



**MUNICIPAL ELECTION
VOTING BY MAIL REGULATIONS**

Pursuant to the authority vested in it under the Municipal Elections Act, SNL2001 Chapter M-20.2, as amended and all other powers enabling it, the following regulations have been created by the Town of Paradise and adopted in 2021 to establish voting by mail procedures. Town of Paradise Voting by Mail Regulations are in effect following approval by the Department of Municipal and Provincial Affairs under the Municipal Elections Act, Sections 54 and 97.

Except where specified in these Voting by Mail Regulations, Town of Paradise elections are held in accordance with the laws and procedures as dictated in the Municipal Elections Act.

1. Title

These Regulations may be cited as the *Voting by Mail Regulations*.

2. Returning Officer Responsibilities

- (1) Ensure voter information is prepared and readily available to voters and candidates a minimum of 60 days prior to election day.
- (2) Appoint, in writing, election officials as may be required to conduct the municipal election.
- (3) Establish and maintain a secure storage location into which the Return Envelopes and the Ballot Envelopes are placed until the time specified for the counting of ballots.
- (4) Establish and maintain until 8 p.m. on election day a location for the deposit of Return Envelopes and Ballot Envelopes.
- (5) Establish and maintain an accurate voters list for corrections, additions, or deletions.

3. Voting

Sections 26, 27 and 34 of *Municipal Elections Act, SNL 2001, Chapter M-20.2* shall apply.

4. Return Locations

The Returning Officer shall provide a minimum of one site for the deposit of Return Envelopes and Ballot Envelopes. Any such sites shall be accessible only between 8 a.m. and 8 p.m. on election day and shall be supervised by election officials as determined by the Returning Officer.

5. Voting by Mail Procedures

- (1) The procedures for the conduct of municipal elections as they pertain to Voting by Mail are specified in Appendix A.
- (2) The Returning Officer, may, with prior Ministerial approval, vary the procedures as deemed appropriate to ensure the efficiency and integrity of the municipal election.
- (3) Persons appointed by the Returning Officer as election officers shall carry out their duties as specified in the procedures contained in Appendix A.

6. Voter Kits

A Voter Kit shall be mailed to each eligible voter who registers to receive one and shall contain the following:

- (1) Voting Information Sheet
- (2) Voter Declaration Form
- (3) Ballot
- (4) Return Envelope
- (5) Ballot Envelope
- (6) Any further enclosures the Returning Officer may deem necessary or appropriate.

7. Voter Responsibilities for Voting by Mail

Each voter has the responsibility to complete their ballot once it is received in accordance with all applicable legislation and the instructions on the Voter Information Sheet prior to returning it to the Returning Officer or designate by mail or personal delivery before 8 p.m. on election day. Notwithstanding section 33(3) of the *Municipal Election act SNL 2001, Chapter M-20.2*, ballots received after 8 p.m. will not be counted, regardless of postmark.

8. Municipal Election Forms

With the exception of the ballot form, other forms used to administer a municipal election, as prescribed by Minister of Municipal and Provincial Affairs, will be used.

8. Contracts

The Town of Paradise shall enter any contracts necessary to conduct the election in accordance with these regulations, including but not limited to, the Canada Post Corporation.

9. Publication

These regulations and notice of procedures are to be published in a newspaper and shall be made available on the Town of Paradise website.

10. Penalties

Any person who contravenes these Regulations shall be guilty of an offence and liable upon conviction to a penalty as provided in the Municipal Elections Act, SNL2001 Chapter M-20.2.

11. Effective Date

These regulations were approved by the Minister of Municipal and Provincial Affairs on the ___ day of ___ 2021.

These Regulations come into effect on the ___ day of ___ 2021.



APPENDIX A:

VOTING BY MAIL PROCEDURES

Communications

1. Communications relating to voter and candidate information, including details about voting by

mail information, shall be designed, and implemented in a satisfactory timeframe prior to election day.

Voters List

2. Residents may not be registered or included on the Voters List if they have: recently moved to Paradise; or recently turned 18 years of age. If a resident has moved within Paradise or changed their name since the last election, they may be on the Voters List under their previous address or previous name.
3. To ensure correct information and registration status, residents may use the Online Voter Management System available on the Town website, email the required documentation to elections@paradise.ca, or visit the Town Hall. The new information provided will be used to update the Voters List.

