



# **SPECIAL BALLOT COORDINATOR'S MANUAL**





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EC 78690  
(12/2010)



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**Note:**     **The masculine gender is used throughout this manual without bias in the interest of simplicity and ease of reading.**





## **PART I – SPECIAL BALLOT COORDINATORS IN RETURNING OFFICES AND ADDITIONAL OFFICES**

### **A MESSAGE FROM ELECTIONS CANADA**

This manual explains your duties as a special ballot coordinator. This manual and the *Special Ballot Coordinator's Self-Training Guide* are designed to be used together to complete your training. It is based on the Special Voting Rules (Part 11 of the *Canada Elections Act*), on the federal referendum legislation and on the procedures established by the Chief Electoral Officer of Canada. **These rules must be strictly followed.**

**Part I** describes your duties as a special ballot coordinator in a returning office or in an additional office. As a special ballot coordinator, your main tasks are to manage the special ballot registration and voting processes and coordinate special ballot voting in acute care hospitals and any other special ballot voting initiative, as required.

You will provide service to electors who reside in your electoral district (*local* electors) and to electors who reside in other electoral districts (*national* electors). Although many of the procedures apply to both types of electors, there are some important differences. **You must read all sections of this manual carefully.**

You may also be asked by your returning officer or additional assistant returning officer to perform duties other than those directly related to your work as a special ballot coordinator.

If you have been appointed as the special ballot coordinator for an additional office in a large electoral district, the instructions in this manual apply to additional offices as well as the main office. Voting by special ballot in your additional office is held independently from that in the main office. When necessary, you will receive instructions applying specifically to additional offices.

You are responsible only to the returning officer or the additional assistant returning officer in charge of your additional office who appointed you and who will issue your working instructions. **You must act independently from any political party, candidate or referendum committee.**

## A MESSAGE FROM ELECTIONS CANADA

As a representative of Elections Canada, you must not take part in any partisan activity during your employment period, whether or not you are on duty. This means that:

- You must not state opinions or display materials that support or oppose a political party, candidate or referendum committee.
- You should only answer questions relating to the electoral process.
- You must not work for any candidate, political party or referendum committee, nor attend any political functions or meetings.

**Part II** of this manual explains your responsibilities in preparing for the hospital voting initiative and assisting the work of the hospital special ballot coordinators. For more information, consult the *Special Ballot Coordinator's Manual (Acute Care Hospitals)* (EC 78692).

### CONTACTING ELECTIONS CANADA IN OTTAWA

For staff in offices of returning officers and additional assistant returning officers:

- Elections Canada Support Network (ECSN) 1-888-677-0301
- Special Voting Rules Fax Number: 1-800-363-4796 (toll-free)  
613-998-8393
- Mailing Address: (440 Coventry Road)  
PO Box 9830, Stn T  
Ottawa, Ontario K1G 5W7

### CONFIDENTIALITY GUIDELINES

In carrying out your duties, you will come into contact with personal information regarding your friends, family members, neighbours, colleagues and others that must remain private. By law, elector information (whether on application forms or on any other documents) is confidential and must be protected at all times.

You must ensure that any document containing elector information is kept out of public view.

When you are checking information on the list to determine who is registered at a particular address, be sure not to discuss the names of the other electors who may be listed at the same address.

## A MESSAGE FROM ELECTIONS CANADA

### LIST OF ACRONYMS FOR SPECIAL BALLOT COORDINATORS

The following is a list of acronyms commonly used throughout this manual and other Special Voting Rules-related material to describe titles of positions and other items:

- AARO Additional assistant returning officer
- AC Automation coordinator
- ARO Assistant returning officer
- CEA *Canada Elections Act*
- DRO Deputy returning officer
- EC Elections Canada
- Hospital SBC Hospital special ballot coordinator
- RO Returning officer
- SBC Special ballot coordinator
- SVR Special Voting Rules
- SVRA Special Voting Rules Administrator

## **COURTESY AT WORK**

As a special ballot coordinator (SBC), you are one of the few Elections Canada representatives the elector will meet during the course of an electoral event. The manner in which you do your work and communicate with the public may influence what electors think about the electoral process and the way electoral events are run.

Your behaviour while on duty affects the level of trust that electors have in their electoral system, and in Elections Canada (EC) – the organization that runs federal electoral events. You are a representative of EC, and we expect you:

- to always be polite to electors
- to dress appropriately
- **not** to smoke while on duty
- to wear your Election Personnel Identification Card while on duty

## **BILINGUAL SERVICE**

EC is legally responsible for ensuring that every Canadian is able to obtain service in either official language, English or French. If you do not understand the official language used by the person you are serving, immediately advise the returning officer (RO) or the additional assistant returning officer (AARO). Then appropriate action can be taken to serve this person in the official language of his choice.

## **INTERPRETERS**

When an elector uses a language other than French or English and is not understood, or if the elector has a hearing impairment, an interpreter may be appointed. Immediately contact your RO or your AARO. Such an interpreter must swear an oath or make a solemn affirmation respecting the proper performance of his duties.

## ELECTORS WITH DISABILITIES

When you are communicating with an elector who has a disability, you should apply the following principles:

- Remember that it may take more time for a person with a disability, or for a senior, to answer your questions or carry out certain tasks.
- Give your undivided attention to a person who has difficulty communicating.
- Speak directly to a person with a disability rather than to his companion.
- Speak calmly, slowly and directly to a person who has a hearing impairment. Your facial expressions, gestures and body movements will help the elector to understand. Do not shout or speak into the person's ear. If communicating is difficult, do not hesitate to write a note to the person who has a hearing impairment.
- Greet a person with a visual impairment by letting the person know who you are and what you do. You should also provide a guiding device, such as a ruler or card, to enable the person to complete the ballot or sign the *Outer Envelope*. If you must help a person with a visual impairment to walk, offer your arm and give warning of any steps or obstacles you may encounter.
- Before assisting a person using a wheelchair, ask if you may do so and how you should proceed.

Guide dogs are admitted to any building. You must not disturb the dogs while they are carrying out their duties.

Do not hesitate to contact your RO, or in the case of an AARO office, your AARO, if you need more information on this subject.

## GETTING READY

The services of an SBC must be available to the public in the office of the returning officer (RO office) or the AARO office throughout the hours established by the Chief Electoral Officer. They are:

- from 9:00 a.m. to 9:00 p.m. from Monday to Friday
- from 9:00 a.m. to 6:00 p.m. on Saturday
- from noon to 4:00 p.m. on Sunday

with a few exceptions for days where there are specific statutory or operational obligations to remain open for a longer period.

Your RO or AARO will determine your work schedule for the electoral period. Because of the long hours during which special ballot voting services are required, you will probably share the above hours with another SBC.

You will receive an *Appointment and Oath (for office staff)* (EC 10135) form or an *Appointment and Oath (for election or referendum officers)* (EC 10130) form on which your personal information will have been pre-printed and which you must verify. The information on this form is used by EC to process your pay. **Any errors will lead to delays in payment.**

Make sure that you keep your copy of the form as proof of your appointment as an SBC. You must swear the oath on this form before the RO, the assistant returning officer (ARO) or the AARO.

Your duties as an SBC end:

- in the RO office, at the close of the polls on polling day
- in the AARO office, at 9:00 p.m. on the 6th day before polling day

## SUPPLIES

The RO receives the material for the SBC in Lot 5 (each box is identified with a turquoise label). Before beginning your duties, you must verify that you have received all of the following items from your RO. If any of the material on this list is missing, please contact your RO or your AARO immediately.

- List of Federal Electoral Districts* (EC 00170)
- Guide to Federal Electoral Districts and Street Indexes*
- Training DVD for Special Ballot Coordinators* (EC 11464)
- Part 11 of the *Canada Elections Act* (CEA) (EC 78360)
- Special Ballot Coordinator's Manual (Acute Care Hospitals)* (EC 78692)
- Deputy Returning Officer's Manual (Counting Local Special Ballots)* (EC 78700)
- Election Personnel Identification Card (EC 50210)
- Long and short ballot box seals (EC 50190 and EC 50200)
- Ballot box(es) (EC 50250)
- Official seals (EC 50180)
- A voting screen (EC 50240)
- Pencils for use behind the voting screen and a pencil sharpener
- A template for use by a person with a visual impairment (EC 50170)
- Booklets of special ballot papers (EC 78300 or REF 78300)
- Log of Special Ballot Coordinator Initials* (EC 78721), pad of 10

## SUPPLIES

- Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720), pads of 40
- Application for Registration and Special Ballot: For electors residing in Canada* (EC 78530), pads of 50
- Registration kit *Vote – by Special Ballot in your riding* (EC 78520)
- Registration kit *Vote – by Special Ballot while away from your riding* (EC 78510)
- Inner Envelopes* (EC 78840)
- White Outer Envelopes* (EC 78860), for *local* electors
- White return envelopes* (EC 78820), for *local* electors
- Brown Outer Envelopes* (EC 78870), for *national* electors
- Brown return envelopes* (EC 78810), for *national* electors
- White mailing envelopes* (EC 78880)
- Voting Instructions for Canadians Voting by Special Ballot in Their Own Electoral Districts* (EC 78670 or REF 78670)
- Voting Instructions for Canadians Away from Their Electoral Districts* (EC 78680 or REF 78680)
- Sheets of bar code labels for *national* electors (sealed in a 9" x 12" brown envelope with a pad of control sheets)
- Control Sheet for Bar Code Labels* (EC 78951), pad of 50 (sealed in a 9" x 12" brown envelope with the sheets of bar code labels)
- SBC Checklist for Local Electors* (EC 78696) in pad form (green)
- SBC Checklist for National Electors* (EC 78697) in pad form (yellow)



## SUPPLIES

- Laminated *Privacy Statement for electors living in Canada* (EC 78531)
- Privacy Statement for electors living in Canada* in pad form (EC 78532)
- Envelopes for spoiled ballots (EC 78900)
- Envelopes for unused ballots (EC 78930)
- Small plastic bag for counterfoils
- Large plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790)
- Large brown envelopes (EC 11520) for AARO offices **only**
- Ruler
- Battery-operated electronic time-dater (EC 10890)

Please see your RO to obtain the following items:

- List of electors for your electoral district
- List of Confirmed Candidates* for all electoral districts across Canada (after the 19th day before polling day, for an election only)
- Poll Key*
- Pre-addressed labels prepared by the RO for the white return envelopes (EC 78820) and white mailing envelopes (EC 78880)

**Every day when your office closes, you must lock up all voting supplies, including ballot papers and the ballot boxes.**

## SETTING UP YOUR OFFICE

Now that you have received and verified all of your supplies, you must organize your office in a manner that will allow you to efficiently serve all electors who wish to register and vote by special ballot.

You will need to seal and identify the required number of ballot boxes, identify the booklets of special ballots and track their serial numbers, and prepare the record for the first ballot box. You must set up the voting station so as to maintain the secrecy of the elector's vote, and you need to ensure that the ballot box is in a safe location. The ballot box must be accessible to the elector who wishes to deposit his completed ballot himself. At the same time, you need to ensure that only signed outer envelopes from local electors are deposited into the ballot box.

You must obtain the name and initials of every SBC, or person who issues a special ballot voting kit, on the *Log of Special Ballot Coordinator Initials* (EC 78721). This log must be given to each team of deputy returning officers (DROs) and poll clerks who will be counting the local special ballots.

The *Aide-Mémoire for the Special Ballot Coordinator* (EC 78653) will be sent to your RO once the event is called. The RO will have access to an electronic version that can be printed. This tool was created to assist you in your daily tasks as an SBC. We recommend that you post it on your wall so that you will have a daily reminder of your tasks and responsibilities. You can ask your RO to review the aide-mémoire with you and explain the tasks.

There are two different checklists: the green one for *local* electors (EC 78696) and the yellow one for *national* electors (EC 78697). These checklists are provided as a tool to assist you in ensuring that all of the required steps in the registration and voting process for special ballot are followed. You will find steps for the basic registration and voting process in the RO office on the left-hand side of the checklists, and the exceptions in the boxes on the right-hand side.

Canadian electors have a right to access their personal information and know how this information is used. To this end, the *Privacy Statement for electors living in Canada* was created; it briefly explains how we use their personal information and where they can find out more about the collection and use of their personal information. The laminated *Privacy Statement for electors living in Canada* (EC 78531) is to be left on your desk in view of the electors. The *Privacy Statement for electors living in Canada* in pad form (EC 78532) is for electors who wish to take a copy of the statement with them.

