”;**

**(d)** **by adding “Human Rights Tribunal Panel” after “Highway Traffic Board”;**

**(e)** **by adding “Provincial Court Commission” after “Prairie Agricultural Machinery Institute”;**

**(f)** **by adding “Saskatchewan Financial Services Commission” after “Saskatchewan Development Fund Corporation”; and**

**(g)** **by adding “Saskatchewan Watershed Authority” after “Saskatchewan Water Corporation”.**

**Coming into force**

**6** These regulations come into force on the day on which they are filed with the Registrar of Regulations.

**SASKATCHEWAN REGULATIONS 46/2003***The Local Government Election Act*

## Section 160

Order in Council 415/2003, dated May 27, 2003

(Filed May 28, 2003)

**Title**

**1** These regulations may be cited as *The Local Government Election Amendment Regulations, 2003*.

**R.R.S. c.L-30.1 Reg 3 amended**

**2** *The Local Government Election Regulations, 1985* are amended in the manner set forth in these regulations.

**Section 2.01 amended**

**3** **Subsection 2.01(2) is repealed.**

**New section 2.1**

**4** **Section 2.1 is repealed and the following substituted:**

**“Application re elector and resident caregiver**

**2.1** Form A is the form prescribed for an application made pursuant to subsection 22.1(4) of the Act by or on behalf of:

- (a) an elector with a physical disability or limited mobility; and
- (b) if applicable, a resident caregiver of the elector mentioned in clause (a)”.

**Section 10 amended**

**5** **Section 10 is amended by striking out “clause 54(1)(b)” and substituting “section 54”.**

Appendix amended

6(1) The Appendix is amended in the manner set forth in this section.

(2) Forms A to E are repealed and the following substituted:

“FORM A  
[Subsection 22.1(4) of the Act]

**Application by Elector to Vote at a Mobile Poll**

PART I

To the Returning Officer for the \_\_\_\_\_  
(City, Town, Village, Resort Village, Northern Municipality)

of \_\_\_\_\_

\_\_\_\_\_ School Division No. \_\_\_\_\_

\_\_\_\_\_ Separate School Division No. \_\_\_\_\_

I, \_\_\_\_\_, being an elector pursuant to *The Local Government Election Act*, apply pursuant to section 22.1 of that Act to vote at the municipal or school election now pending. I am entitled to vote pursuant to section 22.1 of the Act because: (Check one)

\_\_\_\_\_ I am unable to attend at an established polling place to vote by reason of physical disability or limited mobility.

\_\_\_\_\_ I am a resident caregiver of an elector who is unable to attend at an established polling place to vote by reason of physical disability or limited mobility, and, because of my duties as that person’s resident caregiver, I am unable to attend at an established polling place to vote during the time when polls are open for voting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Address of Applicant)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(If Applicant is resident caregiver, include address of elector with physical disability or limited mobility)

## Part II

I, \_\_\_\_\_, the undersigned,  
*(Name of Witness)*

certify that the applicant named in Part I:

- (a) is personally known to me;
- (b) resides in the polling area; and
- (c) is: *(check one)*

\_\_\_\_\_ unable to attend at an established polling place to vote by reason of physical disability or limited mobility.

\_\_\_\_\_ a resident caregiver of an elector who is unable to attend at an established polling place to vote by reason of physical disability or limited mobility, and, because of my duties as that person's resident caregiver, is unable to attend at an established polling place to vote during the time when polls are open for voting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*(Address of Witness)*

\_\_\_\_\_  
*(Signature of Witness)*

## "FORM A1

*[Subsection 22.1(5) of the Act]*

**List of Electors Entitled to Vote  
 pursuant to section 22.1 of *The Local Government Election Act***

\_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

\_\_\_\_\_ School Division No. \_\_\_\_\_

\_\_\_\_\_ Separate School Division No. \_\_\_\_\_

Each elector listed below is entitled to vote pursuant to section 22.1 of *The Local Government Election Act* for the municipal or school election to be held on

\_\_\_\_\_, 20 \_\_\_\_\_ because that elector:

- (a) is unable to attend at an established polling place to vote by reason of physical disability or limited mobility; or
- (b) is a resident caregiver of an elector mentioned in clause (a) and, because of his or her duties as a resident caregiver, the resident caregiver is unable to attend at an established polling place to vote during the time when polls are open for voting.



No.	Name	Address	Public School Elector	Separate School Elector

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Returning Officer*

**“FORM A2**  
**[Subsection 22.1(6) of the Act]**  
**Notice for Voting**

To: \_\_\_\_\_  
*(Applicant's Name and Address)*

Your name has been included in the list of electors entitled to vote pursuant to section 22.1 of *The Local Government Election Act* for the municipal or school election to be held on \_\_\_\_\_, 20 \_\_\_\_\_.