Registering for a Voter Kit

4. To vote by mail residents must first register to receive a Voter Kit. Registration to receive a Voter Kit may be completed in the form established by the returning officer, including the online voter management system on the Town website or in person.
5. Registration to receive a Voter Kit includes completing an online voter declaration form. A person registering to Vote by Mail shall submit, for each person registering, a photocopy or a scanned copy of the front and back of one piece of identification issued by the Government of Canada, the Government of Newfoundland and Labrador, or a municipality or a government agency that contains a photograph of the applicant including the name, address, and signature of the registrant.
6. Online registrants may also be required to attend in person at the Town Hall if their applications, including supporting documentation, is incomplete, unclear, illegible, or otherwise unsatisfactory as determined by the returning officer or designated official.
7. Eligible voters not included on the Voters List can be sworn in and receive their Voter Kit at Paradise Town Hall, 8 a.m. to 4 p.m., Monday to Friday, up to the day immediately preceding election day upon completing the "Oath or Affirmation of Voter" form and providing the necessary identification.

Voter Kit Distribution

8. The official Voter Kit will be sent to all voters on the Voters List who have registered to receive one as soon as is reasonably practicable after nomination day.
9. Once a Voter Kit is provided, the recipient is deemed to have voted and is not entitled to vote at any other poll. If a voter present at a polling station indicates that they did not receive their voter Kit and would like to vote on election day, that voter will be required to complete the Oath or Affirmation of Voter form.

10. All Voter Kits will be imprinted with "RETURN TO SENDER IF UNDELIVERED TO ADDRESSEE". Upon receipt of the returned non-delivered Kits, adjustments will be made to the Voters List to advise that the Voter Kit has been returned to the election office. All returned Voter Kits in this category will be held in a secure location.
11. Immediately following the distribution of Voter Kits to the electorate, the Returning Officer shall put in place or confirm personnel for the tracking of voters who have returned their mail in Ballot Envelopes.

Voting

12. Immediately upon receiving of the Voter Kit, voters may follow the instructions on the Voting Information Sheet and return their Return Envelope and Ballot Envelope by mail. To vote, this must be mailed in prior to the final deadline – as determined by Canada Post – which will ensure delivery to the Town of Paradise by 8 p.m. on election day. Ballots received after 8 p.m. on election day regardless of postmark will be considered spoiled and not counted.
13. To ensure the timely delivery of all Return Envelopes, a separate postal box shall be secured by the Town solely for municipal election purposes and shall remain separate from all other postal addresses utilized by the Town of Paradise.
14. In addition to mailing, voters will also have the option to drop their Return Envelope and Ballot Envelope into a dedicated secure Drop Box located at the Paradise Town Hall or at another designated area 24 hours a day, up to 8 p.m. on election day.
15. Voters who do not need to be sworn in may also drop their Return Envelope and Ballot Envelope into either Polling Station between 8 a.m. and 8 p.m. on election day. The Returning Officer shall determine the number of Polling Stations that may be established for election day, as per section 13 the Municipal Elections Act.

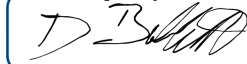
Processing and Counting

16. A final Canada Post pick up will take place at 8 p.m. on election day, under the direction and control of the Returning Officer, and the Return Envelopes obtained at that time shall be brought directly to Paradise Town Hall for distribution to the appropriate counting areas.
17. All Return Envelopes received at Canada Post after 8 p.m. on election day shall be date and time stamped by Canada Post and returned to the Town of Paradise where they will be retained in a secure location.
18. The Returning Officer may use any currently available electronic and/or manual processes to separate the Voter Declaration Form from the Ballot Envelope and match the Voter Declaration Form to the Voters List. Separated Ballot Envelopes and Voter Declaration Forms shall be held in a secure location. Mail in ballots is held and counted separately from others.

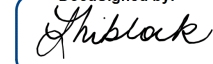
19. Return Envelopes and Ballot Envelopes dropped off at either of the polling stations on election day will be deposited into a secure repository at each location until 8 p.m. on election day and will be counted following the close of the election.

20. Secure transport of Return Envelopes and Ballot Envelopes from Polling Stations to Town Hall will be conducted under the supervision of the Returning Officer and will take place on a continuing basis until 8 pm on election day or until all completed kits and ballots deposited by 8 pm on election day are collected. Ballot Boxes are delivered following the close of the election.

21. The Returning Officer may use any currently available electronic and/or manual process to conduct the counting of ballots.

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Mayor

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Chief Administrative Officer