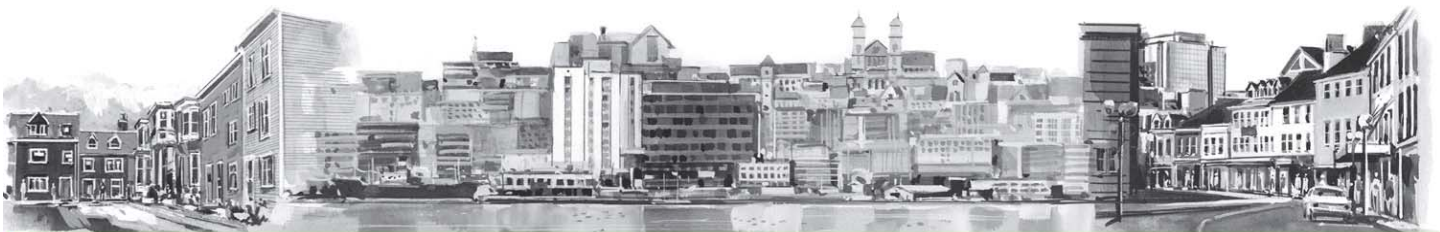


# Voter's Guide to Municipal Election 2017



Produced by the City of St. John's

June, 2017



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 2017 municipal 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

| For Candidates:   | Date  |
|---|---|
| Residency required to qualify as candidate  | Sunday, July 23, 2017   |
| Nomination Period   | Tuesday, August 22 to Friday, August 29, 2017                         |
| Last day to withdraw nomination   | Wednesday, August 30, 2017  |
| For Voters:   | Date  |
| Residency required to qualify as a voter  | Sunday, August 27, 2017   |
| Canada Post begins circulation of vote by mail kits to electors included on the Voters List                                       | Friday, September 8, 2017   |
| Last day to mail return envelope  | Friday, September 22, 2017  |
| Election Period   | Friday, September 8, 2017 to Tuesday, September 26, 2017              |
| Election Day  | Tuesday, September 26, 2017   |
| A Drop Box situated outside City Hall is available 24/7 during the election period for return of your completed vote by mail kit. | Friday, September 8, 2017 to Tuesday, September 26, 2017 at 8:00 p.m. |

## 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 Ward Councillors . 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 Chief Returning Officer is the City Clerk. The Elections Coordinator is responsible for coordinating all aspects of the election. The key contact for the 2017 municipal election is:

Karen Chafe                      Elections Coordinator  
Telephone:                      576-8619  
E-mail:                              kchafe@stjohns.ca

## Voter's List

For the 2017 municipal 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. To ensure receipt of a vote by mail kit, electors must be included on the voters list.

### **How do I confirm, revise or add my name to the voters list?**

You can do one of the following:

- Call the Access St. John's Service Centre at 311 or 754-CITY (2489); or
- Drop in to see us in person. The Service Centre is located on the first floor at City Hall, 10 New Gower St. [Forms for inclusion or change to voters list](#) are available at back of Guide.
- Check out the Voter Confirmation/Registration page on the City's website: <http://www.stjohns.ca/city-hall/municipal-election-0>. This option enables you to confirm, update or be added to the voters list.

### **Why would I not be on the voters list?**

Never assume you are on the voters list. There are multiple reasons you may not be, including the following:

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

Even if none of the above apply, check anyway to ensure your contact information and name is correct. Encourage other eligible voters, particularly those in your household to check too. You are considered eligible if you are a Canadian citizen over the age of 18 and resident of the City by at least August 27, 2017.

### **What happens if my name is not on the voters list or the details are incorrect?**

One of two things will occur:

- You will not receive a vote by mail kit, or
- Your vote by mail kit may be delivered to an old address.

### **What should I do if I receive a vote by mail kit for someone who does not live at my address? Can I still use it to vote?**

No. It is against the law to vote in somebody else's name. Please call 311 to report the mistaken name and address or mark the mail "moved" or "return to sender". The City will update the voters list accordingly as it receives this information.