Election officials will attend at \_\_\_\_\_  
*(address)*

at approximately \_\_\_\_\_, \_\_\_\_\_,  
*(time)* *(day of week)*  
 \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to enable you to vote.  
*(date)* *(month)*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Returning Officer*

“FORM A3  
[Subsection 29(2) of the Act]  
**Appointment of Election Official**

In my capacity of returning officer for the:

(Complete as applicable)

_____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>	
---	--

_____ School Division No. _____	
---------------------------------	--

_____ Separate School Division No. _____	
--	--

I hereby appoint \_\_\_\_\_ to be:  
(name)

(check the appropriate office(s):)

- \_\_\_\_\_ (a) the election clerk;
- \_\_\_\_\_ (b) the enumerator for Polling Area No. \_\_\_\_\_ ;
- \_\_\_\_\_ (c) deputy returning officer for Polling Area No. \_\_\_\_\_ , the polling place for which is \_\_\_\_\_ ;
- \_\_\_\_\_ (d) deputy returning officer for Polling Area No. \_\_\_\_\_ , the polling place for which is \_\_\_\_\_ , and who is also designated as the deputy returning officer mentioned in sections 30 and 107 of *The Local Government Election Act*;
- \_\_\_\_\_ (e) deputy returning officer mentioned in clause 29(2)(c) of *The Local Government Election Act*, the polling place for which is \_\_\_\_\_ ;
- \_\_\_\_\_ (f) deputy returning officer mentioned in clause 29(2)(c.1) of *The Local Government Election Act*;
- \_\_\_\_\_ (g) the poll clerk for Polling Area No. \_\_\_\_\_ , the polling place for which is \_\_\_\_\_ ;
- \_\_\_\_\_ (h) the nomination officer;
- \_\_\_\_\_ (i) other \_\_\_\_\_ ;

for the election to be held on the \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .

Dated at \_\_\_\_\_ , this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .

\_\_\_\_\_  
*Returning Officer*

**“FORM B**  
**[Section 69 of the Act]**  
**Oath of Election Official**

I, \_\_\_\_\_, an election official at the  
 (name)  
 election to be held for the:

(Complete as applicable)

_____	of	_____
(City, Town, Village, Resort Village, Northern Municipality)		

_____	School Division No. _____
-------	---------------------------

_____	Separate School Division No. _____
-------	------------------------------------

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, swear (or affirm) that:

1. I will not attempt unlawfully to ascertain the candidate or candidates for whom any person has voted or the manner of a person’s vote on a bylaw or question, and will not in any way aid in the unlawful discovery of the same;
2. I will strictly observe secrecy with respect to any and all knowledge that may come into my possession regarding the candidate or candidates for whom any person has voted or the manner in which a voter has marked his or her ballot on a bylaw or question;
3. I will faithfully and impartially, to the best of my knowledge and ability, execute the office of \_\_\_\_\_, and I have not received and will not receive any payment or reward, or promise of any payment or reward, for the exercise of any partiality or corrupt practice.

Sworn (or affirmed) before me at  
 the \_\_\_\_\_  
 of \_\_\_\_\_,  
 in the Province of Saskatchewan,  
 this \_\_\_\_\_ day of \_\_\_\_\_,  
 20 \_\_\_\_\_.

\_\_\_\_\_  
 Returning Officer, Deputy Returning  
 Officer, Poll Clerk or other person  
 authorized by law to administer an oath.



\_\_\_\_\_  
 Election Official

**“FORM C**  
*[Subsection 37(1) of the Act]*

**Voter’s List**

Poll No. \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

\_\_\_\_\_ School Division No. \_\_\_\_\_

\_\_\_\_\_ Separate School Division No. \_\_\_\_\_

For the election held on \_\_\_\_\_, 20 \_\_\_\_\_

No.	Name	Address	Public School Elector	Separate School Elector

“FORM D  
[Clause 38(a) of the Act]

**Notice of Revision of Voters' Lists**

Sections 39 and 40 of *The Local Government Election Act* provide that:

**39(1)** Any elector may apply to the revising officer at least 22 days prior to the day on which a general election is held to have the name of any person struck off the voters' list on the ground that the person is not qualified as an elector.

(2) Every application pursuant to subsection (1) shall be in writing and shall specify the grounds on which the applicant alleges the person is not eligible to be an elector.

(3) An application pursuant to subsection (1) may be made by a person on his own behalf.

**40** A person:

(a) who is qualified as an elector, but whose name does not appear on the voters' list;

(b) whose name is listed in error on a voters' list;

(c) whose designation as an elector of a public school division or separate school division is incorrect; or

(d) whose name is listed on a voters' list in the incorrect polling area;

may apply, at least 22 days prior to the day on which a general election is held, to the revising officer to correct the error or omission in the voters' list by filing with the revising officer a voters' registration form in the prescribed form setting out the information necessary to correct the error or omission.

