



Municipal Election Vote by Mail Regulations

Pursuant to the Ministerial approval granted under Section 54 and 97 of the *Municipal Elections Act, SNL 2001, c. M-20.2* (hereinafter referred to as the “Act”) as amended and all other enabling powers, the Town of Pasadena has established the following MUNICIPAL ELECTIONS VOTE BY MAIL REGULATIONS.

Title

1. These Regulations may be cited as the *Town of Pasadena Vote by Mail Regulations*.

Interpretation

2. Where used herein,
 - a. “Returning Officer” shall mean the Town Clerk of the Town, or such other person appointed in accordance with section 13 of the *Municipal Elections Act*;
 - b. “Town” shall mean the Town of Pasadena; and
 - c. “Voter Kit” shall mean the package containing the documents listed in section 8 hereof.
3. Any capitalized term used but not defined herein shall having the meaning ascribed thereto in the *Act*.
4. Except where specified by these *Regulations*, Elections in the Town are held in accordance with the procedures and terms dictated by the *Act*, and the regulations, policies and forms promulgated thereunder.
5. Sections 26, 27 and 34 of the *Municipal Elections Act* SNL 2001, Chapter M-20.2 shall not apply to an Election in the Town of Pasadena.

Returning Officer Responsibilities

6. The Returning Officer shall:
 - a. Appoint in writing such election officials as may be required to conduct the Election, in accordance with section 13 of the *Act*;
 - b. Establish and maintain a secure storage location into which Return Envelopes and Ballot Secrecy Envelopes are placed until the time specified for the counting of ballots;
 - c. Establish and maintain until 12:00 noon on October 1, 2025 a minimum of one site for the deposit of Return Envelopes and Ballot Secrecy Envelopes;
 - d. Establish and maintain a voter’s list;
 - e. Oversee the creation of the Voter Kit; and
 - f. Perform such other duties and responsibilities as set out in the *Act*, these *Regulations* and procedures created hereunder.
7. The Returning Officer shall provide, in addition to the site required in section 6(c), a polling station or stations for the deposit of ballots and Ballot Secrecy Envelopes. Such additional sites shall be accessible only between 8:00 a.m. and 8:00 p.m. on election day and shall be supervised by elections officials as determined by the Returning Officer notwithstanding section 33 of the *Act*.

Voter Kit and Procedures

8. A Voter Kit shall be available to each eligible voter and shall contain the following:
 - a. Voting Directions
 - b. Voter Declaration Form (*serially numbered*)
 - c. Ballot(s)
 - d. Ballot Secrecy Envelope
 - e. Return Envelope
 - f. Any further enclosures the Returning Officer may deem necessary or appropriate.
9. Any eligible voter shall be entitled to receive a Voter Kit. Voters may also be required to attend in person at the Town Hall if their application, including all required supporting documentation, is incomplete, unclear, illegible, or otherwise unsatisfactory as determined by the Returning Officer.
10. All ballots shall be identical and shall contain all the information required by the *Act*.
11. An Election shall be conducted in accordance with the procedures set out in Appendix A attached hereto, which Appendix A forms part of these *Regulations*.
12. The Voter Kit shall contain the controlled election print materials as described in Appendices B and C attached hereto, which Appendices B and C form part of these *Regulations*.

Voter Responsibilities for Voting by Mail

13. It is the responsibility of the voter to complete their ballot once it is received, in accordance with all applicable legislation. Voters are required to follow the instructions located on the Voting Directions sheet prior to returning their ballots to a designated return location by 12:00 noon on October 1, 2025. Ballots will not be counted if received after this time regardless of postmark. These ballots will be considered spoiled and will not be counted but will be held in accordance with the Municipal Elections Act.

General

14. The Returning Officer, may, with the prior approval of the Minister, vary the procedures for the conduct of Elections from time to time as they deem appropriate to ensure the efficiency and integrity of the Election.
15. The Town may enter into any contract necessary to conduct the Election in accordance with these *Regulations*.

Offence

16. Any person who contravenes these *Regulations* shall be guilty of an offence and liable upon conviction to a penalty as provided in the *Act*.

Commencement

17. These *Regulations* were adopted on the _16_ day of _June____, 2025.

These *Regulations* come into effect following Ministerial review and approval on the _23_ day of _July____, 2025.

Mayor

Municipal Clerk