

# Voter's Guide to Municipal By-Election 2016



Produced by the City of St. John's

January, 2016



ST. JOHN'S

## FOREWORD

This handbook is intended to guide voters through identification of their name on the list of voters and the what, when, where and how of voting in the City of St. John's 2016 municipal ward 4 by-election.

Presentation of the information in this guide is very general and voters should refer directly to the following legislation for more detailed information:

- *City of St. John's Act; ([www.assembly.nl.ca/legislation/sr/statutes/c17.htm](http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm))*
- *Municipal Elections Act; ([www.assembly.nl.ca/legislation/sr/statutes/m20-2.htm](http://www.assembly.nl.ca/legislation/sr/statutes/m20-2.htm))*
- *St. John's Municipal Elections Vote-By-Mail By-Law ([www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations](http://www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations))*

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## Election Key Dates

Mailing day for vote by mail kits	Fri, Feb. 5, 2016
Last day to mail return envelope	Thu, Feb. 19, 2016
Election period	Fri, Feb. 5, 2016 to Tue, Feb. 23, 2016
Election day	Tue, Feb. 23, 2016

## What Positions Make up the Municipal Council?

City of St. John's Council is represented by 11 individuals as follows:

- Mayor;
- Deputy Mayor;
- Four Councillors at Large;
- Five Councillors – one representing each of five wards.

The geographical information for each ward can be found on the City's website at <http://map.stjohns.ca/wardmap/wardmap.html>

## Returning Officer/Election Officials

The Returning Officer is the municipal official who is responsible for administering the election. The City has also engaged the services of an Elections Coordinator who is responsible for coordinating all aspects of the election. The key contact for the 2016 municipal by-election is:

Kenessa Cutler            Elections Coordinator  
Telephone:                576-8269  
E-mail:                     kcutler@stjohns.ca

## Voter's List

For the 2016 municipal by-election, the City will use the permanent list of voters which is established and maintained by Elections NL for use in a provincial and/or municipal election.

### How do voters determine if their name is on the voters list?

A voter can determine if their name is on the voters list by doing one of the following:

- Call Access St. John's Service Centre at 311 or (709) 754-CITY (2489) to speak with a Citizen Service Representative; or
- Visit the Access St. John's Service Centre on the first floor of City Hall; or
- Check out the 'voter confirmation page' on the City's website (<http://www.stjohns.ca/city-hall/municipal-elections/voter-confirmation>) to confirm they are on the list. If a voter is on the list, but the details have changed, contact one of our Citizen Service Representatives who will make the change(s) over the phone or complete an 'Application for a Change to the Voter's List' (Form CORP-1023)

### Why would a voter not be on the voters list?

A voter may not appear on the voter's list if he/she:

- Has moved residence; or
- Has recently turned 18; or
- Has recently moved to the City of St. John's; or
- Has had a change of name (marriage/divorce etc.).

### What Happens if my Name is not on the Voter's List or the Details are Incorrect?

A voter whose name is not on the final voters list can be added to the list by downloading the '**Application for Inclusion on the Voters List**' (Form CC -1006) from the City's website or by contacting a Citizen Service Representatives at Access St. John's Service Centre at 311 or (709)754-CITY (2489) who will send the form.

To have a name added to the voters list, documentation verifying the name, address and signature is required. Acceptable identification is outlined on form CORP-1006. Third party submissions will not be accepted and the form must be signed by the voter.

To have a change made to existing information on the voters list, voters must submit an '**Application for a Change to the Voter's List**'. (Form CC -1023). This form may be submitted electronically by the person requesting the change.

## What is the deadline for changes to the voters list to receive a vote-by-mail kit in the mail?

The deadline for making changes to the voters list in order to ensure your vote by mail kit is mailed on Feb. 5, will be determined and posted on the City's website at [www.stjohns.ca](http://www.stjohns.ca) when known.

If a voter misses this deadline, he/she can still, however, ensure they are on the voters list and receive a vote by mail kit, up to and including election day.

- Prior to election day, he/she can visit the Access St. John's Service Centre to complete an 'Application for Inclusion on Voter's List' for the St. John's municipal election". (Form CC-1006) Upon submission of the form a vote by mail kit will be issued. Identification showing civic address must be provided.
- On election day, voters can visit the satellite drop-off centre in their respective ward, be sworn in and given a vote by mail kit. Identification showing civic address must be provided.