Persons wishing to apply for revisions to a voters' list may do so at \_\_\_\_\_  
(address or place)

between the hours of \_\_\_\_\_ and \_\_\_\_\_

on the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_.

(dates)

(month)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Revising Officer

**“FORM E**  
**[Subsection 45(1) of the Act]**  
**Notice of Call for Nominations**  
**(Municipal or School Division Elections)**

Nominations of candidates for the office(s) of:

*(Complete as applicable)*

Mayor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
--

Councillor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
Ward No. _____ <i>(if applicable)</i> or Number to be Elected _____

Board Member: _____ School Division No. _____
Ward No. _____ <i>(if applicable)</i> or Number to be Elected _____

Board Member: _____ Separate School Division No. _____
Ward No. _____ <i>(if applicable)</i> or Number to be Elected _____

will be received by the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_, *(place)* and *(if applicable list days and dates)* during regular business hours on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, *(place)*.

Nomination forms may be obtained at the following location(s):

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Returning Officer or Nomination Officer”.*

**(3) Forms G to I are repealed and the following substituted:**

**“FORM G**  
(Section 51 of the Act)

**Receipt for Nomination and Candidate’s Acceptance**

I acknowledge that I have received a completed nomination paper and candidate’s acceptance form from \_\_\_\_\_

(name)

of \_\_\_\_\_, a candidate for the office of:

(address)

(Complete as applicable)

Mayor: _____ of _____ (City, Town, Village, Resort Village, Northern Municipality)
---

Councillor: _____ of _____ (City, Town, Village, Resort Village, Northern Municipality)
Ward No. _____ (if applicable)

Board Member: _____ School Division No. _____ Ward No. _____ (if applicable)
---

Board Member: _____ Seperate School Division No. _____ Ward No. _____ (if applicable)
--

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Returning Officer or Nomination Officer

**“FORM H**  
**[Section 54 of the Act]**  
**Notice of Call For Further Nominations**

(Municipal or School Division Election)

An insufficient number of nominations having been received to fill the office(s) of:

*(Complete as applicable)*

Mayor: \_\_\_\_\_ of \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

Councillor: \_\_\_\_\_ of \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

Ward No. \_\_\_\_\_ *(if applicable)*

Board Member: \_\_\_\_\_ School Division No. \_\_\_\_\_

Ward No. \_\_\_\_\_ *(if applicable)*

Board Member: \_\_\_\_\_ Separate School Division No. \_\_\_\_\_

Ward No. \_\_\_\_\_ *(if applicable)*

The undersigned will receive nominations of candidates for the said office(s):

(a) during normal office hours from \_\_\_\_\_ until \_\_\_\_\_  
*(close of withdrawal period)*

\_\_\_\_\_  
*(14th day after close of withdrawal period for resort village elections; 6th day after close of  
 withdrawal period for city elections; 13th day after close of withdrawal  
 period for all other municipal/school division elections)*

at \_\_\_\_\_ ; and  
*(place)*

(b) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
 from \_\_\_\_\_ until \_\_\_\_\_ at \_\_\_\_\_ .  
*(place)*

Nomination forms may be obtained at the following location(s):

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Returning Officer/Nomination Officer*



**“FORM I**  
*(Section 55 of the Act)*  
**Notice of Poll**

A poll has been granted for the election of:

*(Complete as applicable)*

Mayor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
--

Councillor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
Ward No. _____ <i>(if applicable)</i>

Board Member: _____ School Division No. _____
Ward No. _____ <i>(if applicable)</i>

Board Member: _____ Separate School Division No. _____
Ward No. _____ <i>(if applicable)</i>

and that voting will take place on \_\_\_\_\_ ,  
*(day of week)*

the \_\_\_\_\_ , day of \_\_\_\_\_ , 20 \_\_\_\_\_ ,  
*(date) (month)*

from \_\_\_\_\_ to \_\_\_\_\_ at the polling places listed below, and that I will,  
 at \_\_\_\_\_  
*(address or place)*

on the \_\_\_\_\_ , day of \_\_\_\_\_ , 20 \_\_\_\_\_ ,  
*(date) (month)*

at the hour of \_\_\_\_\_ , declare the result of the election.

<i>Polling Area No.</i>	<i>Polling Place</i>	<i>Address</i>

Dated at \_\_\_\_\_ , this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .

