

MUNICIPALITY OF CALLANDER
ELECTION PROCEDURES FOR THE 2022 ELECTION
FOR USE WITH VOTE BY MAIL ALTERNATIVE VOTING METHOD

Introduction:

Municipal Elections and By-elections are conducted in accordance with the Municipal Elections Act, S.O. 1996, as amended, hereinafter referred to as the MEA. The Municipality of Callander shall be using an alternative voting method that involves the use of a mail-in ballot, as authorized by section 42 of the MEA. The Municipality will be using Datafix as the third-party provider for Vote by Mail for the 2022 Municipal Election. They are widely used by Ontario Municipalities, and they are obligated to meet the security requirements appropriate for a municipal election in Ontario. Where an authorized alternative voting method is used, subsection 42(3) requires that the Clerk establish procedures and forms for the use of the alternative voting method, and subsection 42(4.2) provides that the Clerk's procedures and forms, if they are consistent with the principles of the MEA, prevail over anything in the MEA and the regulations made under it.

The procedures contained in this document, and the forms related to it, have been developed as required by the MEA, and may be revised as deemed necessary by the Clerk up to and including Voting Day. Any and all changes made after the publication date of June 1, 2022 shall be provided as amendments to the document as follows:

1. For Candidates who have already filed nomination papers, amendments and a consolidated version of the procedures shall be emailed to the address shown on filed Nomination Forms.
2. For Candidates who have not already filed, they shall be provided as with a consolidated version of the procedures at the time of filing.
3. The amendments and the consolidated versions shall be posted on the Municipality of Callander website election page.

Questions with respect to these procedures may be directed to:

Elaine Gunnell, Municipal Clerk

280 Main Street North, P.O. Box 100, Callander, ON P0H 1H0

Phone: 705-752-1410 ext. 222

Fax: 705-752- 3116

Email: clerk@callander.ca

PART A - ELECTION PERSONNEL

- 1) The Municipal Clerk is responsible to run the Municipal Election in accordance with the MEA, to establish the procedures and rules not specifically detailed in the MEA, and to interpret the procedures and rules pertaining to the election, except as varied by a Court.
- 2) The Clerk may appoint in writing, Deputy Returning Officers (DROs) and such other Election Officials as required to assist in the administration, management, security and control of the Municipal Election and the Vote by Mail election system.
- 3) Written appointments and delegation of duties of DROs and Election Officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the MEA.

PART B - VOTERS' LIST

- 1) On a date to be determined between July 31 and August 31, 2022 the Municipal Property Assessment Corporation (MPAC) shall provide the Municipality with the Preliminary List of Electors (PLE). The Clerk shall then correct and amend the PLE and produce the Voters' List on or before September 1, 2022. The Clerk may use any information in the Municipality's custody or control for this purpose, as authorized by the MEA.
- 2) On the written request of a Candidate for an office, or any party listed in section 23(3) of the MEA, the Clerk shall provide him or her with a copy of the Voters' List, or the applicable portion thereof. The format or formats in which the list may be produced for this purpose shall be determined by the Clerk.
- 3) Candidates shall be required to execute a Declaration confirming that the list shall be used only for the purpose of the 2022 Municipal Election.

PART C - REVISION OF VOTERS' LIST

- 1) A "Notice of Revisions to Voters' List" shall be posted on the Municipal website and at the Municipal Office and additional locations as may be determined by the Clerk on or before September 1, 2022.
- 2) The notice shall state where and at what time applications for revisions to the voters' list may be made under sections 24 and 25 of the MEA and any requirements for applications.
- 3) Only those Election Officials who have been delegated authority to revise the PLE and Voters' List shall be provided access to the list in the Voterview software, which is a secure application provided through Datafix.
- 4) During the period beginning on September 15 and ending on September 25, 2022, the clerk shall, as per Section 27 (1) of the MEA,
 - a) prepare an interim list of the changes to the voters' list approved under sections 24 and 25 on or before September 15; and

- b) give a copy of the interim list to each person who received a copy of the voters' list under section 23 of the MEA.