## Where is the satellite drop-off centre located?

<b>WARD 4</b>	St. David's Presbyterian Church Hall 98 Elizabeth Avenue
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## Voting Procedures

### **Who can vote?**

Any Canadian citizen ordinarily resident in the City of St. John's for 30 days prior to Feb. 23, 2016 and has reached the age of 18.

### **How do I vote?**

The City of St. John's is using vote by mail due to its proven success in the past. It turns a mail box into a ballot box.

### **How does vote by mail work?**

A vote by mail kit is sent to every person on the voters list. The kit will contain:

- an instruction sheet,
- a voter declaration form,
- a ballot,
- a secrecy envelope and;
- a yellow return envelope.

Each person is required to follow the instructions for completing the ballot, insert it into the secrecy envelope and then place the secrecy envelope together with the completed voter declaration form into the return envelope and deposit it into the nearest mailbox. A sample vote by mail kit is attached to this handbook.

### **Where does the vote take place?**

Voting takes place in the convenience and privacy of your own home.

### **When will the vote by mail kit be sent?**

On Friday, Feb. 5, 2016 a vote by mail kit will be sent to every person on the voters list and will be received by voters the following week.

### **When can voters cast their vote?**

Votes may be cast any time after receiving the vote by mail kit. Once a vote by mail kit has been completed, it can be mailed to the City as indicated on the return envelope. There is no cost to the voter.

### **My vote by mail kit was destroyed. Can I get another?**

If your vote by mail kit is damaged, or if you accidentally mark your secrecy envelope in a way that might identify you as the sender, you can contact the Access St. John's Service Centre at 311 or (709) 754-CITY (2489) and a new vote by mail kit will be issued. Once a new vote by mail kit is issued, the original kit automatically becomes void and should be destroyed.

### **What are the guidelines around mailing my ballot?**

There are three opportunities to ensure your ballot is received and counted on election day:

- Return envelopes can be mailed up to, and including, Feb. 19, 2016;
- Prior to, and including Election Day, return envelopes can be dropped off to the designated 'Mail Box' outside the first floor of City Hall, anytime;
- On election day, return envelopes can be deposited at the satellite drop-off centre from 8 a.m. to 8 p.m.

### **If I don't mail in my ballot by Friday, Feb. 19, can I still vote?**

If your return envelope is not mailed by Friday, Feb. 19, your vote can still be counted.

There are two options:

1. A mail box will be placed outside the main entrance of City Hall where you can deposit your return envelope 24 hours a day up to 8 p.m. on election day;
2. On election day, there will be a satellite drop-off centre where you can drop your Return Envelope up to 8 p.m.

### **Will my ballot remain secret?**

Yes. The process for sorting and storing the vote by mail return envelopes has security features that will protect the secrecy of your vote.

### **Will the ballots be counted as they are received?**

No. All returned secrecy envelopes containing the ballots will be stored in a secure vault until election day on Feb. 23.



## Vote by Mail Kit Instructions

### What is included in a Vote by mail Kit?

Your voting kit contains four items in addition to an instruction letter:

- A ballot;
- A secrecy envelope for your completed ballot;
- A voter declaration form;
- A yellow return envelope.

### How do I Complete a Vote-by-Mail Kit?

1. Make your choice of candidate(s) as shown on the ballot paper by filling in the oval space (s). For improved legibility and to ensure permanence, use a pen or marker with blue or black ink. Do not use pencil. Do not write anything else on the ballot.
2. Place your completed ballot into the secrecy envelope.
3. Complete the voter declaration form.
4. Place all contents (secrecy envelope containing the ballot paper and the voter declaration form) into the yellow return envelope.
5. Deposit the yellow return envelope into a Canada Post mailbox. (Note: Your ballot will be counted if the yellow return envelope is mailed by Friday, Feb. 19.)

If you miss the deadline of Feb. 19, your vote can still be counted, as long as you deposit the yellow return envelope on election day (Feb. 23) to the drop box at City Hall or deliver it to the satellite drop-off centre.

A sample ballot is appended to the forms contained in this handbook.

### When Will I Know the Official Results of the Election?

Election results will be released at City Hall and on the City's website at [www.stjohns.ca](http://www.stjohns.ca) as they become available any time after 8 p.m. on Election Day, Feb. 23.