\_\_\_\_\_  
*Returning Officer”.*

**(4) Form K is repealed and the following substituted:**

“Form K

[Sections 56 and 58 of the Act]

**Notice of Abandonment of Poll**

Whereas a poll is not required pursuant to *The Local Government Election Act* for the office(s) of:

*(Complete as applicable)*

Mayor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
--

Councillor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i> Ward No. _____ <i>(if applicable)</i>
--

Board Member: _____ School Division No. _____ Ward No. _____ <i>(if applicable)</i>
--

Board Member: _____ Separate School Division No. _____ Ward No. _____ <i>(if applicable)</i>
---

no voting for the said office(s) will take place, and that the following persons are elected by acclamation:

\_\_\_\_\_

\_\_\_\_\_

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
*Returning Officer”.*

**(5) Form N is repealed and the following substituted:**

“FORM N  
(*Subsection 72(1) of the Act*)  
**Appointment of Candidate’s Agent**

This is to certify that \_\_\_\_\_ of \_\_\_\_\_  
*(name)* *(address)*

is authorized to attend at Polling Area No. \_\_\_\_\_  
located at \_\_\_\_\_  
*(address or place)*

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, as my agent.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Candidate”.*



Form S  
 [Section 64 of the Act]  
**Poll Book**

Poll No. \_\_\_\_\_

Record of election held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the election of Mayor, Councillor and Board Members

No.	Name of Voter	Residence	Qualification	VOTED WITH RESPECT TO							Objected to	Declared	Refused to Declare	Remarks		
				Mayor	Coun- cillor	School Div. Member	Separate School Div. Member	Bylaw	Question							

**(7) Form V is repealed and the following substituted:**

“FORM V  
 [Subsection 90(2) of the Act]  
**Declaration of Interpreter**

I, \_\_\_\_\_, declare that:  
 (name)

1. I will translate faithfully all oaths, questions and answers as the deputy returning officer may require me to translate at this election.
2. I shall observe strict secrecy with respect to all knowledge that comes into my possession of the candidate or candidates for whom any person has voted.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Witness:

\_\_\_\_\_  
 Deputy Returning Officer

\_\_\_\_\_  
 Signature of Interpreter”.

**(8) Forms Y to BB are repealed and the following substituted:**

“FORM Y  
 [Section 105 of the Act]  
**Declaration of Poll**

I, \_\_\_\_\_, the undersigned deputy returning  
 (name)  
 officer for:

Polling Area No. \_\_\_\_\_

OR

Advance Poll No. \_\_\_\_\_

of the:

(Complete as applicable)

_____ of _____ (City, Town, Village, Resort Village, Northern Municipality) Ward No. _____ (if applicable)
--

_____ School Division No. _____ Ward No. _____ (if applicable)
---

_____ Separate School Division No. _____ Ward No. _____ (if applicable)
--

declare that, to the best of my knowledge, the:  
(check one)

Polling Book \_\_\_\_\_

OR

Advance Poll List(s) \_\_\_\_\_

used in this election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, was used in the manner prescribed by law, and that the entries required by law to be made therein were correctly made.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Poll Clerk*

\_\_\_\_\_  
*Deputy Returning Officer*

**“FORM Z**  
**[Subsection 103(1) of the Act]**  
**Statement of Results**

Poll No. \_\_\_\_\_

*(Complete as applicable)*

Mayor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
--

Councillor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i> Ward No. _____ <i>(if applicable)</i>
--

Board Member: _____ School Division No. _____ Ward No. _____ <i>(if applicable)</i>
--

Board Member: _____ Seperate School Division No. _____ Ward No. _____ <i>(if applicable)</i>
---

for the election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Names of Candidates*

*Number of Votes*

## BALLOT ACCOUNT

Ballots	Number
Counted (Not objected to)	
Counted (Objected to)	
Rejected by deputy returning officer because: <ul style="list-style-type: none"> <li>– no vote marked</li> <li>– no deputy returning officer's initials</li> <li>– marked for more persons than required to be elected</li> <li>– marked to identify voter</li> <li>– torn or defaced to identify the voter</li> <li>– other</li> </ul>	
Spoiled (ballot unintentionally dealt with in a wrong way)	
Issued to persons who declined to vote	
SUBTOTAL	
Unused ballots	
TOTAL	
Ballots supplied	

The number of electors who have voted as indicated in the poll book is \_\_\_\_\_ .

I certify that the above statements are correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

\_\_\_\_\_  
*Deputy Returning Officer*

*Note: A separate Statement of Results must be completed for each office.*



**“FORM AA**  
[Clause 109(1)(b) of the Act]  
**Returning Officer’s Declaration of Results**

*(Complete as applicable)*

Mayor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
--

Councillor: _____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
Ward No. _____ <i>(if applicable)</i>

Board Member: _____ School Division No. _____
Ward No. _____ <i>(if applicable)</i>

Board Member: _____ Seperate School Division No. _____
Ward No. _____ <i>(if applicable)</i>

for the election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. .  
*Names of Candidates                  Number of Votes or Acclamation / Elected*

\_\_\_\_\_

Number of rejected ballots, except those on which no vote was made:	_____
Number of ballots counted but objected to:	_____
Number of spoiled ballots (ballot unintentionally dealt with in a wrong way):	_____
Number of ballots issued to persons who declined to vote:	_____
Total number of electors who voted as indicated in the poll books:	_____

I declare that this is an accurate statement of the votes cast for the office  
of \_\_\_\_\_ for \_\_\_\_\_  
*(specify)    (Municipality or School Division)*

\_\_\_\_\_  
*Returning officer*

*Note: A separate Declaration of Results must be completed for each office.*

“FORM BB  
[Subsection 117(1) of the Act]

**Form of Ballot Paper for Bylaw**

**Note:** Mark your ballot for or against the bylaw placing an ‘X’ in the circle to the right of the words that express your intention. Do not write any word or other figure on this ballot.