Remember, it is very important to keep your office and desk well organized and your supplies secure.

## SEALING THE BALLOT BOXES

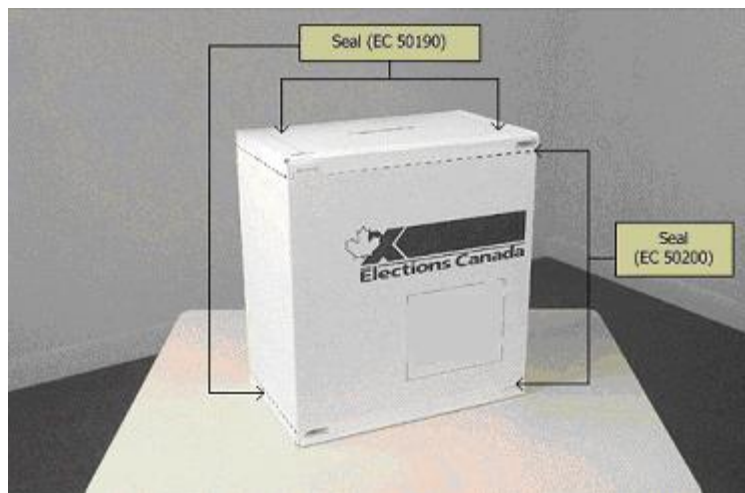
Immediately after the writs are issued, the RO must ask the political parties or the referendum committees to send representatives to the RO office and to any AARO offices, where applicable, to witness the sealing of the ballot boxes **for electors residing in your electoral district (local electors)**.

If no representatives are present, you must ensure that at least two witnesses are present for the sealing of the ballot boxes, in addition to you and the RO (or the ARO or the AARO). In full view of the representatives or witnesses, you must:

- open a ballot box (EC 50250), and confirm that there are no ballot papers or other materials in it
- seal the ballot box, using two long numbered seals (EC 50200) for the front of the box and four short unnumbered seals (EC 50190) for the sides
- record the serial numbers of the two long seals in the appropriate box on the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720)

This procedure **must** be repeated for each ballot box. **Figure 1** below illustrates a correctly sealed ballot box.

**Figure 1: Sealed Ballot Box**



## IDENTIFYING THE BALLOT BOX

Each ballot box should hold no more than 350 ballots. You will identify each ballot box with a number and the numbers corresponding to the *Outer Envelope – Local Elector* that will be deposited in that ballot box. For example, if you are working in:

- the RO office, you will write on your first ballot box “**Box 1 – Outer Envelopes 1–350**” and then on your second ballot box “**Box 2 – Outer Envelopes 351–700**”, and you would follow this process for all additional boxes
- an AARO office, your first ballot box will be marked as follows “**Box 1 – Outer Envelopes 10,000–10,349**”

You will then write the ballot box number and outer envelope numbers, along with the electoral district number, on the *Record of Special Ballots Issued to Electors Voting in their Electoral District* (EC 78720). You will need one pad of Records (EC 78720) for each ballot box you seal (approximately 40 sheets), as you will record only 350 special ballot voting kits issued per grouping of records.

If you are working in the RO office, you may need to identify other ballot boxes as follows:

- “**Box – Hospitals**” (if any). All envelopes from **local** electors (*Outer Envelope – Local Elector*) from the voting in acute care hospitals must be deposited in this ballot box.
- “**Box – AARO Office**” (if any). All envelopes from **local** electors (*Outer Envelope – Local Elector*) issued from an AARO office and **mailed** to the RO office during the event must be deposited in this ballot box. All outer envelopes containing completed ballots, received from an AARO office after the 6th day before polling day, must also be placed in this ballot box.

## BALLOT PAPERS IN YOUR RETURNING OFFICE

You have received 3,000 special ballots. As you are responsible for keeping track of these special ballots, it is very important that you keep a record of all the special ballots that have been provided to you. The ballot booklets may or may not have consecutive serial numbers, and prior to assigning them to be used in *local* or *national* voting kits, group them by consecutive serial numbers.

Then, put aside 2,500 of these special ballots for *local* electors; the remaining 500 are to be used in special ballot voting kits for *national* electors. It is recommended that you identify each booklet by writing either “*local*” or “*national*” on its cover (**not** on the ballots).

You will need to keep track of the serial numbers of the 3,000 special ballots on a separate sheet. Record the number of ballots and the serial numbers from the first ballot and the last ballot of each group of ballot booklets for the 2,500 special ballots assigned to *local* electors. You will need to do the same for the 500 special ballots assigned to *national* electors. Keep this sheet in a secure location as you will need to consult it when you reconcile the number of used and unused special ballots at the close of registration.

At an election, once the regular ballots are available, put aside 500 regular ballots for *local* electors who vote in person in your office. Record the number of regular ballot booklets and their serial numbers on your tracking sheet.

To summarize, **for an election**, you will set aside:

- for *local* electors: 2,500 special ballots and 500 regular ballots
- for *national* electors: 500 special ballots

**At a referendum**, you will set aside:

- for *local* electors: 2,500 referendum ballots
- for *national* electors: 500 referendum ballots

**NOTE:** **Regular ballots are only to be used by a *local* elector who is voting immediately in person in your office. At no time should a regular ballot leave the office. Should the elector wish to leave with a ballot, you must issue him a special ballot.**

## BALLOT PAPERS IN AN ADDITIONAL OFFICE

If you are working in an AARO office, you have received 1,500 special ballots. As you are responsible for keeping track of these special ballots, it is very important that you keep a record of all the special ballots that have been provided to you. The ballot booklets may or may not have consecutive serial numbers, and prior to assigning them to be used in *local* or *national* voting kits, group them by consecutive serial numbers.

Then, put aside 1,000 of these special ballots for *local* electors; the remaining 500 are to be used in special ballot voting kits for *national* electors. It is recommended that you identify each booklet by writing either “*local*” or “*national*” on its cover (**not** on the ballots).

You will need to keep track of the serial numbers of the 1,500 special ballots on a separate sheet. Record the number of ballots and the serial numbers from the first ballot and the last ballot of each group of ballot booklets for the 1,000 special ballots assigned to *local* electors. You will need to do the same for the 500 special ballots assigned to *national* electors. Keep this sheet in a secure location as you will need to consult it when you reconcile the number of used and unused special ballots at the close of registration.

At an election, when the regular ballots are available, the RO will determine how many of these ballots are needed for your AARO office for *local* electors who vote in person in this office. Record the number of regular ballot booklets and their serial numbers on your tracking sheet.

To summarize, **for an election**, you will set aside in your AARO office:

- for *local* electors: 1,000 special ballots and the number of regular ballots that has been determined by the RO
- for *national* electors: 500 special ballots

**At a referendum**, you will set aside:

- for *local* electors: 1,000 referendum ballots
- for *national* electors: 500 referendum ballots

**NOTE:** Regular ballots are only to be used by a *local* elector who is voting immediately in person in your office. At no time should a regular ballot leave the office. Should the elector wish to leave with a ballot, you must issue him a special ballot.

## OVERVIEW OF SPECIAL BALLOT VOTING

The special ballot is designed for electors who wish to vote using a method other than an ordinary or advance poll. Any elector may apply to vote by special ballot in person, by fax, by mail or by any other delivery service, but may only return the ballot in person, by mail or by any other delivery service.

### WHO MAY VOTE BY SPECIAL BALLOT?

Any qualified elector (that is, any Canadian citizen 18 years of age or older on polling day) may vote by special ballot. The elector's name will be added to the appropriate list of electors, if necessary, and it will be indicated on the list that the elector has registered to vote by special ballot. Under the CEA and the federal referendum legislation, once the elector's application has been accepted, he may vote only by special ballot.

The elector's electoral district is determined by the place where he ordinarily resides. **Before receiving a special ballot voting kit, the elector must first submit a completed *Application for Registration and Special Ballot form*, along with his proof of identity and address of ordinary residence, between the day the writs are issued and the deadline of 6:00 p.m., local time, on Tuesday, the 6th day before polling day. No application for registration can be accepted after that deadline.**

### THE DIFFERENCE BETWEEN A *LOCAL* ELECTOR AND A *NATIONAL* ELECTOR

You will be dealing with two categories of electors voting by special ballot:

- A *local* elector resides in your electoral district and will cast his vote in the electoral district in which he resides. During an electoral event, for any reason, he will not be voting at the advance or ordinary polls on polling day. Examples of a *local* elector include, but are not limited to, persons who will be absent at the advance poll or on polling day due to commitments.
  - In order for the *local* elector's special ballot to be counted, he must ensure that his ballot is received in his RO office before the close of the polls on polling day.

## OVERVIEW OF SPECIAL BALLOT VOTING

- An elector who resides in your electoral district and who will cast his vote outside the electoral district is a ***national elector***. Examples of *national* electors include, but are not limited to, persons who have registered in your office but are leaving on vacation or will be absent from home for business reasons prior to casting their vote (i.e. traveller, student or snowbird).
  - In order for his special ballot to be counted, the elector is responsible for returning his ballot to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.
- A *national* elector has an ordinary residence in Canada, but in another electoral district, and will cast his vote outside the electoral district in which he resides. This elector will not be voting at the ordinary or advance polls in his electoral district. Examples of a *national* elector include, but are not limited to, persons who are on vacation or absent from home due to business or educational commitments (i.e. traveller, student or snowbird).
  - In order for the *national* elector's special ballot to be counted, the elector is responsible for returning his ballot to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.

*Local* and *national* electors fill out different application forms (please refer to instructions in the appropriate sections).

### ***Member of Parliament***

Each candidate at a general election who, on the day before the dissolution of Parliament immediately before the election, was a member, and any elector living with the candidate on that day who would move, or has moved, with the candidate to continue to live with the candidate, is entitled to have his name entered on the list of electors for, and to vote at the polling station that is established for, the polling division in which is located:

- a) the place of ordinary residence of the former member; **or**
- b) the place of temporary residence of the former member of the electoral district in which the former member is a candidate; **or**
- c) the RO office for the electoral district in which the former member is a candidate; **or**
- d) the place in Ottawa or in the area surrounding Ottawa where the former member resides for the purpose of carrying out parliamentary duties.

The address indicated on the elector's application for registration form for voting purposes must reflect the information under either a), b), c) or d).



## OVERVIEW OF SPECIAL BALLOT VOTING

### *Students voting*

Students who have relocated within Canada to pursue their studies have several voting options open to them.

Since an elector has only one place of ordinary residence (as defined by section 8 of the CEA), one must first determine that place. For some students, their place of ordinary residence may be where their family resides. For others, it may be where they have relocated in order to pursue their studies. **The choice is theirs.**

It is also important to remind students that there is no period of residency requirement in federal elections.

No matter what their place of ordinary residence, the students will need to provide proof of identity and address of ordinary residence at the time they register to vote by special ballot. Please refer to the section **Proof of Identity and Address of Ordinary Residence** on page 21.

- **Students who consider their place of ordinary residence to be their parents' home**

Students who are away from their place of ordinary residence (their parents' home) may vote by special ballot for a candidate in the electoral district where their place of ordinary residence is located. They could vote by special ballot at the RO office while visiting their parents or while in their place of study.

- **Students who consider their place of ordinary residence to be the place where they are pursuing their studies**

Students who consider their place of ordinary residence to be the place where they are pursuing their studies can vote for a candidate in that electoral district by special ballot, by advance poll or at the regular poll on polling day.

## OVERVIEW OF SPECIAL BALLOT VOTING

### ELECTORS IN DANGER

An elector who would be under reasonable apprehension of bodily harm if a current address of residence were indicated on the list of electors may apply to the RO to use another address for the purpose of registering to vote by special ballot. Such electors include, but are not limited to, abused spouses and common-law partners who are hiding from violent partners and do not wish that their present address becomes known.

The elector who applies to vote by special ballot must provide satisfactory proof of his current ordinary residence in the electoral district where his vote is to be counted. However, the elector's current address must not appear on any electoral document or be revealed to anyone other than you and the RO. To protect the elector's current location, the address appearing on the application form for voting and mailing purposes must be a different address. For example, this address could be the elector's former address or another address such as the RO office. The elector should provide the current address only to you, the RO or the AARO, and the ballot will be mailed to that address or picked up at the RO office or AARO office by the elector.

