

## APPENDIX A

### VOTE BY MAIL PROCEDURES

#### Ballot Kit Distribution

The official Voter Kit will be available for pick-up by all voters on the Voters List commencing September 10, 2021, from 8:30 AM to 4:00 PM at the Town Hall. To have a kit mailed out, voters may call 651-5922 or complete an online request at [www.gandercanada.com](http://www.gandercanada.com). The deadline for ordering a voter kit is September 22, 2021.

Eligible voters not included on the Voters List can be sworn in and receive their Voter Kit from designated election staff at the Town Hall during regular working hours, up to the day immediately preceding Election Day upon completing the *Oath or Affirmation of Voter form* (MEF-13) and providing the necessary identification.

Those who are unsure if they are on the Voter List can call 651-5922 to verify.

#### Ballot Kit Return

Immediately upon receipt of the official Voter Kit, a voter may return their completed Kit to the Town Offices during regular working hours up until 4:00 PM on September 27, 2021.

Voters will also have the option to drop their completed Voter Kit into a secure drop box located at the Town Hall, 24 hours a day up to 8:00 p.m. on Monday, September 27, 2021.

#### Election Period Voter Support and Voters List Maintenance

Immediately following the commencement of Voter Kit distribution, the Returning Officer shall put in place personnel for the regular tracking of which and how many voters by poll have returned their completed Voter Kits.

The Returning Officer will establish a regular schedule to securely undertake ongoing preliminary processing of completed Voter Kits one-by-one by opening just the Return Envelope; checking the voter's Declaration Form against the Voters List to confirm eligibility and assign to the appropriate poll; updating the Voters List by striking the identified voter off, and placing their unopened Ballot Secrecy Envelope in the sealed ballot box established for this purpose for the applicable poll. All ballots will be secured in a safe and accessible only to the returning officer. *Poll Box Vote By Mail Tally Sheets* recording the numbers of Voter Kits processed and cumulative totals shall be maintained up to and including the day before Election Day.

The Returning Officer shall ensure the appropriate level of staffing during the election period for voting support at Town Office, polling station and drop off location[s], and shall administer the required *Municipal Election Form* (MEF-09) oath or affirmation to all election staff and officials prior to the commencement of their VBM voting period duties.

## **Election Materials Security and Secrecy Provisions**

All Voter Kit materials, completed and otherwise, along with any sealed ballot boxes in use shall be held in a secure location.

Where unused Voter Kits are returned for whatever reason, details of the reason for return will be recorded and adjustments made to the Voters List where appropriate. All returned Voter Kits in this category will be held together in a secure location.

Once the VBM voting period is underway, the Returning Officer shall administer the *Oath or Affirmation of Secrecy* (MEF-10) to all active election officials, candidates and candidates' agents seeking to monitor ongoing VBM activities.

## **Election Day Activities**

Ballot Boxes used to hold returned VBM ballots must be sealed when full. Ballots contained in the ballot box(es) used for VBM may not be counted/sorted until 8 PM on election day.

Additional sealed poll station ballot box(es) may be established by the Deputy Returning Officer in the event the prior ballot box for that poll division is full.

A final check of the secured drop box at the Town Hall will take place at 8:00 p.m. on Monday, September 27, 2021 under the direction and control of the Returning Officer. The Return Envelopes obtained at that time shall be brought directly to the Returning Officer for processing/updating of the voter list. Secrecy envelopes containing ballots shall be placed with the previously returned ballots in a safe that is only accessible by the Returning Officer.

Any completed Voter Kits received at drop-off locations after 8:00 p.m. on September 27, shall be date and time stamped upon retrieval and returned to the Returning Officer. These ballots will be considered spoiled, regardless of postmark and will not be counted. As with all ballots, they will be held **as is** per the Act. A voter who has requested their Vote By Mail kit but has not voted or a voter who did not request Vote By Mail kit may proceed to the appropriate polling station on election day, September 28 to vote in person.

The following procedure will be used in designated poll stations on Election Day:

- a. The station(s) shall open at 8:00 a.m. and close at 8:00 p.m. on Election Day.
- b. The Deputy Returning Officer will be empowered to swear in voters who are not on the Voter's List and who complete the prescribed Oath or Affirmation of Voter (MEF-13) and provide the appropriate identification.

Each poll station will be provided with the following:

- a. A copy of the Voters List as updated to the close of the business day immediately preceding Election Day, for the applicable poll area.
- b. A supply of the *Oath or Affirmation of Voter and Voluntary Authorization to Release Information to Update the Provincial and Federal Voters Lists - P. 6-A* (MEF-13) forms
- c. Voting screen (complete with *Election Day Directions for the Guidance of Voters* attached thereto).
- d. List of streets for the applicable poll area.
- e. All necessary stationery supplies as required.

On Election Day, a voter not included on the Voter's List must be sworn in at the poll station designated for their civic address.

Secure transport of completed Voter Kits from the repository at the Town Hall will be conducted under the supervision of the Returning Officer and will take place prior to 8:00 a.m. on Election Day. As with the votes cast in-person on election day, these ballots shall not be counted/sorted until after 8 PM on Election Day.

### **Ballot Counting**

The Returning Officer will establish and oversee a manual process to conduct the counting of ballots. Ballot counting/sorting of the ballots cannot take place until after 8 PM on election day.

Election staff will be sequestered in the counting areas on Election Day from the commencement of the count until all Ballot Secrecy Envelopes have been opened and counted.

Access to the counting areas shall be at the discretion of the Returning Officer and shall require an approved access pass.

No cellphones or similar electronic communications equipment shall be allowed in the counting areas at any time during the counting of ballots.

### **Agents for Candidates**

Candidates are entitled to have one agent present at each poll station and one agent present during the counting of ballots. Authorized agents are subject to the following rules:

- a. Agents will conduct themselves in a professional manner.
- b. Agents will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions.
- c. Agents will be provided with an access pass and must wear it at all times while in the poll stations or in the counting area.

- d. Agents may not handle any ballots or election material.
- e. Agents must keep confidential and not divulge election until the results have been publicly announced by the Returning Officer.
- f. Agents must acknowledge, in writing, their agreement to observe the above noted rules.
- g. Failure to observe the above stated rules shall result in the agent being removed from the poll station and/or counting area.
- h. Agents must complete MEF-10