---

Vote on bylaw to <i>(here state object of the bylaw)</i> submitted by the  _____ <i>(name in full of municipality or school division)</i>	<b>For</b>	the Bylaw	<input type="radio"/>	
this ____ day of _____, 20 ____ .	<b>Against</b>	the Bylaw	<input type="radio"/>	<b>”.</b>

---

**(9) Forms CC to II are repealed and the following substituted:**

“FORM CC  
[Subsection 117(1) of the Act]

**Form of Ballot Paper for Question**

**Note:** Mark your ballot by placing an ‘X’ in the circle to the right of the word that expresses your opinion on the question. Do not write any word or other figure on this ballot.

---

Vote on the Question: <i>(here state object of the question)</i> submitted by the  _____ <i>(name in full of municipality or school division)</i>	<b>Yes</b>	<input type="radio"/>		
this ____ day of _____, 20 ____ .	<b>No</b>	<input type="radio"/>		

---

“FORM DD  
 [Subsection 120(1) of the Act]  
**Deputy Returning Officer’s Statement of Results  
 (Re: Bylaw or Question)**

Poll No. \_\_\_\_\_

*(Complete as applicable)*

_____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i> Ward No. _____
---

_____ School Division No. _____ Ward No. _____ <i>(if applicable)</i>
--

_____ Separate School Division No. _____ Ward No. _____ <i>(if applicable)</i>
---

Bylaw/Question	For/Affirmative	Against/Negative

**BALLOT ACCOUNT**

Number of Ballots	Bylaw/ Question	Bylaw/ Question	Bylaw/ Question	Bylaw/ Question
Counted (not object to)				
Counted (objected to)				
Rejected – no vote				
– other				
Spoiled				
Issued to persons who declined to vote				
Total ballots supplied				
Unused ballots				

I certify that the above statements are correct.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Deputy Returning Officer*

*Note: Complete a separate Statement of Results in duplicate for each of:  
 municipal bylaws/questions;  
 school division bylaws/questions;  
 separate school division bylaws/questions.*

“FORM DD.1  
[Subsection 120(1) of the Act]

**Deputy Returning Officer’s Statement of Results of  
Vote on Conflicting Bylaws**  
*(to be completed in duplicate)*

Poll Number: \_\_\_\_\_

Name of Polling Place: \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

Ward No. \_\_\_\_\_ *(if applicable)*

PRELIMINARY QUESTION: *(state the text of the general question as shown on the ballot)*

YES	_____
NO	_____
TOTAL	_____

CONFLICTING BYLAW	FOR THE BYLAW
1. BYLAW NO. _____	_____
2. BYLAW NO. _____	_____
3. BYLAW NO. _____	_____
NUMBER OF BALLOTS WHERE NO BYLAW MARKED	_____
TOTAL <i>(same as total of YES votes above)</i>	_____

BALLOT ACCOUNT

Counted <i>(not objected to)</i>	_____	
Counted <i>(objected to)</i>	_____	
SUBTOTAL		_____
<i>Note: This sub-total should be the same as the total number of YES and NO votes.</i>		
Rejected <i>(no vote marked)</i>	_____	
Rejected <i>(other)</i>	_____	
SUBTOTAL		_____
Spoiled		_____
Declined to vote <i>(voter refused ballot)</i>		_____
Ballots taken from poll		_____
Unused ballots		_____
TOTAL		_____
Ballots Supplied		_____

The number of electors who have voted as indicated in the poll book is \_\_\_\_\_ .

I certify that the above statements are correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

\_\_\_\_\_  
*Deputy Returning Officer*

**“FORM EE**  
**[Section 125 of the Act]**  
**Notice of Results**  
**(Re: Bylaw or Question)**

*(Complete as applicable)*

_____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
---

_____ School Division No. _____
---------------------------------

_____ Separate School Division No. _____
--

for the vote held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Bylaw/Question	For/Affirmative	Against/Negative	No. of Ballots Rejected	No. of Ballots Counted But Objected to

I hereby certify that the above is an accurate statement of the votes cast on the bylaw(s)/ question(s) .