If you need more information on this subject, do not hesitate to speak with your RO or, in the case of an AARO office, your AARO (subsection 233(1.1) of the CEA).

### REGISTRATION AND VOTING AT HOME

An elector may request to vote at home if he meets the following criteria as outlined in section 243.1 of the CEA:

- he is unable to read, or he is unable to vote in the manner prescribed in this manual because of a physical disability, **and**
- he is unable to personally go to an RO office or an AARO office because of a physical disability.

Should you receive such a request, a **designated election or referendum officer** shall go to the elector's home and, in the presence of a witness chosen by the elector, assist the elector by:

- completing the application form
- obtaining the elector's signature on the application form (in the case of an elector who has difficulty signing, it could be a personal mark)
- completing the declaration on the outer envelope and writing the elector's name where the elector's signature is to be written

## OVERVIEW OF SPECIAL BALLOT VOTING

- for an election, telling or showing the elector the names of the candidates and their political affiliation; for a referendum, telling or showing the elector the referendum question
- marking the ballot paper as directed by the elector, in the elector's presence and in full view of the witness

The witness must be made aware of the secrecy of the vote and that he cannot divulge how the elector has voted. The election or referendum officer and the witness must then indicate that the elector was assisted by signing in the space provided on the back of the outer envelope.

For an example of the back of an outer envelope signed by the election or referendum officer and the witness, see **Figure 2** on the next page.

### *Procedures to follow*

Before visiting an elector's home, the following procedures must be followed:

- The RO must confirm that the elector meets all of the criteria listed on the previous page.
- The election or referendum officer must have prior approval from the RO or the AARO.
- The election or referendum officer must be accompanied by someone from the office.
- The person accompanying the election or referendum officer could also act as a witness, as required.
- You must confirm beforehand whether the elector requiring assistance is from your electoral district (*local* elector) or from another electoral district (*national* elector) so that the appropriate material is used.

**NOTE: No regular ballot can leave the RO office or AARO office.**

- The visits should be scheduled after all the candidates have been confirmed, i.e. after the 19th day before election day, if possible, so that you may bring a complete *List of Confirmed Candidates* when visiting.

**NOTE: This initiative must be closely monitored and must meet the criteria as outlined in the Act.**

## OVERVIEW OF SPECIAL BALLOT VOTING

Figure 2: Back of the Outer Envelope signed by the election or referendum officer and witness

DID YOU SIGN AND DATE THIS ENVELOPE?  
AVEZ-VOUS SIGNÉ ET DATÉ CETTE ENVELOPPE?

Your ballot will not be counted  
if this envelope is not signed.

Votre bulletin ne sera pas compté  
si cette enveloppe n'est pas signée.

To be signed **only** when an elector has received help in voting / À signer **seulement** si l'électeur a obtenu de l'aide pour voter

*[Signature]*  
Signature of election or referendum officer  
Signature du fonctionnaire électoral ou référendaire

*[Signature]*  
Signature of witness / Signature du témoin

## OVERVIEW OF SPECIAL BALLOT VOTING

### PROOF OF IDENTITY AND ADDRESS OF ORDINARY RESIDENCE

Whether an elector registers by mail, by fax or in person, he **must** present acceptable proof of identity and address of ordinary residence. It is important that you confirm the acceptability of identity documents. However, it is also important that eligible electors do not lose their right to vote.

Any one of the following four identification options can provide the necessary information to prove identity and residence:

- 1) one document showing the **name, current address of ordinary residence** and **signature** of the elector;

**OR**

- 2) two documents:
  - one showing the **name** and **signature** of the elector, **and**
  - one showing the **name** and **current address of ordinary residence** of the elector;

**OR**

- 3) an affidavit signed before a person authorized to receive oaths in the province or territory and showing the **name, current address of ordinary residence** and **signature** of the elector;

**OR**

- 4) when the elector cannot provide any of these documents, a document showing the **name** and **current address of ordinary residence** of the elector's spouse or of the person on whom the elector is dependent. **Both the elector to be registered and the person whose name appears on this document must be present at the time it is offered, and they must reside at the same address.**

The documents listed in **Figure 3** on the next page may be used as acceptable proof of identity and address of ordinary residence for registering. This list is not exhaustive; you may accept other equivalent documents.

It is important to note that the proof of residence must include a physical location that identifies the elector's appropriate polling division and electoral district. **A document showing a mailing address, such as a PO Box or RR, does not constitute satisfactory proof of residence.** Some exceptions apply in some areas where no other civic address is available.

## OVERVIEW OF SPECIAL BALLOT VOTING

**Figure 3: Examples of Acceptable Documents**

Documents with name, current address and signature	or	Documents with name and current address	and	Documents with name and signature
<ul style="list-style-type: none"> <li>• Driver's licence</li> <li>• Mortgage or land transfer document</li> <li>• A completed and signed personalized processed cheque for payment of an account</li> <li>• Vehicle registration</li> </ul>		<ul style="list-style-type: none"> <li>• Statement of account from telephone, public utilities or credit cards from major commercial undertakings</li> <li>• Automobile insurance policy certificate</li> <li>• Income tax notice of assessment</li> <li>• Hospital card</li> <li>• Proof of subscription to a magazine or periodical or a magazine with a mailing label affixed</li> <li>• Statement of RRSP or mutual fund</li> </ul>		<ul style="list-style-type: none"> <li>• Health insurance card</li> <li>• Canadian passport</li> <li>• Canadian citizenship card</li> <li>• Old age security card</li> <li>• Social Insurance Number card</li> <li>• Automated teller machine card</li> <li>• Credit card</li> <li>• Automobile club card</li> <li>• Library card</li> <li>• Student card</li> <li>• Certificate of Indian Status card</li> </ul>

**NOTE:** A document showing a mailing address, such as a PO Box or RR, does not constitute satisfactory proof of residence. Some exceptions apply in some areas where no other civic address is available. In these cases, you must contact us to determine whether the elector's situation can be deemed an exception and to confirm that his documents are acceptable as proof of residence.

## INFORMATION FOR *LOCAL* ELECTORS

### REQUESTING AN APPLICATION FORM

An elector wishing to vote by special ballot must complete an *Application for Registration and Special Ballot*, regardless of whether his name appears on the list of electors. **You must process and accept the application form before you send or give the elector a special ballot voting kit.** Because of the tight deadlines, you must process all applications promptly.

A *local* elector can obtain an *Application for Registration and Special Ballot* in several ways:

- in person, from his local Elections Canada office
- by contacting his local Elections Canada office and requesting that it be sent by mail or by fax
- through another elector
- from the EC Web site

The application form in the local EC office comes in two formats:

- The *Application for Registration and Special Ballot: For electors residing in Canada* (EC 78530) in pad form is completed while in the office by a *local* elector who wants to register to vote by special ballot.
- The registration kit *Vote – by special ballot in your own riding* (EC 78520) is used when the elector requests that a form be mailed, or if it is to be picked up by the elector or another person. The registration kit includes an application form and instructions, which are inserted into the return envelope.

When you send the registration kit (EC 78520) by mail to the elector, you must:

- affix a return address label with the address of your office in the space provided on the return envelope
- put the registration kit EC 78520 into the mailing envelope (EC 78880)
- affix the elector address label and a stamp to the mailing envelope

## INFORMATION FOR *LOCAL* ELECTORS

### COMPLETING AN APPLICATION FORM

The information of the elector must be **printed legibly** on the application form:

√ *This symbol indicates that the field is **OPTIONAL**.*

- In **Box 1**: the elector's family name, given name and middle name(s)
- √ In **Box 2**: daytime and evening telephone number(s), including area code(s), where the elector can be reached
- In **Box 3**: the elector's gender
- In **Box 4**: the elector's **complete** date of birth (day, month and year) (see page 26 for more information)
- In **Box 5**: the elector's preferred official language (English or French)
- √ In **Box 6**: the elector's e-mail address, if applicable
- In **Box 7**: the elector's current home address (address of ordinary residence). This should be a physical address, **not** a mailing address. It determines the polling division in which the elector's name will appear on the list of electors and must be complete so that it can be accurately entered in REVISE.
- In **Box 8**: the elector's mailing address, if different from his home address
- In **Box 9**: the signature of the elector and the date the application is completed. (Even if the elector is being assisted in completing his form, he must sign the form.)
- In **Box 10**: whether or not the elector's name appears on the list of electors and in which electoral district
- In **Box 11**: If the elector's name does not already appear in the National Register of Electors and he does not want it to be added, he must check the box and sign (see page 26 for more information).

**NOTE:** An improperly completed application form can result in a ballot not being counted.



## INFORMATION FOR *LOCAL* ELECTORS

### DECLARATION

On completing the form, the elector must sign and date the application (Box 9), certifying that:

- he is a Canadian citizen
- he will be 18 years of age or older on polling day
- he has not previously requested a special ballot and has not previously voted at this federal electoral event
- he will not attempt to vote again at this electoral event
- all the statements made on the application are true and correct

You must inform the elector that the information on the application form will be used for federal, provincial and territorial electoral purposes only. The information is retained in Personal Information Banks.

For a sample of a completed *Application for Registration and Special Ballot: For electors residing in Canada*, see **Figure 4** on page 28.

### REGISTERING AND VOTING BY SPECIAL BALLOT ONLY ONCE

An elector may vote at a federal general election only once, and for only one candidate running in his electoral district. At a federal referendum, electors may also vote only once, and for only one option for each question.

The CEA states that the deputy returning officer (DRO) must set aside an outer envelope, unopened, when he determines that more than one ballot has been issued to an elector (except when the elector has spoiled his ballot).

Regularly throughout the electoral period, EC in Ottawa will send the ROs a list of electors who live in their electoral district and who have requested to vote by special ballot while away from the electoral district where they live.

**It is very important that you inform each elector that once his application to vote by special ballot has been accepted, he will not be able to vote in any other way.** The elector may request to vote by special ballot only once and may only vote that way.

## INFORMATION FOR *LOCAL* ELECTORS

### OPTING OUT OF THE NATIONAL REGISTER OF ELECTORS

If the elector's name does not appear in the National Register of Electors, the elector may request that his name **not be added** to the National Register of Electors. To do so, he must check the appropriate box (Box 11) and sign next to the statement on the application form. This will mean that the elector will have to re-register at every electoral event.

It is important to note that if the elector's name is already in the National Register of Electors, by checking Box 11, his name will not be removed. You must advise the elector who wishes to be deleted from the National Register of Electors to write to the Chief Electoral Officer to request deletion. Provide the contact information as shown below.

Each written request must state the elector's name, date of birth, and current home and mailing addresses, and it must be signed by the elector. All letters requesting deletion should be addressed to:

Chief Electoral Officer of Canada  
National Register of Electors  
Elections Canada  
257 Slater Street  
Ottawa, Ontario K1A 0M6

For more information, electors may call 1-800-463-6868 (toll-free). People who are deaf or hard of hearing may call TTY 1-800-361-8935 (toll-free).

### DATE OF BIRTH

The elector must provide his **complete** date of birth (day, month and year) as this is a requirement under the CEA. You can provide the elector with the following information:

- dates of birth will be used in the National Register of Electors to distinguish among electors who have the same name
- the date of birth information is a requirement for maintaining the National Register of Electors
- dates of birth will **not** appear on the lists of electors prepared for candidates, members of Parliament, political parties or referendum committees
- dates of birth will be matched with information that the elector has already provided to other agencies (i.e. Canada Revenue Agency, provincial or territorial departments issuing driver's licences), so that electors can be automatically registered at a new residence without the inconvenience of having to register again every time they move

## INFORMATION FOR *LOCAL* ELECTORS

### RETURNING THE APPLICATION FORM

The elector is responsible for making sure that the properly completed *Application for Registration and Special Ballot* is received in your office by the deadline of **6:00 p.m., local time**, on Tuesday, the 6th day before polling day.


A *local* elector may return his completed *Application for Registration and Special Ballot*, along with proof of identity and address of ordinary residence, to your office in any of the following ways:

- in person
- by mail or fax
- through another person (with copies of the elector's proof of identity and address of ordinary residence)
- by any other method of delivery

As the deadline approaches, you are to encourage electors to return their application as quickly as possible and, where feasible, encourage them to deliver it in person and pick up their special ballot voting kit at the same time. It is the elector's decision whether he can meet the prescribed deadlines of sending his application form and returning his voting kit.