PART D - VOTE BY MAIL PROCEDURE

1) PROVISION OF KITS

- a) The Municipality of Callander will be using Datafix as the third-party provider for Vote by Mail for the 2022 Municipal Election. Datafix shall ensure that all Vote by Mail Kits printed are either mailed directly to Electors as per the Voters' List, or provided to the Municipal Clerk's Office for provision of supplemental and replacement Kits as outlined in this section.
- b) The Vote by Mail Kit shall consist of:
 - Voting Instruction Sheet / Voter Declaration Form
 - Ballot
 - Secrecy Envelope (inner envelope for ballot)
 - Return Envelope (yellow outer envelope with prepaid postage)
- c) Due to the time period between the Vote by Mail cut-off and mailing, the following processes are established for the provision of Vote by Mail Kits to qualified Electors.
 - i) For qualified Electors on the Voters' List or added to the Voters' List up to and including September 12, 2022, a Vote by Mail Kit shall be mailed on or about September 26, 2022 by Datafix to the Elector's address as shown on the Voters' List.
 - ii) For qualified Electors who are added after September 12, 2022 a supplemental Vote by Mail Kit shall be either provided in person or mailed from the Municipal Office to the Elector's address as shown on the Voters' List. The Municipality shall only send the Vote by Mail Kit by regular Canada Post mail; provide it to the qualified Elector or his or her agent in person at the Municipal Office; or at the Electors' request send it by priority mail/courier envelope paid for by the Elector or Agent and provided to the Clerk or Designate.
 - iii) Once Datafix has confirmed that the Vote by Mail Kits have been mailed, the Municipal Clerk shall set a date after which a replacement Kit may be provided if the original is not received by mail. If a qualified Elector does not receive his/her Vote by Mail Kit by Mail by the set date, or if the Elector's address has been changed such that it can be determined that the Vote by Mail Kit will not be delivered to the Elector by the set date, or if the Vote by Mail Kit is lost or destroyed, a replacement Vote by Mail Kit may be issued by the Clerk or Designate.
 - iv) In order to receive a replacement Kit, the Elector must provide to the Clerk or Designate a completed Application for Replacement Vote by Mail Kit, which may be filed electronically as specified on the form. If the Clerk or Designate determines that a replacement Kit should be issued, the Clerk or Designate shall provide the replacement Kit by one of the following means:

- in person to the Elector, or his or her Agent (see section “iv”) attending at the Municipal Office at 280 Main St. N.;
 - by regular Canada Post mail; or
 - by priority mail/courier envelope paid for by the Elector or Agent and provided to the Clerk or Designate.
- v) In order for an Agent to be authorized to receive a supplemental or replacement Vote by Mail Kit, the Clerk or Designate shall be provided with written permission bearing the Elector’s original signature. The Agent shall be required to complete the Agent’s Declaration Form in the presence of the Clerk or Designate.
- vi) It shall be recorded in Voterview when an Elector has been issued a new Vote by Mail Kit, which shall invalidate the declaration form for the original Kit.
- vii) Despite efforts to make the Voters’ List as accurate as possible when it is generated as per section 2(a) of these procedures, inaccuracies do occur. Additionally, people may move after the List is generated. As a result, Vote by Mail Kits may be returned by Canada Post to the Municipality as undeliverable to the address on the Voters’ List. When this happens, the Clerk or Designate shall review the returned Kits to attempt to determine the current address. If the Clerk or Designate can readily determine the current mailing address and continued eligibility from information that is in the Municipality’s custody or control, he or she may forward the Kit to the current mailing address and note the address to which the Kit was forwarded. If the current address cannot be readily determined from information in the Municipality’s custody or control, the returned Kit shall be retained with the replacements Kits and the original may be provided instead of a replacement Kit under subsection (iii). The Municipality shall not make changes to the Voters’ List based on this information, instead the elector shall be asked to submit an application to have their own information amended on the Voters’ List.