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Returning Officer*

*Note: Complete a separate Notice of Results for each of:  
 municipal bylaws/questions;  
 school division bylaws/questions;  
 separate school division bylaws/questions.*

“FORM EE.1  
 [Section 125 of the Act]  
**Notice of Results of Vote on Conflicting Bylaws**

\_\_\_\_\_ of \_\_\_\_\_  
 (City, Town, Village, Resort Village, Northern Municipality)  
 for the vote held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

General Question	Yes	No	No. of Ballots Rejected	No. of Ballots Counted But Objected to
<i>(Put in text of question as shown on the ballot)</i>				

Bylaw	For the Bylaw

*(List the conflicting Bylaws)*

*(List votes for each of the conflicting bylaws)*

I certify that the above is an accurate statement of the votes cast on the general question on conflicting bylaws, and that the majority of the electors voted \_\_\_\_\_ *(either YES or NO)* to the general question asked.

*(Note: if the majority of the voters voted YES, the following statement should be included in the declaration.)*

I further certify that of the voters voting YES to the general question, the greatest number of electors voted FOR BYLAW \_\_\_\_\_ *(Specify the bylaw receiving the greatest number of votes.)*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
 Returning Officer

**“FORM FF**  
*[Subsection 118 of the Act]*  
**Appointment of Representative**  
**(Re: Voting on Bylaw or Question)**

\_\_\_\_\_ is hereby appointed a representative  
*(name)*

to attend at Poll No. \_\_\_\_\_ on behalf of the voters interested in:

\_\_\_\_\_ promoting  
 \_\_\_\_\_ opposing

the following bylaw or voting in the:

\_\_\_\_\_ affirmative  
 \_\_\_\_\_ negative

on the following question, as marked, submitted for the taking of a vote by:

*(Complete as applicable)*

_____ of _____ <i>(City, Town, Village, Resort Village, Northern Municipality)</i>
---

_____ School Division No. _____
---------------------------------

_____ Separate School Division No. _____
--

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

*(Place an 'X' in space provided)*

- \_\_\_\_\_ BylawNo. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ BylawNo. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ BylawNo. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ Question No. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ Question No. \_\_\_\_\_ *(state object)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Returning Officer*

**“FORM GG**  
*[Clause 118(3)(a) of the Act]*  
**Declaration of Representative**

I, \_\_\_\_\_, declare that:  
*(name)*

1. That I am an elector of:

*(Complete as applicable)*

\_\_\_\_\_ of \_\_\_\_\_  
*(City, Town, Village, Resort Village, Northern Municipality)*

\_\_\_\_\_ School Division No. \_\_\_\_\_

\_\_\_\_\_ Separate School Division No. \_\_\_\_\_

2. That I wish to: *(mark one)*

- \_\_\_\_\_ promote
- \_\_\_\_\_ oppose

the passing of the bylaw(s).

3. That I support the: *(mark one)*

- \_\_\_\_\_ affirmative
- \_\_\_\_\_ negative

vote on the question(s) as marked, and as submitted for the taking of a vote by the:  
*(mark one)*

- \_\_\_\_\_ Municipality
- \_\_\_\_\_ School Division
- \_\_\_\_\_ Separate School Division

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

*(Place an 'X' in space provided)*

- \_\_\_\_\_ BylawNo. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ BylawNo. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ BylawNo. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ Question No. \_\_\_\_\_ *(state object)*
- \_\_\_\_\_ Question No. \_\_\_\_\_ *(state object)*

\_\_\_\_\_  
*Representative*

\_\_\_\_\_  
*Returning Officer*



“FORM HH  
[Section 126 of the Act]  
**Elector’s or Candidate’s Request For Recount**

To: \_\_\_\_\_, Returning Officer of the  
(name)

(Complete as applicable)

_____ of _____ (City, Town, Village, Resort Village, Northern Municipality)
--

_____ School Division No. _____
---------------------------------

_____ Separate School Division No. _____
--

Pursuant to *The Local Government Election Act*:

1. I, \_\_\_\_\_, of \_\_\_\_\_, Saskatchewan,  
(name)  
(elector or candidate) of the \_\_\_\_\_ at  
(name of municipality or school division)

the election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,  
request a recount of the ballots in connection with: (mark one)

- \_\_\_\_\_ the election of a mayor
- \_\_\_\_\_ the election of a councillor
- \_\_\_\_\_ the election of a councillor in Ward No. \_\_\_\_\_
- \_\_\_\_\_ the election of members of the board of education
- \_\_\_\_\_ the election of a member of the board of education in Ward No. \_\_\_\_\_
- \_\_\_\_\_ the election of members of the separate board of education
- \_\_\_\_\_ the election of a member of the separate board of education in Ward  
No. \_\_\_\_\_
- \_\_\_\_\_ a vote on Bylaw No. (description of object of the bylaw)
- \_\_\_\_\_ a vote on Question No. (state question)

