



## APPENDIX A

### *Vote by Mail Procedures*

#### **Ballot Kit Distribution**

1. The official Voter Kit will be distributed to the listed civic addresses of all voters on the Voters List no later than ten (10) days after the close of the nomination period.

#### **Ballot Kit Return**

2. Voters who do not need to be sworn in can drop their completed Voter Kit into the secure dropbox at Pasadena Place, 19 Tenth Avenue, 24 hours a day up to 12:00 noon, October 1, 2025.

3. All voter kits will be imprinted with 'RETURN TO SENDER' if undelivered to addressee. Upon receipt of these returned non-delivered kits, adjustments may be made to the Voters List to advise that the voter kit has been returned to the election office. Regardless of postmark if mailed, these ballots will be considered spoiled and will not be counted. All returned voter kits in this category will be held in a secure location.

#### **Election Period Voter Support and Voters List Maintenance**

4. Immediately following the commencement of Voter Kit distribution, the Returning Officer shall put in place personnel for the regular tracking of which and how many voters by poll have returned their completed Voter Kits. The secrecy envelope cannot be opened until 8 p.m. on Election Day as per section 51(2) of the Act. However, the voter declaration form can be used for tracking purposes.

5. The Returning Officer will establish a regular schedule to securely undertake ongoing preliminary processing of completed Voter Kits one-by-one by opening just the Return Envelope; checking the voter's Declaration Form against the Voters List to confirm eligibility and assign to the appropriate poll; updating the Voter List by striking the identified voter off, and placing their unopened Ballot Secrecy Envelope in the sealed ballot box established for this purpose for the applicable poll. *Poll Box Vote By Mail Tally Sheets* recording the numbers of Voter Kits processed and cumulative totals shall be maintained up to and including the day before Election Day.

6. The Returning Officer shall ensure the appropriate level of staffing during the election period for voting support at Pasadena Place, polling station and drop off location, and shall administer the required *Municipal Election Form* (MEF-09) oath or affirmation to all election staff and officials prior to the commencement of their VBM voting period duties.

7. Eligible voters not included on the Voter's List can be sworn in and receive their Voter Kit from designated election staff at the Town Office during regular working hours, up to the day immediately preceding Election Day upon completing the *Oath or Affirmation of Voter form* (MEF-13) and providing the necessary identification.

#### **Election Materials Security and Secrecy Provisions**

8. All Voter Kit materials, completed and otherwise, along with any sealed ballot boxes in use shall be held in a secure location and only approved personnel will have access to this.

9. Where unused Voter Kits are returned for whatever reason, details of the reason for return will be recorded and adjustments made to the Voter's List where appropriate. All returned Voter Kits in this category will be held together in a secure location.

10. Once the VBM voting period is underway, the Returning Officer shall administer the *Oath or Affirmation of Secrecy* (MEF-10) to all active election officials, candidates and candidates' agents seeking to monitor ongoing VBM activities.

### **Election Day Activities**

11. Sealed ballot box(es) already in use for Voter Kits received and processed prior to Election Day will be allocated to the appropriate poll station(s) along with the associated *Poll Box Vote By Mail Tally Sheet* and Voters List, updated to reflect those voters whose kits are already received and processed as of the close of business the day before Election Day. An additional sealed poll station ballot box may be established by the Deputy Returning Officer in the event the prior ballot box for that poll division is full.

12. A final check of any designated drop-off locations will take place at 12:00 noon on October 1, 2025.

13. The following procedure will be used in designated poll stations on Election Day:

a. The station(s) shall open at 8:00 a.m. and close at 8:00 p.m. on Election Day. Notwithstanding section 33 of the Act a delayed opening may impact the closing of the poll or there may be a line-up outside the polling station.

b. The Deputy Returning Officer will be empowered to swear in voters who are not on the Voter's List and who complete the prescribed Oath or Affirmation of Voter (MEF-13) and provide the appropriate identification.

14. Each poll station will be provided with the following:

a. A copy of the Voters List as updated to the close of the business day immediately preceding Election Day, for the applicable poll area.

b. A supply of Voter Kits for the applicable poll area.

c. A supply of the *Oath or Affirmation of Voter* and *Voluntary Authorization to Release Information to Update the Provincial and Federal Voters Lists* (MEF-13) forms

d. Voting screen (complete with *Election Day Directions for the Guidance of Voters* attached thereto).

e. List of streets for the applicable poll area.

f. All necessary stationery supplies as required.

15. On Election Day, a voter not included on the Voter's List must be sworn in at the poll station designated for their civic address.

16. Completed application forms for all voters sworn in on Election Day will be held by the Deputy Returning Officer and just the ballot(s) and Ballot Secrecy Envelope from the official Voter Kit will be provided to the voter. After being sworn in, the voter shall then proceed to the screened area to complete their ballot, place their completed ballot(s) in the Ballot Secrecy Envelope and seal the envelope. They shall then exit the screened area and cast their ballot as in a conventional election, by depositing the Ballot Secrecy Envelope in the sealed ballot box provided.

17. Secure transport of completed Voter Kits from any other designated drop-off locations will be conducted under the supervision or direction of the Returning Officer and will take place on a continuing basis until 12:00 noon on October 1, 2025

### **Ballot Counting**

18. The Returning Officer will establish and oversee a manual process to conduct the counting of ballots. It is the voter's responsibility to present themselves at the correct polling station.

19. Election staff will be sequestered in the counting areas on Election Day from the commencement of the count until all Ballot Secrecy Envelopes have been opened and counted. In accordance with section 51(2) ballots contained in a ballot box cannot be counted/sorted until 8 p.m. on Election Day and the secrecy envelope cannot be opened until 8 p.m. on Election Day.

20. Notwithstanding section 36 of the Act, the Returning Officer shall provide approved officials with an access pass to the designated counting areas.

21. No cellphones or similar electronic communications equipment shall be allowed in the counting areas at any time during the counting of ballots.

### **Agents for Candidates**

22. Candidates are entitled to have one agent present at each poll station and one agent present during the counting of ballots. Authorized agents are subject to the following rules:

- a. Agents will conduct themselves in a professional manner.
- b. Agents will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions.
- c. Agents will be provided with an access pass and must wear it at all times while in the poll stations or in the counting area.
- d. Agents may not handle any ballots or election material.
- e. Agents must keep confidential and not divulge election results until after 8:00 p.m. on Election Day. In accordance with section 51(2) ballots contained in a ballot box cannot be counted/sorted until 8 p.m. on Election Day and the secrecy envelope cannot be opened until 8 p.m. on Election Day.
- f. Agents must acknowledge, in writing, their agreement to observe the above noted rules.
- g. Failure to observe the above stated rules shall result in the agent being removed from the poll station and/or counting area.
- h. Agents are required to complete MEF-10.