



Mail-In Ballot Application Process

Municipal voters have the option to vote in the upcoming Municipal By-Election without having to attend in person at a polling station.

You can avoid going to the polls this By-Election by applying for a mail-in ballot and voting from the comfort of your home.

Any voter eligible to vote in the 2021 Municipal By-Election may request a mail-in ballot by filling out the application form. Applications must include scanned or photocopied image of valid voter ID. (Please note that faxed ID is typically not legible. If you send via fax you may be required to resend in another format.)

WHAT CONSTITUTES VALID VOTER ID?

A Driver's License is the most acceptable form of photo ID as long as it has the elector's street address printed on it. (A passport is NOT an acceptable form of Photo ID as it does not include the elector's street address.)

If the voter does NOT have photo ID, two forms of ID are required: 1) can show name only; 2) one or both can show name and address.

WHO CAN WITNESS MY MAIL-IN BALLOT APPLICATION FORM?

Mail-in ballot application forms must be witnessed by a person authorized according to Bylaw No. 5249, The Election Bylaw, 2012.

Authorized witnesses include:

- A family member, provided the member is an eligible voter for the 2021 Municipal By-Election and has known the voter for at least two years;
- Anyone living at the same address as the voter, provided the individual is an eligible voter for the 2021 Municipal By-Election and has known the voter for at least two years;
- Occupation-based witnesses, such as medical doctor, dentist, pharmacist, etc.;
- Sask Health Authority employee employed in a hospital, senior facility or other facility governed by or affiliated with Sask Health;
- Any person authorized to sign oaths.
- Returning Officer or Deputy Returning Officer (for applications made **in person** only.)

For a complete list of authorized witnesses, see The Election Bylaw, 2012, Section 11.5.

HOW DO I SUBMIT MY MAIL-IN BALLOT APPLICATION?

Completed mail-in ballot applications, including copy of valid voter ID, will be accepted the following ways:

- email to Elections@moosejaw.ca
- fax to 306-694-4528 (note: faxed ID may not be legible)
- drop off at Commissionaire's Desk, City Hall, from 10:00 a.m. to 4:00 p.m.
- mail to City Clerk's office, 228 Main St. North, Moose Jaw, SK S6H 3J8
- in person to the Returning Officer, 2nd Floor, City Hall, from 10 a.m. to 4 p.m.
(Phone: 306-694-4426)

WHAT IS THE MAIL-IN BALLOT APPLICATION DEADLINE?

Depending on how you are submitting your application, the deadline differs:

1) An application to vote using a mail-in ballot may be made electronically or by mail provided that the application is received by the Returning Officer or other designated By-Election official on or before 5:00 p.m. on Tuesday, October 12, 2021.

2) An application to vote using a mail-in ballot may be made in person and received by the Returning Officer or other designated By-Election official on or before 4:00 p.m. on Tuesday, November 2, 2021.

WHAT SHOULD I EXPECT AFTER MY APPLICATION IS APPROVED?

Ballot packages containing a ballot and instructions on how to complete and return will be provided to approved applicants. You can expect to see your mail-in ballot kit delivered in mid- to late-October.

WHAT IS THE DEADLINE FOR MAIL-IN BALLOTS TO BE RECEIVED IN ORDER TO BE COUNTED?

All ballots must be received by the Returning Officer by 8:00 p.m. on November 3, 2021, By-Election Day.

WHO CAN I CONTACT IF I HAVE ADDITIONAL QUESTIONS?

For additional information, please contact the By-Election Office:

Email: Elections@moosejaw.ca

Phone: 306-694-4426.

The identification document(s) to be provided is intended for the use of the 2021 Municipal By-Election only. Please be advised the information provided will be verified by the By-Election Office, securely stored, and then destroyed after 90 days as per *The Local Government Election Act, 2015*. By submitting you declare that the documentation provided is true in all respects. If you have any questions regarding the use of the documentation provided please contact the By-Election Office at elections@moosejaw.ca.

FORM R

[Subsections 96(2) and 121(2) of the Act]

VOTER'S REGISTRATION FORM FOR MAIL-IN BALLOT

Name: _____

Moose Jaw Civic Address: _____

Address where Mail-In Ballot is to be mailed if different from above: _____

Email Address: _____ **Phone Number:** _____

By-Election for the Office of Mayor, held in the City of Moose Jaw, Saskatchewan.

Complete the following by checking the box beside the statements which are correct:

- 1. I am a Canadian citizen and on the day of the By-Election I have resided in Saskatchewan for at least six (6) consecutive months immediately preceding the day of the By-Election.
- 2. I am the full age of 18 years or will be on By-Election day.
- 3. I have not already voted at this By-Election.
- 4. On the day of the By-Election, I:
 - (a) have resided for at least three (3) consecutive months immediately preceding the day of the By-Election in or on land now in the City of Moose Jaw; or
 - (b) have been the owner for at least three (3) consecutive months immediately preceding the day of the By-Election of assessable land situated in the City of Moose Jaw or of land now situated in the City of Moose Jaw.
Address of land referred to in 4(b) _____

ADMIN AREA - SECTION 96 - POLL BOOK

BALLOT ISSUED FOR:

- Mayor
- Objected to
- Declared
- Refused to Declare

MAIL-IN BALLOT REGISTER

Date application accepted: _____

Date Mail-In Ballot kit mailed/provided: _____

Date Mail-In Ballot received: _____

- Ballot Accepted: Initials: _____
- Ballot Not Accepted: Initials: _____
- Ballot Spoiled: Initials: _____

Initials: _____

Initials: _____

Initials: _____

Consecutive No:

Voter and Witness Declaration

This document relates to and forms part of the voter registration form/mail-in ballot application.

Voter Information & Declaration:

Name (Please Print)

Address (Please Print)

- I have completed a Voter's Registration Form; and
- I am qualified to vote in the Municipal By-Election being held in the City of Moose Jaw and I request that a mail-in ballot be issued to me.

I solemnly declare that the information contained in the voter registration form/mail-in ballot application, is true in all respects and knowing that it is of the same force and effect as if made under oath/affirmation and by virtue of the *Canada Evidence Act*.

Signature of Person Requesting Mail-in Ballot

Date

Witness Information and Declaration:

Name (Please Print)

Address (Please Print)

I swear (or solemnly affirm) that:

I know the above-mentioned person, that this voter has completed the Voter's Registration Form, and that I believe the matters sworn to/affirmed are true in substance and in fact.

I have been requested by the above-mentioned person to vouch for his/her identify and residence.

I have not acted, and will not act as a voucher for any other person in this municipality during this By-Election except for a member of my family living with me, pursuant to subsection 17(2) of *The Local Government Election Regulations, 2015*.

The information given by me with respect to the above statements is true in all respects.

I have witnessed the signature of the voter/applicant.

Signature of Person Authorized by Bylaw No. 5259, The Election Bylaw, 2012
to Witness the Signature of a Person Requesting a Mail-in Ballot

Date

Warning: Every person who furnishes false or misleading information to any person who is authorized to act as an election official is guilty of an offence and liable on summary conviction to a fine of not more than \$5000.