### Where Can Voter's Find Additional Information?

For any other questions not addressed in this guide, please check the City's website at [www.stjohns.ca](http://www.stjohns.ca) or contact the Access St. John's Service Centre at 311 or (709) 754-CITY (2489).

# FORMS



PLEASE PRINT

CC-1006

Office of the City Clerk

### APPLICATION FOR INCLUSION ON VOTERS LIST

APPLICATION (to be completed by the applicant)

#### SECTION 1

Print Full Name \_\_\_\_\_

Born on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day

Date of birth does not appear on Voters List

Current Civic Address:		Current Mailing Address:	
Street No. and Name:	Apt. No.	Street No. and Name or P.O. Box:	
Postal Code:		Postal Code:	Telephone No.

**Important:** To have your name added to the Voters List you will have to submit documentation verifying your name, address and signature as outlined in one of the options below.

- A copy of one** official document bearing the:
  - Voter's name,
  - Current residence address, and
  - Signature such as driver's license, or residential lease or mortgage, signed utility bill etc. **Note: If the address on the documentation is not the current residential address then proceed to Number 3 below.**
- Copies of **two** documents may be provided: one bearing the voter's name and signature, such as a social insurance card; and, another bearing the elector's name and **current residence address** such as a utility bill. **Note: If the address on the enclosed identification is not your current residential address then proceed to Number 3 below.**
- An Affidavit signed by an authorized person** to receive oaths in the Province (i.e. Commissioner for Oaths or Justice of the Peace) and containing the name, current residence address and signature of the elector.  
**Note: The person administering the affidavit does not have to know the elector.**

If a voter **has no form of identification** and **resides in a boarding home, group home or other commercial residence**, confirmation of the individual's ordinary residence by the owner, operator or manager of the group home may be acceptable.

DECLARATION (to be completed by the applicant)

#### SECTION 2

I declare that as a qualified elector I: (a) am a Canadian Citizen 18 years of age or older, (b) have been ordinarily resident in the City of St. John's for at least 30 days immediately preceding Election Day AND (c) have not already voted at the pending election. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and by virtue of the *Canada Evidence Act*.

Voter's Signature \_\_\_\_\_ Date \_\_\_\_\_

VALIDATION (For office use only)

#### SECTION 3

Identification Type \_\_\_\_\_ Record No. \_\_\_\_\_

**Please send completed form with Voter's handwritten signature and appropriate identification by mail, e-mail or fax to:**

Office of the City Clerk  
P.O. Box 908, 10 New Gower Street  
St. John's, NL A1C 5M2

For further information:  
E-mail: election@stjohns.ca  
Phone: 576-8269  
Fax: 576-8474



PLEASE PRINT

CC-1023

Office of the City Clerk

### APPLICATION FOR A CHANGE TO THE VOTERS LIST

APPLICATION (to be completed by the applicant)

**SECTION 1**

Print Full Name \_\_\_\_\_

Born on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day

Date of birth does not appear on Voters List

Change name/address on Voters List

Delete my name from Voters List

Changes to information (to be completed by the applicant):

**SECTION 2**

Previous Name \_\_\_\_\_

**Current Civic Address**

**Current Mailing Address**

Street No. and Name: \_\_\_\_\_ Apt. No. \_\_\_\_\_

Street No. and Name: \_\_\_\_\_ Apt. No. \_\_\_\_\_

Postal Code: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**New Civic Address**

**New Mailing Address**

Street No. and Name: \_\_\_\_\_ Apt. No. \_\_\_\_\_

Street No. and Name: \_\_\_\_\_ Apt. No. \_\_\_\_\_

Postal Code: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Submission of this form is acknowledgement that as a qualified elector I: (a) am a Canadian Citizen 18 years of age or older (b) have been ordinarily resident in the City of St. John's for at least 30 days immediately preceding election day (c) I have not already voted at the pending election. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and by virtue of the *Canada Evidence Act*.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send completed form with Voter's handwritten signature and appropriate identification by mail, e-mail or fax to:**

Office of the City Clerk  
P.O. Box 908, 10 New Gower Street  
St. John's, NL A1C 5M2

For further information:  
E-mail: election@stjohns.ca  
Phone: 576-8269  
Fax: 576-8474

# ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA



8502100322182

01

14933

57/3

36(M)



## Voting Instructions

These steps keep your vote secret, and ensure your ballot is not spoiled. By law, a spoiled ballot cannot be counted. To make sure your vote is counted, you must:

1. Complete the Ballot and insert into the white Ballot Secrecy Envelope. **(SEAL ENVELOPE)**
2. Insert the white Ballot Secrecy Envelope into the yellow Election Return Envelope. **(DO NOT SEAL ENVELOPE YET)**
3. Sign and detach the Declaration Form found on the bottom of this page and insert into the yellow Election Return Envelope. **(SEAL ENVELOPE)**
4. Mail yellow Election Return Envelope by Friday, September 25, 2009.

