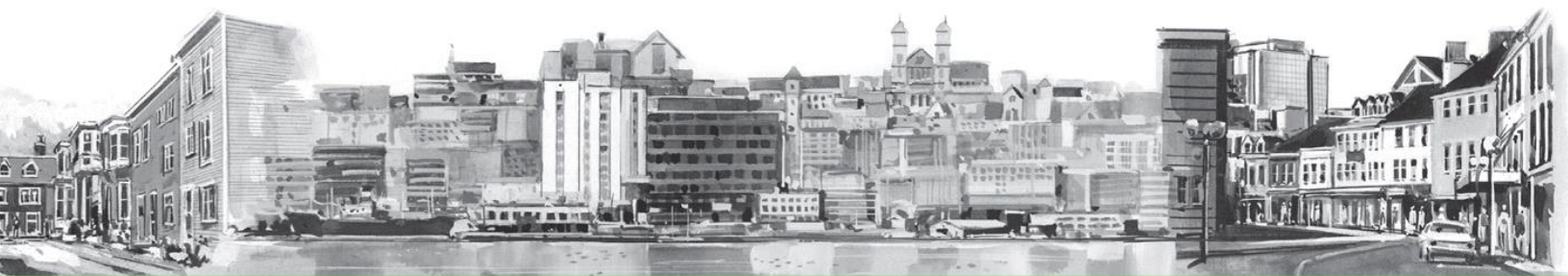


Voters Guide to the Municipal Election



Produced by the City of St. John's



ST. JOHN'S

FOREWORD

This guide is intended to provide voters with the information they need to participate as electors in a City of St. John's, Municipal Election.

Presentation of the information in this guide is general. Voters are encouraged to 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

Municipal Election Act

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

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Key Election Dates

Election Key Dates City of St. John's 2021 Municipal Election Dates are tentative and are subject to change	
Residency required to qualify as candidate	Sunday, July 25, 2021
Residency required to qualify as a voter	Sunday, August 29, 2021
First day for nominations	Tuesday, August 24, 2021
Last day for nominations	Tuesday, August 31, 2021
Last day to withdraw nomination	Wednesday, September 1, 2021
Vote by Mail Kits Inducted to Canada Post	Second week in September (actual date TBD)
Last day to mail return envelope (via Canada Post)	Thursday, September 23, 2021*
Last day to return voter kits to City Hall	Until 8pm September 28
Election period	The second week in September to Tuesday, September 28, 2021 (actual start date TBD)
Election day	Tuesday, September 28, 2021
Last day to apply for a recount	Friday, October 1, 2021
Swearing-in ceremony	Tuesday, October 12, 2021
Last day to file campaign contribution/expense declaration	Thursday, October 28, 2021

*Dates are subject to change and are based on Canada Post Delivery Standards. Delivery may be affected by mail volume, weather, Covid19 disruptions, etc.

Municipal Council Composition

City of St. John's Municipal Council is represented by 11 individuals including:

- Mayor
- Deputy Mayor
- Councillor At Large (4 positions)
- Councillor Ward 1
- Councillor Ward 2
- Councillor Ward 3
- Councillor Ward 4
- Councillor Ward 5

Ward Information

The geographical information for each ward can be found on the City's website at <http://www.stjohns.ca/city-hall/about-city-hall/finding-your-ward/ward-lookup>.

Returning Officer/Election Officials

The Returning Officer is the municipal official responsible for administering the election. The City has also engaged the services of an Election Coordinator who is responsible for coordinating all aspects of the election.

City of St. John's, 2021 Municipal Election Key Contact:

Trisha Rose
Election Coordinator
Tel: 709 576 8243
Email: election@stjohns.ca

Voters List

Municipalities receive a voters list from Elections NL. When available to the City of St. John's, a voter registration portal will be uploaded to the City's website.

How do I determine if I am on the voters list?

A voter can determine if their name is on the voters list by one of the following:

- Visit the Online Voter Registration portal on the [Municipal Election Page](#) to confirm they are there or to be added to the list.
- Call Access St. John's Citizen Service Centre at 311 or 754-CITY (2489) to confirm or be added to the list.
- Visit the Access St. John's Citizen Service Centre located on the first floor of City Hall, 10 New Gower Street.

Why would I not be on the voters list?

A voter may not be listed if they:

- have recently moved residences within St. John's
- have recently moved to St. John's
- have recently turned 18 (or since the last municipal election)
- have changed their name

What Should I do if I am not on the list?