2. I request that you issue a certificate as required by clause 127(1)(a) of *The Local Government Election Act*.

3. My address for service of all documents required to be served on me is  
\_\_\_\_\_.

Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Elector or Candidate*

“FORM II  
[Clause 127(1)(a) of the Act]  
**Certificate of Returning Officer**

\_\_\_\_\_, elector or candidate of the:  
(name)

(Complete as applicable)

_____ of _____ (City, Town, Village, Resort Village, Northern Municipality)
--

_____ School Division No. _____
---------------------------------

_____ Separate School Division No. _____
--

has requested a recount pursuant to section 126 of *The Local Government Election Act* for the office of \_\_\_\_\_

or Bylaw No. \_\_\_\_\_ or Question No. \_\_\_\_\_ .

I certify that: (Complete as applicable)

1. The difference between the number of votes cast for an elected member and the candidate having the next highest number of votes is \_\_\_\_\_ ;

*or*

The difference between the **Yes** and **No** votes on Question No. \_\_\_\_\_ is \_\_\_\_\_ ;

*or*

The difference between the **Affirmative** and **Negative** votes on Bylaw No. \_\_\_\_\_ is \_\_\_\_\_ ;

2. The number of rejected ballots except those on which no vote was made is \_\_\_\_\_ ;
3. The number of the ballots counted but objected to is \_\_\_\_\_ .

Dated at \_\_\_\_\_ , Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_ .

\_\_\_\_\_  
Returning Officer”.

**Coming into force**

**7** These regulations come into force on the day on which they are filed with the Registrar of Regulations.

**SASKATCHEWAN  
REGULATIONS 47/2003**

*The Dependants' Relief Act, 1996*

**RÈGLEMENT DE LA  
SASKATCHEWAN 47/2003**

*Loi de 1996 sur l'aide aux  
personnes à charge*

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**SASKATCHEWAN  
REGULATIONS 48/2003**

*The Traffic Safety Court of  
Saskatchewan Act, 1988*

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**RÈGLEMENT DE LA  
SASKATCHEWAN 48/2003**

*Loi de 1988 sur le Tribunal de la  
sécurité routière de la  
Saskatchewan*

**SASKATCHEWAN REGULATIONS 47/2003***The Dependants' Relief Act, 1996*

## Section 9

Order in Council 416/2003, dated May 27, 2003

(Filed May 28, 2003)

**Title**

**1** These regulations may be cited as *The Dependants' Relief Trust Fund Amendment Regulations, 2003*.

**R.R.S. c.D-25.01 Reg 1, section 2 amended**

**2** **Section 2 of *The Dependants' Relief Trust Fund Regulations, 1997* is amended:**

- (a) in the French version by striking out “*les*”; and**
- (b) by striking out “\$50,000” and substituting “\$100,000”.**

**Coming into force**

**3** These regulations come into force on the day on which they are filed with the Registrar of Regulations.

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**SASKATCHEWAN REGULATIONS 48/2003***The Traffic Safety Court of Saskatchewan Act, 1988*

## Section 11

Order in Council 417/2003, dated May 27, 2003

(Filed May 28, 2003)

**Title**

**1** These regulations may be cited as *The Traffic Safety Court of Saskatchewan Amendment Regulations, 2003*.

**R.R.S. c.T-19.1 Reg 1, section 3 amended**

**2** **Clause 3(1)(j) of *The Traffic Safety Court of Saskatchewan Regulations* is repealed and the following substituted:**

- “(j) \$5,923 for the period commencing on April 1, 2002 and ending on March 31, 2003;
- “(k) \$6,272 for the period commencing on April 1, 2003”.

**Coming into force**

**3** These regulations come into force on the day on which they are filed with the Registrar of Regulations.

**RÈGLEMENT DE LA SASKATCHEWAN 47/2003***Loi de 1996 sur l'aide aux personnes à charge*

Article 9

Décret 416/2003, en date du 27 mai 2003

(déposé le 28 mai 2003)

**Titre**

**1** *Règlement de 2003 modifiant le Règlement de 1997 sur les fonds en fiducie des personnes à charge.*

**Modification de l'article 2 du Règl. 1, ch. D-25.01 des R.R.S.**

**2** *L'article 2 du Règlement de 1997 sur les fonds en fiducie des personnes à charge est modifié:*

- a) **dans la version française, par suppression du mot «les»;**
- b) **par suppression du montant «50 000 \$» et son remplacement par le montant «100 000 \$».**

**Entrée en vigueur**

**3** Le présent règlement entre en vigueur le jour de son dépôt auprès du registraire des règlements.

**RÈGLEMENT DE LA SASKATCHEWAN 48/2003***Loi de 1988 sur le Tribunal de la sécurité routière de la Saskatchewan*

Article 11

Décret 417/2003, en date du 27 mai 2003

(déposé le 28 mai 2003)