# INFORMATION FOR LOCAL ELECTORS

**Figure 4: Application for Registration and Special Ballot: For electors residing in Canada (EC 78530)**



### Application for Registration and Special Ballot

For electors residing in Canada  
(See sections 232 and 233 of the *Canada Elections Act*)

- Print clearly using blue or black ink in the spaces provided.
- Only fields marked with an asterisk (\*) are optional.
- Include all required documents.

For office use only	Electoral district number (of the address in Box 7) <b>47-006</b>	Outer Envelope No. <b>14</b>
	Polling division No. <b>72-10</b>	Sequence No. <b>84</b>

**Full Name and Contact Information**

① Family Name: **WILSON**

Given Name: **DEREK**

Middle Name(s): **ANDREW**

② Daytime Phone Number\*: **306-555-4321**

Evening Phone Number\*: **306-555-1234**

③ Gender: Male  Female

④ Date of Birth (YYYY-MM-DD): **1960 11 04**

⑤ Language: English  French

⑥ E-mail Address\*:

**Home Address (This address determines the riding where your vote is counted.)**

⑦ Number and Street, or Lot and Concession, or Township and Range (Elections Canada cannot use a mailing address, such as Rural Route (RR), Post Office (PO) Box or General Delivery (GD) to establish where your vote is to be counted.) **36 CHAPLAIN ST.** Apt./Unit: **403**

City, Town, Village or Municipality: **PRINCE ALBERT** Prov./Terr.: **SK** Postal Code: **S6V 8E4**

**Present Mailing Address (where you want to receive your special ballot voting kit)**

⑧ Number and Street, Rural Route (RR), Post Office (PO) Box or General Delivery (GD): **PO BOX 463** Apt./Unit:

City, Town, Village or Municipality: **PRINCE ALBERT** Province, Territory or State: **SK**

Country: **CANADA** Postal/Zip Code: **S6V 1R1**

**Declaration**

⑨

- I am a Canadian citizen and will be at least 18 years old on election day.
- I have not previously requested a special ballot for this election nor have I already voted in this election, and I understand that I may vote only once.
- If the electoral event underway is a **by-election**, my place of ordinary residence was in the electoral district on the first day of the revision period and will remain there until election day.
- All of the statements made in this application are true and correct.

Signature: **Derek Wilson** Date: **2005 03 20**  
Y Y Y Y M M D D

⑩ Is your name on the list of electors? Yes  No  Don't know  Name of your riding, if you know it: **PRINCE ALBERT**

⑪ Check here  if you do not want your name added to the National Register of Electors, and sign here:

For office use only

Signature of authorized officer: **[Signature]** Date: **2005 03 20**  
Y Y Y Y M M D D

EC 78530 (07/2010)

## INFORMATION FOR *LOCAL* ELECTORS

### MONITORING REQUESTS FOR APPLICATIONS

Representatives of political parties or candidates (at an election) or representatives of referendum committees (at a referendum) may ask you for quantities of the registration kit *Vote — by special ballot in your own riding* (EC 78520). They may want to hand them out to electors who are confined to their homes or possibly to residents of seniors' homes. Please note that seniors' residences are usually served by mobile polls. You must inform your RO or the AARO immediately of any such request so that he may investigate the reason for requesting these forms.

Although this practice is not illegal, you should monitor it closely. When the quantity requested appears to you to be unreasonable or excessive – for example, 20 or more – consult your RO before giving out the applications.

### FINDING OUT CANDIDATES' NAMES IN AN ELECTION

In an election, each elector is responsible for finding out the names of the candidates who are running in his electoral district. **You may give out only the names and political affiliations of candidates whose nomination papers have been received and accepted by your RO (confirmed candidates) to *local* electors in your electoral district.**

Before the deadline for the confirmation of nominations, the names of confirmed candidates will be available from your RO as candidates file their nomination papers. A list of confirmed candidates is also available on the EC Web site at [www.elections.ca](http://www.elections.ca). You must advise the elector that, prior to the 19th day before election day, the EC Web site will contain only a partial list of confirmed candidates. Shortly after the 19th day before election day, the list of confirmed candidates running in all electoral districts will be available in every RO office in Canada, from EC in Ottawa and on the EC Web site.

## INFORMATION FOR *LOCAL* ELECTORS

### PRELIMINARY VERIFICATION

#### *Is the application on time?*

Applications must reach your office no later than **6:00 p.m., local time**, on Tuesday, the 6th day before polling day, in order to be processed. Stamp the date and time of receipt on each application you receive using the time-dater.

You **cannot** accept applications received after the deadline. Initial the date stamp and set aside any late applications. If you receive an application after the deadline, try to contact the elector to inform him that his application was late and he will be unable to vote by special ballot. He will have to vote on polling day.

On Tuesday, the 6th day before polling day, there may be a lineup of electors at your office waiting to register to vote by special ballot. To avoid any confusion, we suggest that you station a member of the office staff at the door at 6:00 p.m. to make sure that only those electors present at that time are allowed to apply. Electors arriving after 6:00 p.m. are not entitled to register to vote by special ballot.

#### *Applications received by mail or fax*

*Local* electors, who reside in your electoral district and who **fax** or **mail** you their *Application for Registration and Special Ballot* (EC 78520) forms, must enclose **photocopies** of documentation as proof of both identity and address of ordinary residence. You must keep these photocopies with your copy of the application form for your files. It is not necessary to make a copy of the documents for the automation coordinator (AC).

#### *Applications received in person*

When an **elector residing in your electoral district (local elector)** comes to your office with his completed *Application for Registration and Special Ballot*, ask the elector to provide proof of both identity and address of ordinary residence.

It is not necessary to photocopy the proof of identity and address of ordinary residence if you are satisfied that the documentation properly represents the individual and his address of ordinary residence. You must note in the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) the **type** of identification that the elector submitted.

## INFORMATION FOR *LOCAL* ELECTORS

When someone comes to your office with an **application for another elector**, he must submit a photocopy of the proof of the other elector's identity and address of ordinary residence, which you keep and attach to your copy of the application form, for your files. If the person presents an original proof of the other elector's identity and address of ordinary residence, you must make a photocopy and return the original document. You must not provide the special ballot voting kit to this person. It will be mailed to the elector whose name appears on the application form or that elector can come to the office to pick it up.

### *Determining the elector's electoral district*

It is extremely important to determine the correct electoral district for each elector, as registering an elector in the wrong electoral district will result in the elector being added incorrectly to REVISE and his ballot not being counted.

In order to ensure that an elector is registered to vote in the correct electoral district, you **must** verify his address of ordinary residence. The elector's ordinary residence is defined as the place he calls home. This is the place where he resides and to which he intends to return when away. He can have only one place of ordinary residence at a time. A temporary absence does not constitute a change of ordinary residence.

**Prior to processing** the application, look up the elector's address of ordinary residence in the *Street Indexes or Guide to Federal Electoral Districts*. If the elector indicated the name of his electoral district on his application form, you **must** still determine in which electoral district his address of ordinary residence is located, as it might be different from the one indicated on the application form. The RO or AARO will explain how to use these reference materials.

Additional verification of the address is required in certain cases, for example:

- if you have the slightest doubt
- if the street on which the elector lives crosses two electoral district boundaries
- if the street on which the elector lives is close to the electoral district boundary
- if the street is not found in the above reference material

In cases where additional verification is required, you should ask the AC to verify the information in REVISE or use the Voter Information Service on the Home page of the EC Web site at [www.elections.ca](http://www.elections.ca) to identify the polling division. If this fails, contact the Special Voting Rules Help Desk.

## INFORMATION FOR *LOCAL* ELECTORS

### *Accepting applications*

You must accept an application if:

- the form is fully and accurately completed
- it has arrived at the office before the deadline
- the elector's proof of both identity and address of ordinary residence is satisfactory

When you accept the application, you must complete the section at the top right-hand side of the form and sign and date the section at the bottom of the form. In the appropriate boxes at the top of the application form, write the number of the electoral district, the *Outer Envelope* number, the elector's polling division and sequence number, or an "A" in the sequence number box if the elector's name does not appear on the list of electors.

If the application is incomplete and the elector is not present, contact him by phone or fax to obtain the missing information. Keep a separate folder of incomplete applications so that you can accept the application and issue the special ballot voting kit once the missing information is received.

## ISSUING THE SPECIAL BALLOT VOTING KIT TO A *LOCAL* ELECTOR

### *Completing the Record of Special Ballots*

When you are satisfied that the elector is a resident of your electoral district, complete the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720). It is crucial that this record be filled out accurately. This document is used to validate all outer envelopes returned to your office and by the DROs appointed to count the local special ballots on polling day.

- Write the date (month/day: 09/25).
- Write the ***Outer Envelope number*** (which is a consecutive number) on the record EC 78720. If you are working in:
  - your RO's office, assign the elector a consecutive number between 1 and 2,999
  - AARO office number 1, assign the elector a consecutive number between 10,000 and 12,999
  - AARO office number 2, assign the elector a consecutive number between 13,000 and 15,999
  - AARO office number 3, assign the elector a consecutive number between 16,000 and 17,999



## INFORMATION FOR *LOCAL* ELECTORS

The numbers between 3,000 and 9,999 are reserved for electors in acute care hospitals.

- Write the elector's family name and given name.
- Write the elector's address of ordinary residence (**not** his mailing address).
- Indicate, with a check mark ( ✓ ), whether the ballot was delivered in person **or** by mail.
- In the next column, write the type of proof of identity and address that the elector provided. If required, use two lines to enter the required information.
- Place your initials in the last column, "Delivered by," **at the time of registration**, not when the ballot is returned.
- When the ballot is returned to you, indicate the date (month and day: 09/25) the ballot was received in either the "In person" **or** "By mail" column.
  - "In person" means that the elector returned his ballot in person to the RO office or AARO office. This includes electors voting immediately or leaving with the ballot and returning at a later date to hand it in.
  - "By mail" means that the elector returned his ballot by mailing it or sending it using another delivery method.

Do not fill out the "Date ballot received" column until the elector has voted and either you or the elector has placed the marked ballot (enclosed in the *Inner* and *Outer Envelopes*) in the ballot box.

As you fill up each page of record EC 78720, you must enter the number of registered electors and the number of returned ballots at the bottom of the page. Before you provide the record (EC 78720) to the DRO on polling day, you must enter on the last page the **total number of ballots that were returned** by the electors.

If you are working in an AARO office, you must fax a copy of the *Record of Special Ballots Issued to Electors Voting in their Electoral District* (EC 78720) to the SBC in the RO office on a daily basis. This will allow the SBC to fill in the "Date received" column as he receives the completed ballots from the electors who did not vote immediately in your office.

For an example of a completed *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720), see **Figure 5** on the next page.

# INFORMATION FOR LOCAL ELECTORS

**Figure 5: Record of Special Ballots Issued to Electors Voting in Their Electoral District (EC 78720)**

<b>RECORD OF SPECIAL BALLOTS ISSUED TO ELECTORS VOTING IN THEIR ELECTORAL DISTRICT</b>			<b>REGISTRE DES BULLETINS DE VOTE SPÉCIAUX ÉMIS AUX ÉLECTEURS VOTANT DANS LEUR CIRCONSCRIPTION</b>			Page 2 of 2		
Electoral district number / Numéro de la circonscription 47006		Seal numbers / Numéros des sceaux 0926136 0926137		Ballot box No. / Urne n° : / - 350				
Date (mm-dj)	Outer envelope No. / N° de l'enveloppe extérieure	Family name / Nom de famille	Given name / Prénom	Address / Adresse	Ballot delivered / Bulletin remis	Date ballot received / Date de la réception du bulletin	Delivered by / Remis par	
					In person / En personne	In person / En personne (mm-dj)	By mail / Par la poste (mm-dj)	Initials / Initiales
03/18	11	BAKER	JOAN	42 BARETTE AVG TISDALL	✓	03/18		MM
03/19	12	SMITH	MAUREEN	139 RIDEAU RD. CODETTE	✓		03/27	MM
03/20	13	TYRIE	JOHN	113 MAIN ST. PRINCE ALBERT	✓	03/25		MM
03/20	14	WILSON	DEREK	36 CHAPEL ST. #403 PRINCE ALBERT	✓	03/20		MM
					Total			
					Total number of ballots returned: / Nombre total de bulletins de vote retournés :			3
					Signature of deputy returning officer / du scrutateur :			14
					Date:			

**INFORMATION FOR LOCAL ELECTORS**


**Preparing the Outer Envelope – Local Elector**

Write on the *Outer Envelope* (EC 78860):

- the consecutive number you assigned to the elector on the record (EC 78720)
- the name of the electoral district (print clearly)
- the elector’s name (print clearly)

For an example of a completed *Outer Envelope – Local Elector*, see **Figure 6** below.