If a voter is not on the list, they will have to verify their identity and address by submitting [acceptable identification](#). When verified, they will be added to the list.

Acceptable ID includes:

1. A copy of ONE (1) of the following:
 - a. A valid driver's license
 - b. A valid government issued ID

2. **OR** A copy of any TWO (2) of the following:
 - a. Bank statement
 - b. Birth certificate
 - c. Blood Donor Card
 - d. Canadian Passport
 - e. Certificate of Canadian Citizenship
 - f. Credit Card/Debit Card
 - g. Government Issued Payment Stub
 - h. Health Card/MCP
 - i. Identity Bracelet Issued by a hospital or long-term care facility
 - j. Income Tax Assessment
 - k. Letter of Confirmation of Residence from a communal or commercial residence manager, operator or owner
 - l. Library Card
 - m. Mortgage/Lease or Tenant Agreement
 - n. Prescription Label
 - o. Property Tax Assessment
 - p. Public Transportation Card
 - q. Social Insurance Number Card
 - r. Student Identity Card
 - s. Utility Bill
 - t. Vehicle registration, insurance certificate or policy
3. Voter's who cannot supply any of the above may submit an Affidavit (found online or in Appendix A of this guide), verifying the voter's name, address, that they are eligible to vote and have not yet voted in this election.

What should I do if my information is incorrect?

Voters who are on the list will receive a vote by mail kit. To ensure you receive a kit, residents are advised to check to see if they are listed.

If a voter is listed but the information is incorrect, they may:

1. Update their information using the online registration portal on the [Municipal Election webpage](#)
2. Call 311 or visit Access St. John's to speak to a Citizen Service Representative for assistance

What is the deadline for additions and changes to the voters' list to receive a vote by mail kit?

The deadline to make changes to the voters list to ensure receipt of a vote by mail kit in the mail is generally about 1 week before the election to allow time for mailing out a kit to voters.

If a voter misses the deadline to be added or updated on the list, they may:

- Register online on the City's Website on the [Municipal Election page](#) up until 1 week before the election.
- Visit Access St. John's, Citizen Service Centre to be added or updated up to the Monday before the election.
- Visit a Satellite Drop Off Centre in their ward to be affirmed

Proof of identification and address, as above, is required to be added to the voters list.

Voting Information

Who can Vote?

Any Canadian citizen ordinarily resident in the City of St. John's for 30 days prior to election day, August 29, 2021, 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 mailbox into a ballot box.

When can I Vote?

Voter's may begin returning their vote by mail kits as soon as they are received in the mail during the election period. The election period will begin the second week in September and run until election day, September 28.

How does Vote by Mail Work?

Voters will complete their vote by mail kits in the comfort and privacy of their own home and mail back their ballots using the postage paid envelope provided in the kit.

What Should I do if I did not Receive a Vote by Mail Kit by mid September?

If you do not receive a vote by mail kit by Thursday, September 16th, you should:

- Register online at <http://www.stjohns.ca/cityhall/municipal-election>. Kits may be mailed out until about a week before the election.
- Call 311 or visit Access St. John's, first floor, City Hall to register and obtain a kit.

What should I do if I receive a Vote by Mail Kit in someone else's name?

Do not use this kit to vote. It is against the law to vote in someone else's name. Please call 311 to report the mistake in information. You can return the mail marked "moved" or "return to sender" by dropping it into a Canada Post Mailbox. Returned mail will be set aside for eventual updating of the voters list.

What should I do if I Discover Someone Else Has Used my Vote By Mail Kit?

You must file an [Oath or Affirmation of Fraud](#) granting the City of St. John's authority to investigate the matter and if warranted, 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 my Vote by Mail kit was lost, damaged, or destroyed?

If your vote by mail kit is lost, damaged, or if you accidentally mark your secrecy envelope in a way that might identify you as the sender, you can contact Access St. John's at 311 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.

Will my ballot remain a 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.

Are the ballots counted as they are received?

No, all returned secrecy envelopes containing the ballots will be stored in a secure vault until election day. Ballots will be counted after 8 pm.

What accessibility considerations are in place to assist voters with disabilities?

The City's Inclusion Advisory Committee is consulted for advice and direction regarding accessibility. The following considerations are established and increase election accessibility for voters and candidates:

- The Election Coordinator is the point of contact to request specific accommodations. Requests can be emailed to election@stjohns.ca or voters may call for 311 or 754-CITY (2489) to be directed to the Election Coordinator.