**Titre**

**1** *Règlement de 2003 modifiant le Règlement sur le Tribunal de la sécurité routière de la Saskatchewan.*

**Modification de l'article 3 du Règl. 1, chapitre T-19.1 des R.R.S.**

**2** *L'alinéa 3(1)j) du Règlement sur le Tribunal de la sécurité routière de la Saskatchewan est abrogé et remplacé par ce qui suit:*

- «j) 5 923 \$ pour la période allant du 1<sup>er</sup> avril 2002 au 31 mars 2003;
- «k) 6 272 \$ pour la période commençant le 1<sup>er</sup> avril 2003».

**Entrée en vigueur**

**3** Le présent règlement entre en vigueur le jour de son dépôt auprès du registraire des règlements.

**SASKATCHEWAN REGULATIONS 49/2003***The Vehicle Administration Act*

## Section 97

Order in Council 418/2003, dated May 27, 2003

(Filed May 28, 2003)

**Title**

**1** These regulations may be cited as *The Vehicle Administration Fees Amendment Regulations, 2003*.

**R.R.S. c.V-2.1 Reg 14, section 14 amended**

**2** Section 14 of *The Vehicle Administration Fees Regulations, 1996* is amended:

- (a) in clause (a) by striking out “\$15” and substituting “\$30”; and
- (b) in clause (b) by striking out “\$15” and substituting “\$30”.

**Coming into force**

**3** These regulations come into force on the day on which they are filed with the Registrar of Regulations.

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**SASKATCHEWAN REGULATIONS 50/2003***The Child Care Act*

## Section 27

Order in Council 419/2003, dated May 27, 2003

(Filed May 28, 2003)

**Title**

**1** These regulations may be cited as *The Child Care Amendment Regulations, 2003*.

**R.R.S. c.C-7.3 Reg 2 amended**

**2** *The Child Care Regulations, 2001* are amended in the manner set forth in these regulations.

**Section 78 amended**

**3** Subsections 78(2), (3) and (4) are repealed and the following substituted:

“(2) The maximum grant that may be made pursuant to subsection (1) to the licensee of a full-time centre or a teen student support centre is:

- (a) \$258.33 per month per infant child care space;
- (b) \$155.00 per month per toddler child care space;
- (c) \$77.50 per month per preschool child care space; and
- (d) \$51.67 per month per school-age child care space.

“(3) The maximum grant that may be made pursuant to subsection (1) to the licensee of an extended hours centre that operates less than 120 hours per week is:

- (a) \$322.91 per month per infant child care space;
- (b) \$193.75 per month per toddler child care space;
- (c) \$96.88 per month per preschool child care space; and
- (d) \$64.58 per month per school-age child care space.

“(4) The maximum grant that may be made pursuant to subsection (1) to the licensee of an extended hours centre that operates for 120 hours per week or more is:

- (a) \$387.50 per month per infant child care space;
- (b) \$232.50 per month per toddler child care space;
- (c) \$116.25 per month per preschool child care space; and
- (d) \$77.50 per month per school-age child care space”.

**Section 96 amended**

**4 Subsections 96(1), (2) and (3) are repealed and the following substituted:**

“(1) Subject to subsections (4) to (7), the maximum subsidy that may be paid with respect to an eligible child attending a full-time centre or an extended hours centre is:

- (a) \$355 per month if the eligible child is an infant;
- (b) \$310 per month if the eligible child is a toddler;
- (c) \$255 per month if the eligible child is a preschool child; and
- (d) if the eligible child is a school-age child:
  - (i) \$210 per month for any month other than July or August; and
  - (ii) \$255 per month for the months of July and August.

“(2) Subject to subsections (4) to (7), the maximum subsidy that may be paid with respect to an eligible child attending a teen student support centre is:

- (a) \$280 per month if the eligible child is an infant;
- (b) \$235 per month if the eligible child is a toddler; and
- (c) \$235 per month if the eligible child is a preschool child.

“(3) Subject to subsections (4) to (7), the maximum subsidy that may be paid with respect to an eligible child attending a licensed family child care home, a group family child care home or a teen student support family child care home is:

- (a) \$295 per month if the eligible child is an infant;
- (b) \$290 per month if the eligible child is a toddler;
- (c) \$255 per month if the eligible child is a preschool child; and
- (d) if the eligible child is a school-age child:
  - (i) \$210 per month for any month other than July or August; and
  - (ii) \$255 per month for the months of July and August”.

**Coming into force**

5(1) Subject to subsection (2), these regulations come into force on June 1, 2003.

(2) If these regulations are filed with the Registrar of Regulations after June 1, 2003, these regulations come into force on the day on which they are filed with the Registrar of Regulations.