

Special Poll Mail-in Ballot Process

This is a high-level look at our Special Poll Mail-In Ballot process:

Step 1: Office Administrator will fill out the *Certification of Identity and Residence – Multi* form.

Step 2: The residents will be provided with a *Voter's Registration Form and Poll Book/Declaration of Person Requesting Mail-in Ballot*. The residents will fill out their form and have it witnessed by someone one who meets the eligibility requirements on the Approved List of Eligible Witnesses. 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 Administrative Staff at each special poll location will then put all completed forms and identification requirements together and have them ready for the Elections Regina Office to pick up at a designated time booked by the special poll coordinator.

Step 2: Once the applications have been picked up, the staff will ensure the form is complete and witnessed, verify the form against the government issued photo ID or *Certification of Identity and Residence – Multi* form provided and compare the signatures. If all requirements are met, the staff will email the facility to advise that their applications have been accepted and the kits will be mailed out on October 26 or 27, 2020.

The Elections Regina Office will prepare a mail-in ballot kit for each voter within the residence/facility and send the kits and a sealed ballot box to each facility via Courier or designated team.

This will allow time for these locations to leave the mail sit for 2 days before it is distributed to the residents if required.

The facility staff will distribute mail in ballot kits to each resident as marked on the envelope.

The facility staff will collect the completed mail-in ballot kits into the sealed ballot box.

Step 3: Special Poll Staff will arrange to pick up the ballot boxes on November 2 (during the Advance Poll Dates).

Step 4: The Elections Regina staff will open the ballot box 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 5: 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, prior to Election Day. 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.