- Election information is published across multiple formats
 - Website
 - Social Media
 - Newspaper
- Election information is available in alternate formats upon request (e.g., large print, Braille). Please notify the Election Coordinator at least one month in advance of election day to allow time for processing your request and distributing materials to you.
- Elections staff receive an inclusion and accessibility orientation for supporting voters who may need assistance.
- Election related information and materials, including the voting kits, meet [Clear Print Accessibility Guidelines](#).
- Satellite Drop off Centers are reviewed for accessibility and have the following considerations in place:
 - Wheelchair accessible
 - Service animals welcome
 - ASL interpreters may be requested. One-month advanced notice is appreciated
 - Use of personal assistive devices permitted to mark your ballot (own pen, mobile device, smart phone, reader apps)
 - Large print list of candidates available
 - Braille list of candidates and voting instructions available
 - Braille/Tactile ballot overlay available
 - Signature guides available
 - Magnifiers available
 - Voting area lighting available
 - Election staff assistance available

When will official results be released?

Election results will be released at City Hall and on the City's Website at www.stjohns.ca as they become available any time after 8pm on election day.

Vote by Mail Kit Instructions

What is included in the vote by mail kit?

The vote by mail kit will contain:

- an instruction sheet and voter declaration form (at the bottom of this sheet)
- a ballot
- a white ballot secrecy envelope and
- a yellow return envelope

How do I complete the vote by mail kit?

1. Sign and detach the voter declaration at the bottom of the instruction sheet
2. Complete the ballot by voting for the following:
 - One (1) Mayoral Candidate
 - One (1) Deputy Mayoral Candidate
 - Up to Four (4) At-Large Candidates
 - One (1) Ward Candidate
3. Insert the completed ballot into the white secrecy envelope and seal it
4. Insert the signed declaration and sealed secrecy envelope into the yellow return envelope and seal it.
5. Deposit the postage paid, yellow return envelope in your nearest Canada Post Mailbox.

If I miss the return mail deadline, can I still vote?

Yes. You can either:

- deposit it in the drop box located outside city hall up to 8pm on election day
- deposit it at a Satellite Drop off Center in your ward on election day from 8am to 8pm.

If you did not receive a kit and you wish to vote, you may do so with [acceptable identification](#) at a Satellite Drop off Centre in your ward on election day.

Where are the Satellite Drop Off Centers?

Ward	Satellite Drop off Center	Location
Ward 1	Paul Reynolds Community Centre	35 Carrick Drive
	Holiday Inn Express	5 Navigator Ave
Ward 2	Knights of Columbus	49 St. Clare Ave
	Virginia Park Community Center	51 Harding Road
Ward 3	H.G.R. Mews Community Centre	40 Mundy Pond Road
	Shrine Centre (Enter via Ferryland St. E)	530 Topsail Road
Ward 4	Kenmount Terrace Community Centre	85 Messenger Drive
	Swilers Rugby Club	100 Crosbie Road
Ward 5	Shea Heights Community Center	130 Linegar Ave
	Southlands Community Center	40 Teakwood Drive
	Goulds Recreation Centre	509 Main Road Goulds

Appendix A

FORMS

Acceptable Identification Required to Vote in a City of St. John's Municipal Election

Residents should check the City of St. John's, Voters List in advance of the Election to see if they are listed. The voters list will be active on the [City's Website](#) no later than 2 months before Election Day.


Voters not listed must verify their identity and address in one of following ways:

1. Submit **ONE (1)** piece of ID which displays both your name and address such as a valid:
 - Driver's License
 - Government Issued ID
2. If you do not have an ID listed above, submit **TWO (2)** pieces of ID which together, show your name and address such as any combination of:
 - Bank statement
 - Birth certificate
 - Blood Donor Card
 - Canadian Passport
 - Certificate of Canadian Citizenship
 - Credit Card/Debit Card
 - Government Issued Payment Stub
 - Health Card/MCP
 - Identity Bracelet Issued by a hospital or long-term care facility
 - Income Tax Assessment
 - Letter of Confirmation of Residence from a communal or commercial residence manager, operator or owner
 - Library Card
 - Mortgage/Lease or Tenant Agreement
 - Prescription Label
 - Property Tax Assessment
 - Public Transportation Card
 - Social Insurance Number Card
 - Student Identity Card
 - Utility Bill
 - Vehicle registration, insurance certificate or policy