## What if I discover that my vote by mail kit was used by somebody else?

You must file an [Oath or Affirmation of Fraud](#) granting authority for the City of St. John's to investigate this matter on your behalf and to prosecute any and all persons responsible for voter fraud as per Section 99 and 100 of the Municipal Elections Act. Persons found guilty for a first offence could be fined not less than \$500 and not more than \$1000 and/or to a term of imprisonment of not more than one month or to both the fine and imprisonment.

## What should I do if I do not receive a vote by mail kit by Wednesday, September 13, 2017?

If you do not receive a vote by mail kit by Wednesday, September 13, 2017, please do one of the following:

- Register on-line: <http://www.stjohns.ca/city-hall/municipal-election-0>. Kits will continue to be mailed to properties until Tuesday, September 19, 2017 and must be picked up in person after this period; or
- Visit the City of St. John's Access Centre up to September 25, 2017 at 5 p.m. to register and obtain a vote by mail kit in person. Appropriate identification showing your name, current civic address and signature must be presented, or
- On Election Day visit the satellite drop off centre in your ward to obtain a kit and vote in person.

## Where are the satellite drop-off centres located?

|        |  |
|--------|--|
| Ward 1 | Paul Reynolds Community Center<br>Wedgewood Park, 47 Gleneyre Street |
| Ward 2 | Knights of Columbus<br>49 St. Clare Avenue                           |
| Ward 3 | Royal Canadian Legion<br>57-59 Blackmarsh Rd                         |
| Ward 4 | St. David's Presbyterian Church Hall<br>98 Elizabeth Avenue          |
| Ward 5 | Southlands Community Centre<br>40 Teakwood Drive                     |

**For those wishing to drop off their completed ballot, a Mail Box will be located in front of City Hall for the entire election period (September 8—26, 2017).**

## Voting Procedures

### **Who can vote?**

Any Canadian citizen ordinarily resident in the City of St. John's for 30 days prior to September 26, 2017 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.

### **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, September 8, 2017 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, September 22, 2017;
- Prior to, and including Election Day, return envelopes can be dropped off to the designated 'Drop Box' outside the first floor of City Hall, anytime;
- On election day, return envelopes can be deposited at one of the satellite drop-off centres noted on page 6 of this Guide from 8 a.m. to 8 p.m.

## **If I don't mail in my ballot by Friday, September 22, can I still vote?**

If your return envelope is not mailed by Friday, September 22, 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 (see page 6 in this guide for locations) 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 September 26, 2017.

## **Will there be accommodations for People with Disabilities?**

The vote by mail process is accessible to most as you can cast your ballot in the privacy of your own home.

If you typically require assistance in the casting of your ballot due to a physical disability, you now have the option to cast a ballot in complete privacy by using the *ImageCast Ballot Marker*. Through various tactile options, this device enables you to privately cast your own ballot. See youtube demonstration: <https://www.youtube.com/watch?v=xERIPqHJS2k>

All of our Satellite Drop Off Centers are wheelchair accessible and will have staff available to provide assistance.



## 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 and seal it.
3. Complete the voter declaration form.
4. Place all contents (secrecy envelope containing the ballot paper only 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, September 22.)

If you miss the deadline of September 22, your vote can still be counted, as long as you deposit the yellow return envelope on election day (September 26) to the drop box at City Hall or deliver it to the satellite drop-off centre in your ward.

### 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, September 26.

### 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

CORP-1006

Corporate Services

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 submit 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: 754-CITY (2489)  
Facsimile: 576-8474