2) COMPLETION AND RETURN OF BALLOTS

- a) In order to successfully vote using the Vote by Mail Kit, the instructions in the Kit, and outlined in this section, must be followed.
- b) The Elector must complete the ballot and place it in the inner Secrecy Envelope and seal the envelope. An Elector who needs assistance in voting by mail may have such assistance as the Elector considers necessary.
- c) The Elector must sign the Voter Declaration Form. If an Elector is physically unable to sign the form, he/she may instead make their mark (i.e. an “X”) on the signature line of the Voter Declaration Form and have a witness sign and verify that it is the Elector’s mark, in which case the Form shall be deemed to be signed by the Elector. The Voter Declaration form must then be placed, along with the sealed Secrecy Envelope, in the yellow, prepaid business reply, Return Envelope.

- d) The yellow, prepaid business reply Return Envelope may be mailed, or may be deposited in the Municipal Office Drop Box, or in the Drop Box located inside the Callander Museum. Return Envelopes mailed in Canada are prepaid.
- e) The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk shall be printed on the instructions in the Kit. Following this date, Electors are encouraged to deliver their Return Envelope to the Municipal Office or to a designated drop off location before 4:00 p.m. on Voting Day or bring it to the Voting Place on Voting Day. Additionally, Electors may choose to send their Return Envelope by priority mail or courier at their own expense.
- f) The Clerk or their Designate shall attend the local post office at the end of their business day on Monday, October 24, 2022, to pick up any Return Envelopes received.
- g) The mail drop box for the Municipal Office (located beside the main entrance), can be used during or after hours prior to 4:00 p.m. on Voting Day, Monday, October 24, 2022. The Museum drop box can only be used on the dates and times the museum is open up to 4:00 p.m. on Voting Day. Between the hours of 4:00 p.m. and 8:00 p.m. on Voting Day, Return Envelopes may ONLY be delivered to the Voting Place.
- h) It is the responsibility of each Elector to complete the ballot in accordance with the Municipal Elections Act, 1996 and the procedures set out in the Vote by Mail Kit, and then return it to the Municipal Clerk by mail, or by deposit at a Municipal Office drop off location during the designated hours, or at the Voting Place, so that it is received no later than 8:00 p.m. on Voting Day.
- i) Ballots received after 8:00 p.m. on Voting Day shall not be counted, but shall be date stamped and retained for the statutory document retention period.

3) PROCESSING OF YELLOW RETURN ENVELOPES

- a) Notice of the schedule of dates and times for Return Envelope Opening Sessions for the processing of the yellow return envelopes shall be emailed to each Candidate and posted on the Municipal website's election page prior to September 15th . If determined necessary by the Clerk, this schedule may be amended to cancel any date, or to add any other date or dates with a minimum of 24 hours advance notice to candidates.
- b) A minimum of two Designated Election Officials shall be present at each Return Envelope Opening Session to open the Return Envelopes. Each Candidate or his/her duly appointed Scrutineer may be present at the opening.
- c) At each Return Envelope Opening Session, the yellow Return Envelopes that have been received either by mail or drop box shall be processed as follows:
 - i) The envelope shall be opened by a Designated Election Official and the sealed Secrecy Envelope and Voter Declaration Form shall be removed.
 - ii) The Election Official shall verify that the Voter Declaration Form(s) has/have been signed and that there is one Voter Declaration Form for each Secrecy Envelope contained in the Return Envelope.