**Figure 6: Outer Envelope – Local Elector (EC 78860)**

	<b>OUTER ENVELOPE – LOCAL ELECTOR</b> <b>ENVELOPPE EXTÉRIEURE – ÉLECTEUR LOCAL</b>	<b>EC 78860</b> <b>(10/2008)</b>
OUTER ENVELOPE NUMBER / NUMÉRO DE L'ENVELOPPE EXTÉRIEURE		14
ELECTORAL DISTRICT / CIRCONSCRIPTION		PRINCE ALBERT
ELECTOR'S NAME / NOM DE L'ÉLECTEUR		DEREK WILSON
I, THE UNDERSIGNED, DECLARE THAT I HAVE NOT PREVIOUSLY VOTED AND WILL NOT ATTEMPT TO VOTE AGAIN AT THE CURRENT ELECTORAL EVENT.		JE, SOUSSIGNÉ, DÉCLARE QUE JE N'AI PAS DÉJÀ VOTÉ ET JE NE TENTERAI PAS DE VOTER DE NOUVEAU AU SCRUTIN EN COURS.
X <u>Derek Wilson</u>		<u>20/03/05</u>
ELECTOR'S SIGNATURE / SIGNATURE DE L'ÉLECTEUR		DATE

## INFORMATION FOR *LOCAL* ELECTORS

### *Issuing the special ballot voting kit to a local elector in person*

**If the elector is voting immediately in your office**, give him:

- a special ballot (EC 78300 or REF 78300) or a regular ballot (once available)
- an *Inner Envelope* (EC 78840)
- the completed *Outer Envelope – Local Elector* (EC 78860)

You can give any required instructions verbally.

Once the regular ballots for the electoral district have been printed, you will issue him a regular ballot:

- tear off the ballot from the book between the stub and the counterfoil
- initial the back of the regular ballot paper
- fold the regular ballot paper twice (see **Figure 7** on page 38)
- hand the folded ballot paper to the elector

For a referendum, if an elector wishes to vote immediately in your office, follow the same procedures, but with a referendum ballot (see **Figure 9** on page 38).

**NOTE: A regular ballot must never leave the RO office.**

**If the elector is not voting immediately in your office**, hand him the following, inserted into the mailing envelope (EC 78880):

- if you are working in the RO office, a return envelope (EC 78820) to which you have affixed a label pre-addressed to your RO office
- if you are working in an AARO office, a return envelope (EC 78820) to which you have affixed a label **pre-addressed to the RO office**. You must inform the elector that he must return the ballot by mail to the RO office before the close of polls on polling day or drop it off at the AARO office by 6:00 p.m. on the 6th day before polling day.
- the completed *Outer Envelope – Local Elector* (EC 78860)
- an *Inner Envelope* (EC 78840)
- the pamphlet *Voting Instructions for Canadians Voting by Special Ballot in Their Own Electoral District* (EC 78670 or REF 78670), on the back of which you have written the RO office telephone number
- a special ballot (EC 78300 or REF 78300)

## INFORMATION FOR *LOCAL* ELECTORS

When an elector asks that a special ballot voting kit be mailed to him, follow the steps above to assemble the special ballot voting kit, which you will insert into a mailing envelope.

On the mailing envelope (EC 78880), write the elector's mailing address, affix a label with the RO return address, enclose the special ballot voting kit, seal the envelope and mail it. Note that the mailing address may be different from the address of ordinary residence provided. Be sure to use the correct mailing address to avoid any unnecessary delays when sending the special ballot voting kit.

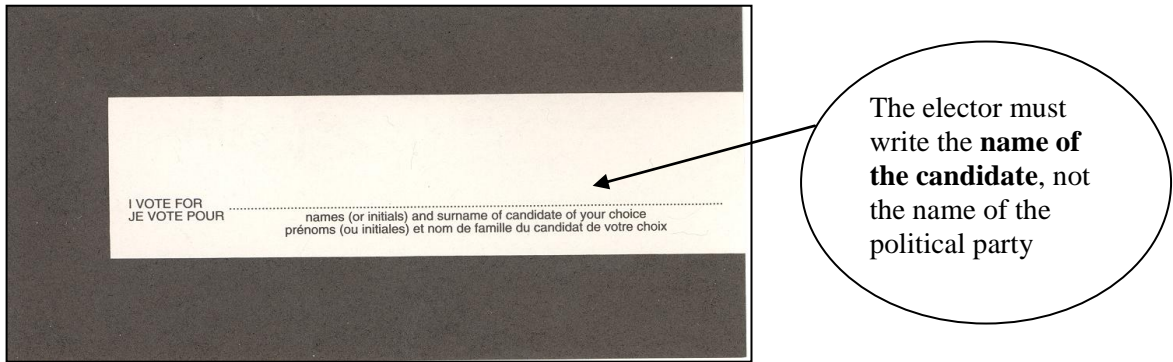
**For a referendum**, when an elector asks that a referendum ballot be mailed to him, you follow the same procedures. **Leave the counterfoil attached to the stub in the book of ballots.**

**INFORMATION FOR LOCAL ELECTORS**

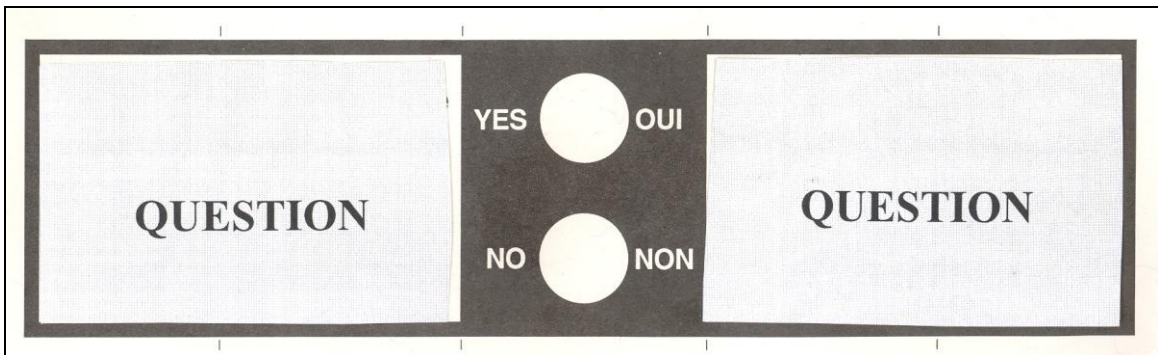
**Figure 7: Folding a Regular Ballot**



**Figure 8: Special Ballot (EC 78300)**



**Figure 9: Referendum Ballot (REF 78300)**



## INFORMATION FOR *LOCAL* ELECTORS

### RECEIVING AN APPLICATION FORM FROM SOMEONE OTHER THAN THE REGISTERING ELECTOR

Sometimes an individual will submit a completed application form on behalf of another elector, along with photocopies of identification documents, and will ask that the special ballot voting kit be given to him for that elector.

If this happens, **you must not give the special ballot voting kit to that person**; you must mail the special ballot voting kit to that elector or ask if the elector can come to the office to pick it up. As per the CEA, the voting kit can only be given to the registered elector.

**NOTE:** Special ballot voting kits are never to be given to another elector, a third party, a representative of a political party, a candidate or his representative, or a referendum representative.

### FORWARDING *LOCAL* APPLICATION FORMS TO THE AUTOMATION COORDINATOR

After you issue a special ballot voting kit to a *local* elector, make a copy of the application form for your records, attach copies of the identification documents, if any, and give the original to the AC in your RO office as soon as possible. Do this as often as necessary throughout the day. Once you have sent the original form to the AC, you must file the copy in numerical order according to the consecutive number assigned to the *Outer Envelope – Local Elector* (EC 78860) for future reference.

If you are working in an AARO office, you must regularly fax all application forms from *local* electors to the main office of your electoral district. Once you have sent the fax to the RO office, you must file the original application form in numerical order according to the number assigned to the *Outer Envelope – Local Elector* (EC 78860) for future reference.

The AC will add the elector to the list (if the elector is not already on the list) and mark that he has applied to vote by special ballot. The elector's name will appear on the list of electors struck through and an "S" will appear in the margin. This way, the elector will not be permitted to vote at the advance or ordinary polls.

**NOTE:** Do not wait for the return of the special ballot to your office to give the AC the original application form. Under the CEA and the federal referendum legislation, the elector has been deemed to have voted once his application has been accepted by you, whether he returns his ballot or not.

## INFORMATION FOR *LOCAL* ELECTORS

### FILLING OUT THE BALLOT

#### *Voting with a special ballot*

**For an election**, after a *local* elector receives a special ballot voting kit by mail or in person, the elector must:

- write on the special ballot paper the given name (or initials) and surname of the candidate of his choice running in your electoral district
- if there are two or more candidates with the same name, also write the name of the chosen candidate's political party, or the word "Independent"

**NOTE:** In accordance with the CEA, in order for a special ballot to be counted, it must bear the name of a candidate. A special ballot bearing only the name of a political party will not be counted.

The elector must then:

- insert the ballot in the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope* (EC 78860)
- seal the *Outer Envelope*
- sign and date the *Outer Envelope*
- return the *Outer Envelope* to you by mail or by delivering it in person (personally or through a representative)

**NOTE:** If the *Outer Envelope* is not signed by the elector (other than when the elector votes with the assistance of an election officer), it will be set aside at the count.

#### *Voting with a regular ballot in the RO office*

Once you have handed a regular ballot to an elector who is voting in person at your office, the elector must:

- take the ballot behind the voting screen
- mark the ballot paper by making an "X" in the circle next to the candidate of his choice
- fold the ballot paper
- return the folded ballot paper to you



## INFORMATION FOR *LOCAL* ELECTORS

If there are more than five candidates, the elector will have to fold the ballot in two or three so that it will fit inside the *Inner Envelope*.

You must then:

- **without unfolding the ballot paper**, check your initials to make sure that it is the same ballot paper you handed to the elector
- remove the counterfoil from the ballot (see **Figure 10**) and, in full view of the elector, tear up the counterfoil and place it in the small plastic bag provided
- return the folded ballot paper to the elector

**Figure 10: Removing the Counterfoil**



The elector must, within your plain sight:

- insert the ballot in the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope* (EC 78860)
- seal the *Outer Envelope*
- sign and date the *Outer Envelope*
- either return the *Outer Envelope* to you to place in the ballot box or place it in the ballot box himself

**No elector may leave the RO office with a regular ballot for any reason.** If a *local* elector wishes to take the special ballot voting kit out of your office, you must always give him a special ballot.

**NOTE:** **If the *Outer Envelope* is not signed by the elector** (other than when the elector votes with the assistance of an election officer), **it will be set aside at the count.**

## INFORMATION FOR *LOCAL* ELECTORS

### *Voting with a referendum ballot in the RO office*

For a referendum you must:

- remove a ballot paper from the book of ballots making sure that the counterfoil remains attached to the ballot and that only the stub remains in the book
- hand the folded ballot paper to the elector

The elector should then:

- take the ballot behind the voting screen
- mark the ballot paper by making an “X” in the space corresponding to the word **Yes** or **No** in answer to a referendum question
- refold the ballot paper in the same way as you gave it to him
- return the folded ballot paper to you

You must then:

- **without unfolding the ballot paper**, check the counterfoil number to make sure that it is the same ballot paper you handed to the elector
- remove the counterfoil from the ballot and, in full view of the elector, tear up the counterfoil and place it in the small plastic bag provided
- hand the folded ballot paper back to the elector

The elector must then, within your plain sight:

- insert the folded ballot paper in the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope* (EC 78860)
- seal the *Outer Envelope*
- sign and date the *Outer Envelope*
- either return the *Outer Envelope* to you to place in the ballot box or place it in the ballot box himself

**NOTE:** If the *Outer Envelope* is not signed by the elector (other than when the elector votes with the assistance of a referendum officer), it will be set aside at the count.

