

Electronic Mail-in Ballot Application Process

The following are the recommended list of persons who would be authorized to witness the voter's signature on the *Voter's Registration Form and Poll Book/Declaration of Person Requesting Mail-in Ballot* form and who would be authorized to check the voter's identification:

- A family member providing that:
 - They are an eligible voter for the 2020 municipal election
 - They have known you for at least 2 years or more

A family member is defined in Appendix D Table 2, Vouching in *The Local Government Elections Regulations, 2015* as follows:

1-1 spouse	1-12 brother-in-law
1-2 father	1-13 sister-in-law
1-3 mother	1-14 son
1-4 grandfather	1-15 daughter
1-5 grandmother	1-16 stepson
1-6 stepfather	1-17 stepdaughter
1-7 stepmother	1-18 son-in-law
1-8 father-in-law	1-19 daughter-in-law
1-9 mother-in-law	1-20 grandson
1-10 brother	1-21 granddaughter
1-11 sister	

- Anyone living at the same address as the voter provided that:
 - They are an eligible voter for the 2020 municipal election
 - They have known the voter for at least 2 years or more

An eligible voter is defined as:

- a Canadian citizen
 - at least 18 years old
 - a resident of the City of Regina, or on land now in the city, for at least three consecutive months immediately preceding Election Day
 - the owner of assessable land in the City of Regina, or on land now situated in the city for at least three consecutive months immediately preceding Election Day
 - a resident of the Province of Saskatchewan for at least six consecutive months immediately preceding Election Day
- In addition to the family members and people who reside with the voter, the witness may also be an occupation-based witness outlined below as long as they're:
 - registered/licensed with the appropriate local authority to practice their profession
 - currently working in that field
 - judge
 - dentist
 - pharmacist
 - veterinarian
 - police officer
 - notary public

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- lawyer/notary
- medical doctor
- dean/head of university or college
- signing officer of a:
 - bank or trust company
 - financial institution that offer a full range of banking services (cash withdrawals, deposits and savings)
- In addition to the above the witness may also be any Saskatchewan Health Authority employee currently employed in a hospital, rehabilitation centre, senior assisted living facility, long term care facility, or care home governed by or affiliated with the Saskatchewan Health Authority

The online application would also be required to have a photocopy of government issued PHOTO ID (drivers license, passport, etc.) which shows a graphical signature and verifies the name and address of the voter applying. The signature would be verified against the signature on the Voter Registration/Mail-In Ballot Form. If a voter were to submit an application without photo ID, they would be contacted to apply in person.

A high-level overview of the Non-In-Person Mail-in Ballot application:

Step 1: Eligible Voter will download the *Voter's Registration Form and Poll Book/Declaration of Person Requesting Mail-in Ballot* form from regina.ca/elections and complete the form.

They will have their form witnessed by someone who meets the eligibility requirements as listed on the Approved List of Eligible Witnesses. The witness will review the identification outlined above to satisfy themselves that the voter's identity has been established. The witness will be required to provide their signature on the voter registration form, as well as print their first and last name under the signature line.

The voter will submit their completed form and a copy of their Government issued Photo ID via email to elections@regina.ca:

Driver's License **OR** Passport and a bill with their name and address

The photo ID will be a requirement and require having ID that has a signature on it so that it can be verified against the signature on the Voter Registration Form.

Step 2: Once the application is received the forms and ID will be printed. The staff will ensure the form is complete and witnessed, verify the form against the government issued photo ID provided and compare the signatures. If all requirements are met, the staff will email the applicant to advise that their application has been accepted and the kits will be mailed out in October.

If the voter does not have the required Government issued photo ID, the forms are incomplete or illegible, they will be contacted to apply for a mail-in ballot in person.

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- Step 3: The voter's information will be added to a tracking spread sheet, the mail in ballot kit will be prepared and the date the mail-in ballot application is received will be written on the registration form. The kit will be placed in order with the other mail-in ballot requests received.
- Step 4: Once the ballots are printed the ballots will be placed in the mail-in ballot kits to be mailed out to the voters. Each kit will be sent to its respective address through Registered Mail. The staff will mark the date on the voter registration form, that the kit was mailed out.
- Step 5: Once the Mail-in Ballot is received back from the voter, the staff will open the envelope and mark the date the ballot was received on the voter registration form and then place the ballot (still concealed in the smallest envelope) into the sealed ballot box designated for mail-in ballots.
- Step 6: If 100 or more mail-in ballots are received by the close of Advance Polls, those ballots will be opened, audited and inserted into the assigned vote tabulating machine on the next business day after the close of the advance poll dates. The USB media will be stored in a secure location similar to the Advance Poll USB media until the close of poll on election day, and the results will be not be transmitted until that time. Candidates and Agents will be invited to observe this process. Any mail-in ballots received after this date will be placed in a sealed ballot box and inserted into the vote tabulator machine at the close of poll on Election Day.