- iii) The Election Official shall update the Voters' List by electronically "striking" names from the list by scanning the bar code on the Voter Declaration Form or by recording the Voter Declaration Form number manually in Voterview.
- iv) The Election Official shall deposit the sealed Secrecy Envelope containing the completed ballot into the ballot box in full view of the authorized persons present.
- d) There should be one unmarked, sealed, Secrecy Envelope and one signed Voter Declaration Form contained in each Return Envelope. For the purpose of this section, the Return Envelope and any and all Voter Declarations Forms, Secrecy Envelopes and ballots contained therein shall be referred to as a "Kit". Any variance in a Kit received shall be treated in the following manner:
 - i) If a Return Envelope contains more than one Voter Declaration Form or more than one Secrecy Envelope, but contains equal numbers of Secrecy Envelopes to Voter Declaration Forms the Kit shall be accepted.
 - ii) If the Return Envelope contains more Secrecy Envelopes than Voter Declaration Forms or more Voter Declaration Forms than Secrecy Envelopes the Kit shall be rejected.
 - iii) If the Secrecy Envelope(s) has/have not been sealed, the Election Official may seal the envelope without examining the ballot.
 - iv) If, upon opening the Return Envelope where equal numbers of signed Voter Declaration Form(s) and ballot(s) are present but the ballot(s) is/are not in a Secrecy Envelope, the Election Official may immediately insert the ballot into a Secrecy Envelope without examining the ballot and the Kit shall be accepted.
 - v) If the Voter Declaration Form is not signed, the Elector's name and address shall be noted, and the Secrecy Envelope and the Voter Declaration Form shall both be placed in the envelope and recorded with rejected ballots and sealed at the end of the opening session. The Clerk or Designate shall attempt to contact the Elector to advise them of the deficiency. The Elector shall not be recorded as having voted, and shall be given the opportunity to obtain a replacement Vote by Mail Kit.
 - vi) If the Voter Declaration Form is signed but not within the designated signing area and the Clerk or Designate rules that the intent of the Elector is clear, the Kit shall be accepted.
 - vii) If the Secrecy Envelope has been opened and resealed by the Elector prior to mailing, but has no identifying marks on the Secrecy Envelope, or other disqualifying reasons, the Kit shall be accepted.
 - viii) If there are identifiable marks on the sealed Secrecy Envelope the Election Official may open the Secrecy Envelope, remove the ballot without examining it or allowing others to examine it and place it in a new Secrecy Envelope and seal it and if there are no other disqualifying reasons, the Kit shall be accepted.
 - ix) If the Elector's name has already been struck off the Voters' List as having voted, the Voter Declaration Form shall be marked as such, recorded and together with the Secrecy

Envelope be placed in the Rejected Ballot envelope and sealed at the end of the opening session, and the Kit shall be rejected.

- e) All rejected Kits shall have the reason for rejection marked on them and be stored in a secure location for the duration of the statutory retention period.
- f) Accepted, sealed, Secrecy Envelopes shall be placed in the ballot box. At the end of each Return Envelope opening session, the box shall be sealed and placed in a secure location under the control of the Clerk. Certified Candidates or Scrutineers who are present may place their own seal on the ballot box (or initial the Clerk's seal) and initial the seal over the insert slot in the ballot box and sign the Vote-by-mail Ballot Box Activity Label. At the next published processing date, for the purpose of inserting additional envelopes if the ballot box is not full, the seal over the insert slot may be broken by a minimum of two Designated Election Officials, in the presence of any Candidates/Scrutineers; and the time recorded on the activity label. At the end of the processing session, the ballot box shall be resealed as above. Only on Voting Day shall the secrecy envelopes be removed from the ballot box and the ballots be removed from the Secrecy Envelopes.
- g) On Monday, October 24, 2022, the sealed Secrecy Envelopes shall be transported to the Counting Centre as designated by the Clerk for counting as outlined in section 6 of this procedure.
- h) The Clerk shall prepare a weekly list showing the name of each person who has been recorded as having voted by mail and shall on the request of a Scrutineer or certified Candidate give him or her a copy of said list.