## INFORMATION FOR *LOCAL* ELECTORS

### REQUEST FOR ASSISTANCE

Under the CEA, **only** an election or referendum officer is authorized to assist an elector in marking his ballot. The SBC is not necessarily an election or referendum officer. However, should your RO wish to give you that responsibility, he must appoint you as an election or referendum officer using the *Appointment and Oath (for election or referendum officers)* (EC 10130) form.

If you are uncertain whether you have been appointed as an election or referendum officer, please consult with your RO **prior** to assisting an elector in marking his ballot.

### PROVIDING ASSISTANCE TO ELECTORS VOTING IN YOUR OFFICE

An election or referendum officer may assist an elector who is unable to read or, because of a physical disability, is unable to vote in the usual manner. You may assist the elector in completing his application form and obtaining his signature. (In the case of an elector who has difficulty signing, he could use a personal mark.)

When an elector is voting with a regular ballot, you must:

- write the elector's name on the front of the *Outer Envelope – Local Elector* (EC 78860) where his signature is to be written
- fold the regular ballot in the prescribed way
- to ensure the secrecy of the vote, help the elector to the voting screen if necessary
- for an election, tell or show the elector the names of the candidates and their political affiliations, in the same order as they appear on the ballot paper; for a referendum, tell or show the elector the referendum question
- mark the ballot as directed by the elector

A person with a visual impairment may vote using the *Template* (EC 50170) found in your supplies, but only if voting with a regular ballot. Follow the same steps as above. After you have folded the ballot, unfold it and place it inside the folded template in such a way that the first circle on the ballot is aligned with the first circle on the template. Once behind the voting screen, the elector will mark the ballot paper, remove it from the template, fold it and return it to you.

## INFORMATION FOR *LOCAL* ELECTORS

When voting with a special ballot, you must:

- write the elector's name on the front of the *Outer Envelope – Local Elector* (EC 78860) where his signature is to be written
- to ensure the secrecy of the vote, help the elector to the voting screen if necessary
- for an election, tell or show the elector the names of the candidates and their political affiliations; for a referendum, tell or show the elector the referendum question
- mark the ballot as directed by the elector

The election or referendum officer must then indicate that the elector was assisted by signing in the space provided on the back of the *Outer Envelope*. When assisting an elector in the office, there is no requirement for a witness; only the election or referendum officer section on the back of the envelope must be signed.

### SPOILED BALLOTS

If an elector voting in your office has inadvertently damaged or mistakenly marked a ballot paper so that it cannot be used, he must return it to you. If the elector has received his special ballot voting kit by mail, **the elector must first return the ballot to you before you can issue a second one.**

In both cases, **without examining the first ballot paper**, write "Spoiled" across the back of it. Insert it in the *Envelope for Spoiled Ballot Papers* (EC 78900) and give a second ballot to the elector.

An elector can receive **only one** replacement ballot.

### RECEIVING BALLOTS FROM *LOCAL* ELECTORS

After you or the elector have deposited the ballot in the corresponding ballot box, indicate the date (month and day: 09/25) received under the "In person" section of the "Date ballot received" column in the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720).

## INFORMATION FOR *LOCAL* ELECTORS

If a *local* elector chooses to mail the ballot back to you, when you receive it:

- open the return envelope (EC 78820)
- take out the *Outer Envelope – Local Elector* (EC 78860)
- find the elector’s name on the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720)
- indicate the date received in the “By mail” section of the “Date ballot received” column
- **without opening** the *Outer Envelope – Local Elector*, check that it has been signed by the elector. If not, try to reach the elector to obtain his signature
  - Keep the unsigned outer envelope in a secure place until the elector comes to sign it. At the close of polls, you must give the DRO all the unsigned outer envelopes so that he can add them to the envelope for spoiled ballot papers.
- deposit the **signed** *Outer Envelope – Local Elector* in the corresponding ballot box

It is of the **utmost importance** that you ensure that an *Outer Envelope – Local Elector* containing a completed ballot is deposited in the corresponding ballot box (i.e. Outer Envelope no. 35 will be deposited in the ballot box identified as “**Box 1 – Outer envelopes 1–350**”, Outer Envelope no. 423 in “**Box 2 – Outer envelopes 351–700**”, etc.). This is especially important when a ballot is received by mail.

You can accept ballots from *local* electors until the close of the polls in your electoral district on ordinary polling day. You must treat any ballot that you receive **after** the close of the polls on polling day as a **spoiled** ballot.

### VERIFICATION OF *LOCAL* ELECTORS REGISTERED TO VOTE BY SPECIAL BALLOT

On the 16th and again on the 5th day before polling day, the AC will give you the *SVR and Advance Poll Registrant/Voter Report*. The total number of *local* electors who have registered to vote by special ballot appears at the bottom of the column “Local SVR Votes”. You must ensure that this number corresponds to the total number of electors who have been issued a special ballot, as indicated on the *Record of Special Ballots Issued to Electors in Their Electoral District* (EC 78720). If the numbers are not the same, consult the AC and your RO to take corrective measures. For a sample of the *SVR and Advance Poll Registrant/Voter Report*, see **Figure 11** on the next page.

# INFORMATION FOR LOCAL ELECTORS

**Figure 11: SVR and Advance Poll Registrant/Voter Report**

SVR and Advance Poll Registrant / Voter Report											
Rapport sur l'inscription / la votation selon les RES et aux bureaux de vote par anticipation											
Electoral District / 48022 Red Deer		23/12/2003 11:40:05		Page 7 of 7 de 7							
PD No.	Local SVR Registrants	National SVR Registrants	Total SVR Registrants	Advance Poll Registrants	Total Registrants	Local SVR Votes	National SVR Votes	Total SVR Votes	Advance Poll Votes	Total Votes	
N° de SV	Inscriptions RES locaux	Inscriptions RES nat	Inscriptions RES totales	Inscriptions Bur. vote ant.	Inscriptions Nombre total	Votes RES locaux	Votes RES nationaux	Votes RES totaux	Votes Bur. vote ant.	Votes Nombre total	
185-0	0	0	0	0	0	0	0	0	0	0	0
186-0	0	0	0	0	0	0	0	0	0	0	0
187-0	0	0	0	0	0	0	0	0	0	0	0
188-0	0	0	0	0	0	0	0	0	0	0	0
189-0	0	0	0	0	0	0	0	0	0	0	0
190-0	0	0	0	0	0	0	0	0	0	0	0
191-0	0	0	0	0	0	0	0	0	0	0	0
191-1	0	0	0	0	0	0	0	0	0	0	0
191-2	0	0	0	0	0	0	0	0	0	0	0
191-3	0	0	0	0	0	0	0	0	0	0	0
191-4	0	0	0	0	0	0	1	1	0	1	1
191-5	0	0	0	0	0	0	0	0	0	0	0
192-0	0	0	0	0	0	0	0	0	0	0	0
193-0	0	0	0	0	0	0	0	0	0	0	0
194-0	0	0	0	0	0	0	0	0	0	0	0
195-0	0	0	0	0	0	0	0	0	0	0	0
196-0	0	0	0	0	0	1	0	1	0	1	1
197-0	0	0	0	0	0	0	0	0	0	0	0
198-0	0	0	0	0	0	0	0	0	0	0	0
199-0	0	0	0	0	0	0	0	0	0	0	0
200-0	0	0	0	0	0	1	0	1	0	1	1
500-0	0	0	0	0	0	0	0	0	0	0	0
501-0	0	0	0	0	0	0	0	0	0	0	0
502-0	0	0	0	0	0	0	0	0	0	0	0
503-0	0	0	0	0	0	0	0	0	0	0	0
504-0	0	0	0	0	0	0	0	0	0	0	0
505-0	0	0	0	0	0	0	0	0	0	0	0
506-0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL:</b>	0	0	0	0	0	11	13	24	1	25	

## INFORMATION FOR *NATIONAL* ELECTORS

### REQUESTING AN APPLICATION FORM

An elector wishing to vote by special ballot must complete an *Application for Registration and Special Ballot*. **You must process and accept the application before you send or give the elector a voting kit with a special ballot.** Because of the tight deadlines, you must process all applications promptly.

A *national* elector can obtain an *Application for Registration and Special Ballot* in several ways:

- in person, at any RO office or AARO office
- from the EC Web site
- by contacting EC in Ottawa
- through Canadian embassies, consular posts and high commissions

The application from the local Elections Canada office comes in two formats:

- The *Application for Registration and Special Ballot: For electors residing in Canada* (EC 78530) in pad form is completed while in the office by a *national* elector who wants to register to vote by special ballot.
- The registration kit *Vote – by special ballot while away from your riding* (EC 78510) is used when the elector requests that a form be mailed, or if the elector or another person will pick it up. The registration kit includes an application form and instructions, which are inserted into the return envelope.

When you send the registration kit (EC 78510) by mail to the elector, you must:

- put the registration kit (EC 78510) in the mailing envelope (EC 78880)
- affix the elector address label and a stamp to the mailing envelope

## INFORMATION FOR *NATIONAL* ELECTORS

### COMPLETING AN APPLICATION FORM

The information of the elector must be **printed legibly** on the application form:

√ *This symbol indicates that the field is **OPTIONAL**.*

- In **Box 1**: the elector's family name, given name and middle name(s)
- √ In **Box 2**: daytime and evening telephone number(s), including area code(s), where the elector can be reached
- In **Box 3**: the elector's gender
- In **Box 4**: the elector's **complete** date of birth (day, month and year) (see page 50 for more information)
- In **Box 5**: the elector's preferred official language (English or French)
- √ In **Box 6**: the elector's e-mail address, if applicable
- In **Box 7**: the elector's current home address (address of ordinary residence). This should be a physical address, **not** a mailing address. It determines the polling division in which the elector's name will appear on the list of electors and must be complete so that it can be accurately entered into REVISE
- In **Box 8**: the elector's mailing address, if different from his home address
- In **Box 9**: the signature of the elector and the date the application is completed (Even if the elector is being assisted in completing his form, he must sign the form.)
- In **Box 10**: whether or not the elector's name appears on the list of electors and in which electoral district
- In **Box 11**: If the elector's name does not already appear in the National Register of Electors and he does not want it to be added, he must check the box and sign (see page 50 for more information).

**NOTE:** An improperly completed application form can result in a ballot not being counted.



## INFORMATION FOR *NATIONAL* ELECTORS

### DECLARATION

On completing the form, the elector must sign and date the application (Box 9), certifying that:

- he is a Canadian citizen
- he will be 18 years of age or older on polling day
- he has not previously requested a special ballot and has not previously voted at this federal electoral event
- he will not attempt to vote again at this electoral event
- all the statements made on the application are true and correct

You must inform the elector that the information on the application form will be used for federal, provincial and territorial electoral purposes only. The information is retained in Personal Information Banks.

For a sample of the completed *Application for Registration and Special Ballot : For electors residing in Canada* (EC 78530) form, see **Figure 12** on page 52.

### REGISTERING AND VOTING BY SPECIAL BALLOT ONLY ONCE

An elector may vote only once at a federal general election, and for only one candidate in his electoral district. At a federal referendum, an elector may also vote only once, and for only one option for each question.

The CEA states that the DRO must set aside an outer envelope, unopened, when he determines that more than one ballot has been issued to an elector (except when the elector has spoiled his ballot).

Regularly throughout the electoral period, EC in Ottawa will send the ROs a list of electors who live in their electoral district and who have requested to vote by special ballot while away from the electoral district where they live.

**It is very important that you inform each elector that once his application to vote by special ballot has been accepted, he will not be able to vote in any other way.** The elector may request to vote by special ballot only once and may only vote that way.

## INFORMATION FOR *NATIONAL* ELECTORS

### OPTING OUT OF THE NATIONAL REGISTER OF ELECTORS

If the elector's name does not appear in the National Register of Electors, the elector may request that his name **not be added** to the National Register of Electors. To do so, he must check the appropriate box (Box 11) and sign next to the statement on the application form. This will mean that the elector will have to re-register at every electoral event.

It is important to note that if the elector's name is already in the National Register of Electors, by checking Box 11, his name will not be removed. You must advise the elector who wishes to be deleted from the National Register of Electors to write to the Chief Electoral Officer to request deletion. Provide the contact information as shown below.

Each written request must state the elector's name, date of birth, and current home and mailing addresses, and it must be signed by the elector. All letters requesting deletion should be addressed to:

Chief Electoral Officer of Canada  
National Register of Electors  
Elections Canada  
257 Slater Street  
Ottawa, Ontario K1A 0M6

For more information, electors may call 1-800-463-6868 (toll-free).