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NEWFOUNDLAND AND LABRADOR, CANADA


Form last updated: 2021-06-01 Page 1 of 1

	OCC – Application for Inclusion, Update or Removal on the Voters List		Office of the City Clerk
	<p align="center"> Application for Inclusion, Update or Removal on Voters List </p> <p> Note: Some features of this form may not be supported on all devices. Please download to improve access. </p> <p> Completed forms may be submitted by mail, in person, scanned and sent via email to election@stjohns.ca, or use of the submit button below. </p>		
Application (to be completed by the applicant)			SECTION 1
<p> Attach valid Government Issued ID or combination of ID's (Refer to Acceptable Identification document). If no acceptable ID exists, attach Affidavit – Voters Without Identification. Communal or commercial residents may attach written confirmation of such from the owner, operator, or manager. </p> <p> Print Full Name _____ Date of Birth (yyyy-mm-dd) _____ </p> <p> Print Previous Name (if applicable) _____ </p> <p> <input type="checkbox"/> Add my name <input type="checkbox"/> Update my address <input type="checkbox"/> Delete my Name </p>			
Address/Mailing Address Change			SECTION 2
Previous Civic Address:		Current Civic Address:	
Street No. and Name _____		Street No. and Name _____	
Apt. No. _____ Postal Code _____		Apt. No. _____ Postal Code _____	
Telephone No. _____		Telephone No. _____	
Previous Mailing Address: Same as above		Current Mailing Address: Same as above	
_____		_____	
_____		_____	
Declaration (to be completed by the applicant)			SECTION 3
<p> 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. </p> <p> Elector Signature _____ Date _____ </p>			
Privacy Notice			SECTION 4
<p> Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to make a change to the voters list. Questions about the collection and use of the information may be directed to the Election Coordinator, election@stjohns.ca </p>			
Validation (for office use only)			SECTION 5
ID Type _____		Record Number _____	
_____		Staff _____	
Please send completed form to:		Contact Information P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	
_____		For further information: Phone: 709-745-2489 Email: election@stjohns.ca	

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NEWFOUNDLAND AND LABRADOR, CANADA

	OCC – Oath or Affirmation of Fraud	Office of the City Clerk
	<p align="center">Oath or Affirmation of Fraud</p> <p>Note: Some features of this form may not be supported on all devices. Please download to improve access.</p> <p>Completed forms may be submitted by mail, in person, scanned and sent via email to election@stjohns.ca, or use of the submit button below.</p>	
Declaration		SECTION 1
<p>I, _____ of, _____</p> <p align="center">(Name) (Civic Address)</p> <p>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.</p> <p>SWORN before me at St. John's, Newfoundland this _____ day of _____, 20____</p> <p>Returning Officer's Signature _____</p> <p>Voter's Signature _____</p>		
Privacy Notice		SECTION 2
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to affirm an allegation of voter fraud. Questions about the collection and use of the information may be directed to the Election Coordinator, election@stjohns.ca</p>		
Please send completed form to:	Contact Information P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: 709-745-2489 Email: election@stjohns.ca

	OCC – Oath or Affirmation of Voter	Office of the City Clerk
	Oath or Affirmation of Voter Note: Some features of this form may not be supported on all devices. Please download to improve access. Completed forms may be submitted by mail, in person, scanned and sent via email to election@stjohns.ca , or use of the submit button below.	
Declaration (to be completed by the applicant)		SECTION 1
I, _____ of, _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (Name) (Civic Address) </div> _____ do hereby declare: <div style="display: flex; justify-content: space-around; width: 100%;"> (Date of Birth) </div> <ol style="list-style-type: none"> 1. That I have not previously voted in this election; 2. That I am a Canadian citizen 18 years of age or older; 3. That I have been ordinarily resident in this municipality for 30 days immediately preceding election day; 4. That I am not, to my knowledge, otherwise disqualified to vote in this election; and 5. 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 _____, 20____		
Returning Officer's Signature _____ Voter's Signature _____		
Privacy Notice		SECTION 2
Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to affirm the eligibility of the voter. Questions about the collection and use of the information may be directed to the Election Coordinator, election@stjohns.ca		
Please send completed form to:	Contact Information P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: 709-745-2489 Email: election@stjohns.ca