PART E - VOTING PLACE

- 1) There shall be one Voting Place, at the Callander Community Centre, 1984 Swale Street, in Callander on Monday, October 24, 2022 from 10:00 a.m. to 8:00 p.m.
- 2) Electors who have been issued a Vote by Mail Kit but not voted prior to Voting Day, should bring their completed Kit to the Voting Place. The Deputy Returning Officer (DRO) shall verify that the Voter Declaration Form has been signed, shall record the Elector as having voted, and shall ensure that the sealed Secrecy Envelope containing the completed ballot is deposited into the ballot box in full view of the of the Elector and any persons authorized to be in the Voting Place.
- 3) Electors who have been issued a Vote by Mail Kit who attend the Voting Place **without** their Voter Declaration Form and sealed Secrecy Envelope containing the completed ballot, shall be required to complete an Application for Replacement Ballot and declaration, and produce suitable identification as stipulated in the Voter Identification List before being issued a ballot.
- 4) Eligible Electors who have not been added to Voters' List prior to Voting Day may apply to have their name added to the list as outlined in section 3(b) of this procedure. Upon approval of the application they shall be added to the Voters' List in Voterview.

- 5) For persons who have been provided a ballot as per section (c) or (d) above, instead of signing a Vote by Mail Voter Declaration form, they may produce suitable identification and vote in the traditional method as follows:
 - a) The DRO shall provide the Elector with a ballot that has been initialed by the DRO and shall show the Elector how to re-fold it once completed, such that the ballot face is concealed and the DRO's initials are visible;
 - b) The Elector shall proceed to the Designated privacy area to complete the ballot;
- c) The Elector shall re-fold fold the ballot as shown and shall return it to the DRO who shall verify the initials and then the DRO shall deposit the ballot in the ballot box in full view of the Elector and any persons authorized to be in the Voting Place.

PART F - COUNTING PROCEDURES

- 1) The Clerk shall establish a suitable location within the Callander Community Centre, 1984 Swale Street as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers shall be permitted to remain in the Ballot Counting Centre. Cell phones or other equipment shall not be permitted in the Ballot Counting Centre other than for Election Officials.
- 2) Candidates and Scrutineers shall be provided with an area near the "Counting Stations" for observation. As per the MEA, they are permitted to examine, but not to touch, ballots. Candidates and Scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by any Election Official.
- 3) No campaign material shall be allowed within the Ballot Counting Centre.
- 4) The doors to the Ballot Counting Centre shall be locked after the close of the Voting Place and prior to the commencement of the counting of ballots on Voting Day, on Monday, October 24, 2022, and only Election Officials shall be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after the commencement of counting shall not be permitted to return.
- 5) On Monday, October 24, 2022, at the commencement of counting, Secrecy Envelopes shall be removed from the sealed containers, grouped into bundles of one hundred (100) and delivered to the appropriate Deputy Returning Officer and Election Official for counting of the ballots. The sealed Secrecy Envelopes shall be opened, ballots counted and a statement of results made for each bundle of one hundred (100). When the initial one hundred (100) ballots are counted, a second bundle of one hundred (100) shall be delivered for counting, and so on until all ballots have been counted.
- 6) In the event a ballot is accidentally cut when the sealed Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the damage to the ballot was caused by the Election Official.
- 7) If, upon opening the sealed Secrecy Envelope at the Ballot Counting Centre, the envelope contains a ballot which has not been marked, it shall be counted as a Ballot Used but Unmarked by Elector.

PART G - REJECTION OF BALLOTS

- 1) In addition to rejecting cast ballots for violations of the Municipal Elections Act, 1996 the following conditions shall also cause a ballot to be considered rejected if upon opening the sealed Secrecy Envelope at the Ballot Counting Centre:
 - a) the envelope contains more than one ballot;
 - b) the ballot contains writing or marks that may identify the Elector, or is torn, defaced or otherwise dealt with in a way by the Elector that may identify him or her;
 - c) The ballot is not a current Municipality of Callander ballot.
 - d) The item is anything other than a ballot.
- 2) All rejected ballots shall be numbered on the back of the ballot and identified in the corresponding list outlining the reason for rejection. Rejected ballots shall be stored in a secure location for the duration of the statutory retention period.
- 3) After the completion of the count of each bundle of one hundred (100) ballots, a statement of results for that bundle shall be completed, signed by the Deputy Returning Officer and Election Official and, if desired, initialed by any certified Candidate or Scrutineer present for the count and forwarded for tabulation.
- 4) The original statement of results shall be forwarded to the Designated Tabulation Centre for tabulation. The duplicate copy of the Statement of Results shall remain affixed to the bundle of ballots.
- 5) Once all ballots have been counted, the ballots shall be secured, the ballot boxes sealed and returned to the Clerk for secure storage.