People who are deaf or hard of hearing may call TTY 1-800-361-8935 (toll-free).

### DATE OF BIRTH

The elector must provide his **complete** date of birth (day, month and year) as this is a requirement under the CEA. You can provide the elector with the following information:

- dates of birth will be used in the National Register of Electors to distinguish among electors who have the same name
- the date of birth information is a requirement for maintaining the National Register of Electors
- dates of birth will **not** appear on the lists of electors prepared for candidates, members of Parliament, political parties or referendum committees
- dates of birth will be matched with information that the elector has already provided to other agencies (i.e. Canada Revenue Agency, provincial or territorial departments issuing driver's licences), so that electors can be automatically registered at a new residence without the inconvenience of having to register again every time they move

## INFORMATION FOR *NATIONAL* ELECTORS

### RETURNING THE APPLICATION FORM


The elector is responsible for making sure that the properly completed *Application for Registration and Special Ballot* is received by the following deadline:

- in any RO office: **6:00 p.m., local time**, on Tuesday, the 6th day before polling day
- directly at EC in Ottawa: **6:00 p.m., Ottawa time**, on Tuesday, the 6th day before polling day

As the deadline approaches, you are to encourage electors to return their application as quickly as possible and, where feasible, encourage them to deliver it in person and pick up their special ballot voting kit at the same time. It is the elector's decision whether he can meet the prescribed deadlines of sending his application form and returning his voting kit by mail.

# INFORMATION FOR NATIONAL ELECTORS

**Figure 12: Application for Registration and Special Ballot: For electors residing in Canada (EC 78530)**



### Application for Registration and Special Ballot

For electors residing in Canada  
(See sections 232 and 233 of the *Canac*)

- Print clearly using blue or black ink in the spaces provided.
- Only fields marked with an asterisk (\*) are optional.
- Include all required documents.

Electoral district number (of the address in Box 7)

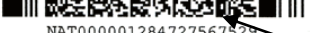
For office use only

Polling division No.

ED No./N°de la circ.: 13002

Name/Nom: STEVE EVANS

RO's ED/Circ. du DS: 35025



NAT00001284727567529

**Full Name and Contact Information**

① Family Name: EVANS

Given Name: STEVE

Middle Name(s): \_\_\_\_\_

② Daytime Phone Number\*: 613-555-0101

Evening Phone Number\*: 613-555-1010

③ Gender: Male  Female

④ Date of Birth (YYYY-MM-DD): 19700420

⑤ Language: English  French

⑥ E-mail Address\*: EVANS0000@YAHOO.CA

**Home Address (This address determines the riding where your vote is counted.)**

⑦ Number and Street, or Lot and Concession, or Township and Range (Elections Canada cannot use a mailing address, such as Rural Route (RR), Post Office (PO) Box or General Delivery (GD) to establish where your vote is to be counted.)

257 ALPHONSIE STREET Apt./Unit: \_\_\_\_\_

City, Town, Village or Municipality: SHELIAC Prov./Terr.: NB Postal Code: E4P 1H2

**Present Mailing Address (where you want to receive your special ballot voting kit)**

⑧ Number and Street, Rural Route (RR), Post Office (PO) Box or General Delivery (GD)

1200 FRASER RD Apt. Unit: \_\_\_\_\_

City, Town, Village or Municipality: \_\_\_\_\_ Province, Territory or State: ON

Country: CANADA Postal/Zip Code: K0B 1B6

**Declaration**

⑨

- I am a Canadian citizen and will be at least 18 years old on election day.
- I have not previously requested a special ballot for this election nor have I already voted in this election, and I understand that I may vote only once.
- If the electoral event underway is a **by-election**, my place of ordinary residence was in the electoral district on the first day of the revision period and will remain there until election day.
- All of the statements made in this application are true and correct.

Signature: Steve Evans Date: 20050322  
Y Y Y Y M M D D

⑩ Is your name on the list of electors? Yes  No  Don't know  Name of your riding, if you know it: BEAUSÉJOUR

⑪ Check here  if you do not want your name added to the National Register of Electors, and sign here: \_\_\_\_\_

Signature of authorized officer: Louise Baucher

For office use only

Date: 20050322  
EC 78530 (07/2010)

Place 2nd bar code label here

## INFORMATION FOR *NATIONAL* ELECTORS

### FINDING OUT CANDIDATES' NAMES IN AN ELECTION

In an election, each elector is responsible for finding out the names of the candidates who are running in his electoral district. A *national* elector may:

- call EC toll-free at 1-800-463-6868, or
- visit the EC Web site at [www.elections.ca](http://www.elections.ca).

Before the deadline for the confirmation of nominations, the names of confirmed candidates will be available from EC in Ottawa and on the EC Web site at [www.elections.ca](http://www.elections.ca). However, you must advise the elector that, prior to the 19th day before election day, the EC Web site will contain only a partial list of confirmed candidates. Shortly after the 19th day before election day, the list of confirmed candidates running in all electoral districts will be available in every RO office in Canada, from EC in Ottawa and on the EC Web site.

If an elector who resides outside your electoral district wishes to vote prior to the 19th day before polling day, you, or the elector, may obtain the names of confirmed candidates from EC in Ottawa and from the EC Web site at [www.elections.ca](http://www.elections.ca).

EC will publish the full list of confirmed candidates after Wednesday, the 19th day before polling day. You will receive a copy of this list and will be able to give *national* electors the names of candidates running in their electoral district. A copy of the list of confirmed candidates will also be available in every RO office in Canada, Canadian embassies, consular posts and high commissions.

### PRELIMINARY VERIFICATION

#### *Is the application on time?*

Applications must reach your office no later than **6:00 p.m., local time**, on Tuesday, the 6th day before polling day, in order to be processed. Stamp the date and time of receipt on each application you receive using the time-dater.

You must initial the date stamp and set aside any late applications, as you **cannot** accept applications received after the deadline. If you should receive an application after the deadline, please try to contact the elector to inform him that his application was late and he will be unable to vote by special ballot. He will have to vote on polling day.

## INFORMATION FOR *NATIONAL* ELECTORS

On Tuesday, the 6th day before polling day, there may be a lineup of electors at your office waiting to register to vote by special ballot. To avoid any confusion, we suggest that you station a member of the office staff at the door at 6:00 p.m. to make sure that only those electors present at that time are allowed to apply. Electors arriving after 6:00 p.m. are not entitled to register to vote by special ballot.

### *Applications received in person*

When an **elector who resides in another electoral district (*national* elector)** comes to your office with an *Application for Registration and Special Ballot* (EC 78510 or EC 78530), he must show valid proof of identity and address of ordinary residence.

The address on the proof of identity must be that of the elector's ordinary residence, located in the electoral district in which the elector wishes to vote, as indicated in Box 7 of the *Application for Registration and Special Ballot*. You must record the type of identification documents on the *Control Sheet for Bar Code Labels* (EC 78951). It is **not** necessary to photocopy the proof of identity and address of ordinary residence if you are satisfied that the documentation properly represents the individual. See **Figure 14** on page 59 for a sample of the control sheet.

### *Application received by mail or fax*

If you receive an application for registration **by mail or fax** from a *national* elector, you must:

- check that the elector has completed it properly and enclosed the necessary copies of proof of both identity and address of ordinary residence
- **immediately** fax the application, with the proof of identity and address of ordinary residence, to EC in Ottawa at **1-800-363-4796**
- attach the confirmation printed by the fax machine to the application form or, if no printed confirmation is available, enter the date of your fax on the original application
- after you send the fax, file the original application and the proof of identity and address of ordinary residence in alphabetical order according to the elector's family name

**NOTE:** As the applications will be processed by EC in Ottawa, **do not** place a bar code label on the application form.

## INFORMATION FOR *NATIONAL* ELECTORS

### *Determining the elector's electoral district*

It is extremely important to determine the correct electoral district for each elector, as registering an elector in the wrong electoral district will result in the elector not being added to REVISE and his ballot not being counted.

In order to ensure that an elector is registered to vote in the correct electoral district, you **must** verify the address of ordinary residence. The elector's ordinary residence is defined as the place he calls home. This is the place where he resides and to which he intends to return when away. He can have only one place of ordinary residence at a time. A temporary absence does not constitute a change of ordinary residence.

**Prior to processing** the application, look up the elector's address of ordinary residence in the *Street Indexes* or *Guide to Federal Electoral Districts*. If the elector indicated the name of his electoral district on his application form, you **must** still determine in which electoral district his address of ordinary residence is located, as it might be different from the one indicated on the application form. The RO or AARO will explain how to use these reference materials.

Additional verification of the address is required in certain cases, for example:

- if you have the slightest doubt
- if the street on which the elector lives crosses two electoral district boundaries
- if the street on which the elector lives is close to the electoral district boundary
- if the street is not found in the above reference material

In cases where additional verification is required, you should ask the AC to verify the information in REVISE or use the Voter Information Service on the Home page of the EC Web site at [www.elections.ca](http://www.elections.ca) to identify the polling division. If this fails, contact the Special Voting Rules Help Desk.

### *Accepting applications*

You must accept an application if:

- the form is fully and accurately completed
- it has arrived at the office before the deadline
- the elector's proof of identity and address of ordinary residence is satisfactory

## INFORMATION FOR *NATIONAL* ELECTORS

If you accept the application, sign and date the form. If the application is incomplete and the elector is not present, contact him by phone or fax to obtain the missing information. Keep a separate folder of incomplete applications so that you can accept the application and issue the special ballot voting kit once the missing information is received.

### ISSUING THE SPECIAL BALLOT VOTING KIT TO A *NATIONAL* ELECTOR

For applications received by mail or by fax, you will not issue a special ballot voting kit. Officials at EC in Ottawa will process the application and send the elector a special ballot voting kit by mail to the mailing address indicated on his form.

For applications made in person, once you have determined the correct electoral district, you will issue a special ballot voting kit. You will need to complete the bar code labels and the *Control Sheet for Bar Code Labels* (EC 78951).

#### ***Preparing the Outer Envelope – National Elector***

You will need to affix a bar code label from the second column on the sheet of bar code labels to the *Outer Envelope* (EC 78870), on which you will have written:

- the number of the electoral district
- the elector's name

For an example of a completed *Outer Envelope – Local Elector*, see **Figure 15** on page 60.



## INFORMATION FOR *NATIONAL* ELECTORS

### BAR CODE LABEL INSTRUCTIONS

To allocate a bar code label to the application form and to the *Outer Envelope – National Elector*, take the sheet of bar code labels and the *Control Sheet for Bar Code Labels* (EC 78951) pad and follow these instructions:

- Remove the first label from the row of labels (first column on the left-hand side of the sheet of labels) and affix it in the space provided on the *Control Sheet for Bar Code Labels* (EC 78951).
- Next to the label on the *Control Sheet for Bar Code Labels* (EC 78951), print the elector's name, the date the special ballot voting kit was issued and the type of document supplied to prove his identity and address of ordinary residence.
- Print the elector's name and electoral district number on the second and third labels with bar codes.
- Remove the corresponding bar code label from the middle column and affix it to the upper-right-hand corner of the application form, where it says *For office use only*.
- Remove the corresponding third **bar code** label and affix it to the upper-right-hand corner of the brown *Outer Envelope – National Elector*, where it says *Place bar code label here*. For an example of a completed *Outer Envelope – National Elector*, see **Figure 15** on page 60.

For completed and blank examples of bar code labels, as well as the *Control Sheet for Bar Code Labels*, see **figures 13 and 14** on the next two pages.

# INFORMATION FOR NATIONAL ELECTORS

**Figure 13: Bar Code Labels**

This label is affixed to the **Control Sheet for Bar Code Labels**

This label is affixed to the upper right-hand corner of the **application form**


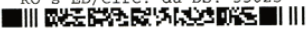
This label is affixed to the upper-right-hand corner of the **Outer Envelope**

Use labels from the same row for one elector\*

\*You must use the labels from the same row for one elector. The reference numbers are the same, allowing EC to accurately validate the outer envelope when it is received in Ottawa.