NEWFOUNDLAND AND LABRADOR, CANADA

|  |                |  |
|--|----------------|--|
|  <p>PLEASE PRINT</p>  | CORP-1023      | Corporate Services   |
| APPLICATION FOR A CHANGE TO THE VOTERS LIST  |                |  |
| APPLICATION (to be completed by the applicant)   |                | <b>SECTION 1</b>   |
| Print Full Name: _____   |                | Born on _____ / _____ / _____<br><small>Year      Month      Day</small>   |
| <input type="checkbox"/> Change name/address on Voters List  |                | <input type="checkbox"/> Delete my name from Voters List   |
| Date of birth does not appear on Voters List   |                |  |
| Changes to information (to be completed by the applicant):   |                | <b>SECTION 2</b>   |
| Previous Name: _____   |                |  |
| Previous Civic Address   |                | Previous Mailing Address   |
| Street No. and Name: _____   | Apt. No. _____ | Street No. and Name: _____   |
| Postal Code: _____   |                | Postal Code: _____ Telephone No: _____   |
| New Civic Address  |                | New Mailing Address  |
| Street No. and Name: _____   | Apt. No. _____ | Street No. and Name: _____   |
| 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 <i>Canada Evidence Act</i> . |                |  |
| Signed by: _____   |                | Date: _____  |
| Please submit completed form with Voter's handwritten signature and appropriate identification by mail, e-mail or fax to:  |                |  |
| <i>Office of the City Clerk<br/>         P.O. Box 908, 10 New Gower Street<br/>         St. John's, NL A1C 5M2</i>   |                | <i>For further information:<br/>         E-mail: <a href="mailto:election@stjohns.ca">election@stjohns.ca</a><br/>         Phone: 754-CITY (2489)<br/>         Facsimile: 576-8474</i> |



PLEASE PRINT

CORP-1019

Corporate Services

**OATH OR AFFIRMATION OF FRAUD**

DECLARATION:

**SECTION 1**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Civic Address)

do solemnly swear that I have NOT voted in this election and I have no knowledge of anyone having voted on my behalf.

I hereby grant authority for the City of St. John's to investigate this matter on my behalf and to prosecute any and all persons responsible for fraudulently casting a vote in my name as per Section 99 and 100 of the *Municipal Elections Act, S.N.L., 2001, c. M-20.2, as amended.*

SWORN before me at St. John's, Newfoundland this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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

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

Please bring completed form to:

Access St. John's, First Floor City Hall  
P.O. Box 908, 10 New Gower St.  
St. John's NL A1C 5M2

For further information:  
email: [election@stjohns.ca](mailto:election@stjohns.ca)  
Call 3-1-1 or 754-CITY (2489)



PLEASE PRINT

CC-1021

Office of the City Clerk

OATH OR AFFIRMATION OF VOTER

DECLARATION (to be completed by the applicant)

SECTION 1

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Civic Address)

do hereby declare:

Date of Birth (year, month, day)

- a. That I have not previously voted in this election;
- b. That I am a Canadian citizen 18 years of age or older;
- c. That I have been ordinarily resident in this municipality for 30 days immediately preceding election day;
- d. That I am not, to my knowledge, otherwise disqualified to vote in this election; and
- e. That I have not received by myself or another, or a person in trust for me, or to my use directly or indirectly, a promise or security for money, place, office, or employment, or gift or reward, in order to give my vote at this election.

DECLARED before me at St. John's, Newfoundland, this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Deputy Returning Officer

Voter's Signature

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

E-mail: election@stjohns.ca  
Phone: 311 or 754-CITY (2489)  
Facsimile: 576-8474

CORP-1024

Corporate Services



PLEASE PRINT

**AFFIDAVIT**  
 (To be completed by Voters without identification)

DECLARATION (to be completed by the applicant)

SECTION 1

I, \_\_\_\_\_, do solemnly swear/affirm that I am the person as indicated for the 2017 Municipal Election  
 (Full Name)

and do currently reside at \_\_\_\_\_, in the City of St. John's and that all information  
 (Civic Address)

provided in the said application is true and current.

Furthermore, I am unable to include any supporting documentation to verify my application.

DECLARED before me at St. John's, Newfoundland, this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Voter

(Barristers; Mayors; Social Workers; Financial Assistance Officers;  
Commissioner for Oaths; Justice of the Peace; Notary Public)

Please bring completed form to:

Address: Access St. John's, First Floor City Hall  
 P.O. Box 908, 10 New Gower St.  
 St. John's NL A1C 5M2

For further information: e-mail: [election@stjohs.ca](mailto:election@stjohs.ca)  
 call 3-1-1  
 Where 3-1-1 is unavailable, call 709-754-CITY (2489)