PART H - TABULATION PROCEDURES

- 1) Tabulation of the Statements of Results shall be conducted at the Tabulation Centre.
- 2) Tabulation of results for each elected position shall be calculated and displayed in the Orton Room as the information is received from the Counting Centre. These results **may** also be displayed on the Municipal website, barring there are no unforeseen technology issues beyond the municipality's control.
- 3) **The results forwarded to the Orton Room shall be unofficial.**
- 4) Only after the duplicate copies of the Statement of Results from every bundle of votes counted are received and checked shall the Clerk certify the official results.

PART I - ANNOUNCEMENT OF RESULTS

- 1) Unofficial results of the counting shall be posted in the Orton Room and may also be posted on the Municipal website – clearly marked as “UNOFFICIAL RESULTS.
- 2) The **official results** shall be posted in the Municipal Office and on the Municipal Website as soon as possible after voting day. Except in the event of a mandatory recount or unforeseen circumstances, they would normally be posted before the close of business on **Tuesday, October 25, 2022.**

PART J - SECURITY OF THE BALLOT PRIOR TO VOTING

- 1) Ballots shall be printed by Datafix and the number of ballots printed shall be forwarded to the Clerk.
- 2) Datafix shall mail a ballot to each person identified on the Revised Voters' List on or about September 26, 2022, and this number of ballots used shall be forwarded to the Clerk.
- 3) In addition to the ballots mailed, the Clerk shall receive additional ballots. Once received, the ballots shall be counted and the number of ballots recorded.
- 4) The number of ballots distributed by the Clerk to persons qualifying to be Electors after the set date shall be recorded.
- 5) If the Clerk runs out of ballots printed by Datafix, he/she may photocopy as many ballots as he/she deems necessary in the presence of another election official and the number of ballots copied shall be recorded and verified by both the clerk and election official.

PART K - SECURITY OF THE BALLOT DURING/AFTER THE VOTE

- 1) Upon the opening of the Municipal mail drop box and the receipt of the mail from the Post Office daily, the number of return envelopes from each of these sources shall be recorded. The envelopes shall be stored in a sealed container in a secure location until the next Return Envelope Opening Session.
- 2) At each Return Envelope Opening Session the containers shall be opened and emptied. As each Return Envelope is opened, verified and the Elector recorded as having voted, the sealed Secrecy Envelope shall be deposited into a ballot box. The number of Secrecy Envelopes entered into the ballot box each session shall be recorded and the box then sealed. Candidates and Scrutineers present may initial the seal on the box.
- 3) The ballot boxes, once full and finally sealed (see section 4 (f) above), shall be kept in a secure area under the Control of the Clerk, until the close of voting on Voting Day, at which time the sealed box shall be transported by the Clerk or Designated Official to the Ballot Counting Centre. The boxes shall be opened and the ballots counted after the close of voting.
- 4) After the count, each bundle of ballots, along with the original Statement of Results shall be placed back into a ballot box or boxes. When the vote is complete, the ballot box(es) shall be sealed and initialed by the Clerk prior to transfer to a secure place under the control of the Clerk.

PART L - FORM OF BALLOT

The form of ballot shall be a "Composite Ballot" as defined in section 41 (5) of the MEA.

PART M - SCRUTINEERS

- 1) Each certified Candidate may appoint, in writing, Scrutineers to be present during the voting taking place at the "Voting Place" and during the counting of ballots at the Ballot Counting Centre. At the Ballot Counting Centre, either each Candidate, or a Scrutineer representing each Candidate may be present for each counting table to observe the count, upon the submission of his/her written

appointment. Only one representative per Candidate (i.e. the Candidate or a Scrutineer) may be present at one time for each of the tables.