## ADDITIONAL INFORMATION ON REVERSE

Detach Here



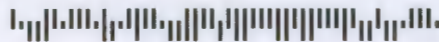
### DECLARATION FORM



8502100322182

1000072281-A1C5H4-BR01

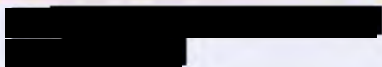
01-000



CITY OF ST. JOHN'S  
PO BOX 12000 STN C  
ST. JOHN'S NL A1C 9Z9

I, the undersigned,  
declare that I am a  
**Canadian Citizen**,  
18 years of age or older,  
eligible to vote in this  
election and that I have  
not already voted for  
any office on this ballot.

x Signature



CANADA		POSTES
POST		CANADA
Postage paid if mailed in Canada		Port payé si posté au Canada
Business Reply Mail		Correspondance- réponse d'affaires
3319709		01

## Important Information

- **Your completed kit must be received** by the municipality no later than 8:00 pm local time on Tuesday, September 29, 2009. **Ballots received after that time will not be counted.**
- It is against the law to vote more than once for any elected office within the municipality.
- Your completed kit can be returned in one of three ways:
  - Place it in the mail before Friday, September 25, 2009
  - Drop it in the mail box outside the main entrance at City Hall up to and including Election Day
  - Drop it off to one of the five SATELLITE DROP-OFF CENTERS on Election Day

## Questions?

If you require assistance please contact us.

Phone: 311

Website: [www.stjohns.ca](http://www.stjohns.ca)

Ensure you have  
signed the  
**DECLARATION FORM**  
on the reverse

1000072281-A1C5H4-BR01

01-000



CITY OF ST. JOHN'S  
PO BOX 12000 STN C  
ST. JOHN'S NL A1C 9Z9





CITY OF ST. JOHN'S,  
NEWFOUNDLAND AND LABRADOR

TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE(S).

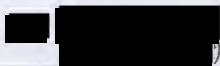
To improve legibility and ensure permanence, use a pen or marker with blue or black ink.


**DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.**

Ballot for the Office of

**MAYOR**

Vote for up to **ONE (1)** candidate







Ballot for the Office of

**DEPUTY MAYOR**

Vote for up to **ONE (1)** candidate






Ballot for the Office of

**COUNCILLOR AT LARGE**

Vote for up to **FOUR (4)** candidates







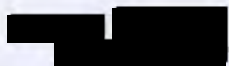












Ballot for the Office of

**COUNCILLOR WARD 1**

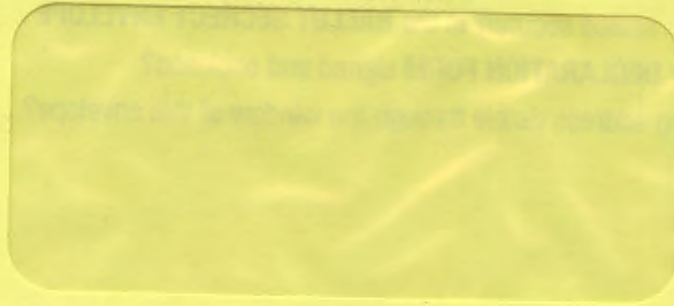
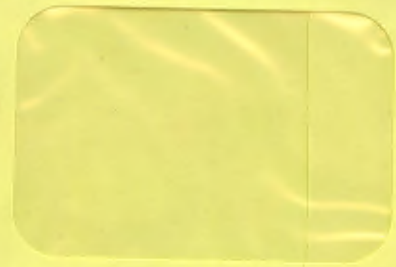
Vote for up to **ONE (1)** candidate







**RETURN IMMEDIATELY**  
to make sure that your vote is counted



**Ballot Secrecy Envelope**