- 2) All Scrutineers must comply with the procedures that are set out on their Appointment Form.

PART N - EMERGENCIES

In the event of any condition of an emergency or any circumstance that shall undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements that he or she deems necessary for the conduct of the election.

PART O - AMENDMENT TO THIS DOCUMENT

- 1) The procedures contained in this document, and the forms related to it, have been developed consistent with the principles of the MEA, and may be revised as deemed necessary by the Clerk up to and including Voting Day.
- 2) Any and all amendments to the procedures shall be e-mailed to each Candidate to the address shown on filed Nomination Forms and posted on the Municipality of Callander website at (<https://www.mycallander.ca/en/local-government/elections>).

PART P - INTERPRETATION

The Clerk's ruling on any interpretation of this document is final.

Signature: _____
Elaine Gunnell, Municipal Clerk

As of: June 1, 2022.

LIST OF ATTACHED FORMS

- Form VBM2201: Application for Replacement Vote by Mail Kit
- Form VBM2202: Agent's Declaration Form
- Form VBM2203: Application for Replacement Ballot
- Form EL12(VBM): Scrutineer Appointment Form.



Application for Replacement Vote by Mail Kit

Name: _____

Address: _____

Date of Birth: _____

Reason: VBM Kit not received Kit/Ballot lost Kit/Ballot destroyed

I hereby request a replacement Vote by Mail Kit for the reason checked above. I understand that when a new kit is issued, the original kit is no longer able to be used, even if later received or found, and I acknowledge that it is an offence under the Municipal Election Act to vote more times than this Act allows.

Signature: _____ **Date:** _____

If the Replacement Kit is to be provided to an agent, please complete the following:

I hereby authorize the Municipality of Callander to provide the replacement kit to:

Name of Agent: _____

Address of Agent: _____

Signature of Elector: _____



Declaration of Agent for Vote by Mail Kit

Agent Name: _____

Address: _____

Elector's Name: _____

Elector's Address: _____

Elector's Date of Birth: _____

I hereby declare that I have been authorized by the above-named Elector to act as his/her agent to accept a replacement Vote by Mail (VBM) Kit for him/her. I further declare that I shall provide this VBM Kit, in its entirety, directly to the named Elector for his/her use only. I acknowledge that I am authorized ONLY to accept the VBM Kit and provide it to the Elector, and that this DOES NOT constitute authority to act as a proxy for the Elector to vote on his/her behalf. I also declare that I will not use the VBM kit for any other purpose, and I understand that to do otherwise may constitute an offence under the Municipal Election Act.

Signature: _____ **Date:** _____



Application for Replacement Ballot

For use at the Voting Place on Monday, October 24, 2022, by qualified Electors who were issued a Vote by Mail (VBM) Kit but did not use it and did not bring it to the Voting Place.

Name: _____

Address: _____

Date of Birth: _____

Reason:

- VBM Kit not received
- VBM Kit received but not used and not brought to Voting Place.

I hereby request a replacement Ballot because I have not used my Vote by Mail Kit for the reason checked above. I understand that when a replacement Ballot is issued, the VBM kit is no longer able to be used, and I acknowledge that it is an offence under the Municipal Election Act to vote more times than this Act allows.

Signature: _____ **Date:** _____



Form EL12(VBM)

APPOINTMENT OF SCRUTINEER BY CANDIDATE

Municipal Elections Act, 1996

TAKE NOTICE that I, _____ a candidate for the
(Name of Candidate)
office of _____ hereby appoint
(office to which election is being sought)

_____ to attend and to represent me at
(Name of Scrutineer)

the following in the Municipality of Callander:

Check here if appointment applies to all Return Envelope Opening Sessions or a specific date or dates as listed below:

_____	_____
_____	_____
_____	_____

Check here if appointment applies to the Voting Place on Voting Day, Monday, October 24, 2022.

Check here if appointment applies to the Count after the close of Voting on Voting Day, Monday, October 24, 2022.

Signature of Candidate

Date