# INFORMATION FOR NATIONAL ELECTORS

**Figure 14: Control Sheet for Bar Code Labels (EC 78951)**

	<b>CONTROL SHEET FOR BAR CODE LABELS</b>	<b>FUILLE DE CONTRÔLE DES ÉTIQUETTES DE CODE À BARRES</b>	<b>EC 78951 (07/2010)</b>								
Affix to the control sheet Apposer sur la feuille de contrôle RO's ED/Circ. du DS: 35025  NAT000001284727567529	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>STEVE EVANS</u></td> <td style="width: 40%; text-align: right;"><u>22/03/2005</u></td> </tr> <tr> <td style="font-size: x-small;">Elector's name / Nom de l'électeur</td> <td style="font-size: x-small;">Date</td> </tr> <tr> <td colspan="2"><u>DRIVER'S LICENCE</u></td> </tr> <tr> <td colspan="2" style="font-size: x-small;">Proof of ID / Preuve d'identité</td> </tr> </table>	<u>STEVE EVANS</u>	<u>22/03/2005</u>	Elector's name / Nom de l'électeur	Date	<u>DRIVER'S LICENCE</u>		Proof of ID / Preuve d'identité			
<u>STEVE EVANS</u>	<u>22/03/2005</u>										
Elector's name / Nom de l'électeur	Date										
<u>DRIVER'S LICENCE</u>											
Proof of ID / Preuve d'identité											
Bar Code Label Étiquette de code à barres	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>KAREN POTTER</u></td> <td style="width: 40%; text-align: right;"><u>24/03/2005</u></td> </tr> <tr> <td style="font-size: x-small;">Elector's name / Nom de l'électeur</td> <td style="font-size: x-small;">Date</td> </tr> <tr> <td colspan="2"><u>HOSPITAL CARD &amp; CREDIT CARD</u></td> </tr> <tr> <td colspan="2" style="font-size: x-small;">Proof of ID / Preuve d'identité</td> </tr> </table>	<u>KAREN POTTER</u>	<u>24/03/2005</u>	Elector's name / Nom de l'électeur	Date	<u>HOSPITAL CARD &amp; CREDIT CARD</u>		Proof of ID / Preuve d'identité			
<u>KAREN POTTER</u>	<u>24/03/2005</u>										
Elector's name / Nom de l'électeur	Date										
<u>HOSPITAL CARD &amp; CREDIT CARD</u>											
Proof of ID / Preuve d'identité											
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Elector's name / Nom de l'électeur	Date										
Proof of ID / Preuve d'identité											

Even though you don't need to make a photocopy of the proof of ID, it is crucial that you note it on the control sheet.

## INFORMATION FOR NATIONAL ELECTORS

**Figure 15: Outer Envelope – National Elector (EC 78870)**

**Elections Canada**

**OUTER ENVELOPE - NATIONAL ELECTOR**  
**ENVELOPPE EXTÉRIEURE - ÉLECTEUR NATIONAL**

**EC 78870**  
(03/00)

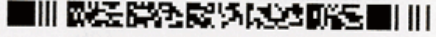
Place the sealed inner envelope containing your ballot inside this envelope and seal it. Sign and date the declaration below, and place the completed envelope inside the pre-addressed return envelope.

Veillez déposer l'enveloppe intérieure scellée contenant votre bulletin de vote dans cette enveloppe et la cacheter. Apposez votre signature et la date à la fin de la déclaration ci-dessous, puis insérez l'enveloppe dans l'enveloppe de retour préadressée.

ED No./N°de la circ.: 13002

Name/Nom: STEVE EVANS

RO's ED/Circ. du DS: 35025

  
 NAT000001284727567529

<p>I, the undersigned, declare that:</p> <ul style="list-style-type: none"> <li>- I have not previously voted and will not attempt to vote again at the current electoral event;</li> <li>- My name is as stated above.</li> </ul>	<p>Je, soussigné, déclare que :</p> <ul style="list-style-type: none"> <li>- je n'ai pas déjà voté et ne tenterai pas de voter de nouveau au scrutin en cours;</li> <li>- mon nom est tel qu'il apparaît plus haut.</li> </ul>
<p><b>X</b> <u>Steve Evans</u></p> <p style="text-align: center; font-size: small;">ELECTOR'S SIGNATURE / SIGNATURE DE L'ÉLECTEUR</p>	<p style="text-align: right;"><u>22/03/05</u></p> <p style="text-align: right; font-size: small;">DATE</p>

The special ballot voting kit that you will give the elector includes the following items:

- a pre-addressed return envelope (EC 78810)
- the completed brown *Outer Envelope – National Elector* (EC 78870) with the bar code label on which you have printed:
  - the elector's name
  - the number of the elector's electoral district
- an *Inner Envelope* (EC 78840)
- a special ballot paper (EC 78300 or REF 78300)
- a *Voting Instructions for Canadians Away from Their Electoral Districts* pamphlet (EC 78680 or REF 78680)

## INFORMATION FOR *NATIONAL* ELECTORS

The elector may vote immediately in your office or leave with the special ballot voting kit and vote later. You must remind the elector to sign the outer envelope; otherwise it will be set aside at the count. The elector must affix sufficient postage to the mailing envelope and mail it himself. EC in Ottawa must receive the ballot **no later than 6:00 p.m., Ottawa time**, on polling day.

Remember to:

- **immediately** fax the *national* elector's *Application for Registration and Special Ballot* form, on which you have affixed the bar code label, to EC at 1-800-363-4796
- attach the confirmation received from the fax machine to the application, or if none is available, enter the date of this fax on the original application
- file the original application in alphabetical order by the elector's family name. You will return it to EC in Ottawa with the other material after the electoral event

**NOTE: By law, unsigned outer envelopes will be set aside and late ballots cannot be counted.**

### REQUEST FOR ASSISTANCE

Under the CEA, **only** an election or referendum officer is authorized to assist an elector in marking his ballot. The SBC is not necessarily an election or referendum officer. However, should your RO wish to give you that responsibility, he must appoint you as an election or referendum officer using the *Appointment and Oath (for election or referendum officers)* (EC 10130) form.

If you are uncertain whether you have been appointed as an election or referendum officer, please consult with your RO or AARO **prior** to assisting an elector in marking his ballot.

## INFORMATION FOR *NATIONAL* ELECTORS

### PROVIDING ASSISTANCE IN YOUR OFFICE

An election or referendum officer may assist an elector who is unable to read or, because of a physical disability, is unable to vote in the usual manner. You may assist the elector in completing his application form and obtaining his signature. (In the case of an elector who has difficulty signing, he could use a personal mark.)

You must:

- write the elector's name on the front of the *Outer Envelope – National Elector* (EC 78870), where his signature is to be written
- to ensure the secrecy of the vote, help the elector to the voting screen, if necessary
- for an election, tell or show the elector the names of the candidates and their political affiliations; for a referendum, tell or show the referendum question
- mark the ballot as directed by the elector

The election or referendum officer must then indicate that the elector was assisted by signing in the space provided on the back of the *Outer Envelope – National Elector*. When assisting an elector in the office, there is no requirement for a witness; only the election officer section on the back of the envelope must be signed.

### LIST OF *NATIONAL* ELECTORS FROM YOUR ELECTORAL DISTRICT WHO HAVE VOTED ELSEWHERE

On a regular basis during the electoral period, EC will send your RO a list of electors who live in your electoral district and who registered to vote by special ballot from **outside** your electoral district. The list will contain only the names of electors who have registered since the previous list was issued. These lists provide the name, gender, date of birth, and residential and mailing addresses of each elector.

The RO will give these lists to the AC, who will add the elector to the list (if necessary) and mark that he has applied to vote by special ballot. The elector's name will appear on the list of electors struck through and an "S" will appear in the margin. This process is to ensure that the elector is not permitted to vote at the advance or ordinary polls.

## DUTIES OF THE SBC AFTER REGISTRATION CLOSES

As the SBC in the RO office or the AARO office, you have specific duties that must be completed once registration to vote by special ballot closes.

**At 6:00 p.m. on the 6th day before polling day, you must:**

- total the number of *local* electors registered to vote by special ballot on each record and write this number at the bottom of the last page of the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720)
- count the ballots spoiled by electors at the time of voting that you have placed in the *Envelope for Spoiled Ballots* (EC 78900), write the total on the envelope, seal the envelope with an *Official Seal* (EC 50180) and sign the seal
- count the unused ballot papers and put them, together with all stubs from the used ballots and your tracking sheets, in the *Envelope for Unused Ballots* (EC 78930), write on the envelope the number of unused ballot papers, seal the envelope with an *Official Seal* (EC 50180) and sign the seal

If you are working as the SBC **in the RO office**, you must set aside the following to be handed to the Primary Team of DRO and poll clerk:

- the *Envelope for Spoiled Ballots* (EC 78900)
- the *Envelope for Unused Ballots* (EC 78930)
- the small plastic bag for counterfoils

If you are working as the SBC **in an AARO office**, you have to prepare all your material to be returned to the RO office. You have a period of three hours after the 6:00 p.m. deadline on the 6th day before polling day to complete the following tasks.

To begin, you must put the following documents in the large plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790):

- the *Log of Special Ballot Coordinator Initials* (EC 78721), showing the initials of all SBCs who issued special ballots and/or regular ballots
- the *Envelope for Unused Ballots* (EC 78930)
- the *Envelope for Spoiled Ballots* (EC 78900)
- the small plastic bag for counterfoils
- the originals of all *Application for Registration and Special Ballot* forms completed by *local electors* (EC 78530 and EC 78520)
- any other material likely to be required during the verification of the *Outer Envelopes – Local Electors* and counting of the votes

## DUTIES OF THE SBC AFTER REGISTRATION CLOSES

Then, **in the presence of the representatives of political parties or referendum committees, or at least two witnesses**, for each ballot box you must:

- break the seal on the top of the ballot box and empty it
- place all the *Outer Envelopes – Local Electors* in a large brown envelope (EC 11520)
- seal the large brown envelope with an *Official Seal* (EC 50180)
- sign the seal
- have the representatives or witnesses who are present sign the seal

You must then:

- set aside two short unnumbered ballot box seals (EC 50190) and one long numbered ballot box seal (EC 50200), which you will use to reseal the ballot box
- note the number of the numbered seal (EC 50200) you will be using to reseal the ballot box on the first page of the *Record of Special Ballots Issued to Electors in Their Electoral District* (EC 78720)
- place all the pages of the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) in the large plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790)
- **without peeling off the tape on the flap**, seal the envelope using an *Official Seal* (EC 50180) and sign the seal
- put the sealed large brown envelope, which contains the *Outer Envelopes – Local Elector* and the large plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790), in the ballot box
- reseal the ballot box with seals EC 50190 and EC 50200
- return the ballot box without delay to the main RO office of your electoral district, according to arrangements made by your RO. Use the fastest and most secure means of delivery.
- place all completed *Application for Registration and Special Ballot* forms completed by *national* electors (EC 78510 and EC 78530) in a large brown envelope (EC 11520)
- seal the large brown envelope and clearly indicate on it **“Completed National Application Forms.”** This envelope is to be returned to the RO office along with your other SVR material.



## DUTIES OF THE SBC AFTER REGISTRATION CLOSES

Your duties as SBC in the AARO office will end at 9:00 p.m. on the 6th day before polling day.

Staff in the RO office will receive all outstanding voting kits that you have issued and that have not been returned to you. They will check them against your *Records of Special Ballots Issued to Electors in Their Electoral District* (EC 78720) and will deposit them in the ballot box.

### *Receiving the ballot box and material from the AARO office*

**As the SBC in the RO office of an electoral district that has one or more AARO offices, you will receive a sealed ballot box from the SBC working in that/those office(s) after the close of registration. When you receive the ballot box(es), you must:**

- unseal the ballot box and take out the contents
- open the large brown envelopes (EC 11520) containing the *Outer Envelopes – Local Electors* and place them in the ballot box that you identified as “**Box – AARO Office**”
- open the white plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790) and take out:
  - the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) and enter the dates of receipt of ballots issued by the AARO office that you had indicated on your copies of the record faxed from the AARO office during the course of the event
  - the sealed *Envelope for Spoiled Ballots* (EC 78900). Set it aside to be handed to the Primary Team of DRO and poll clerk.
  - the sealed *Envelope for Unused ballots* (EC 78930). Set it aside to be handed to the Primary Team of DRO and poll clerk.
  - the small plastic bag for counterfoils. Set it aside to be handed to the Primary Team of DRO and poll clerk.

As you receive outer envelopes, you must enter the date in the “Date ballot received” column of the corresponding record and deposit them in the ballot box identified as “**Box – AARO Office**”.

## **DUTIES OF THE SBC IN THE RETURNING OFFICE ON POLLING DAY**

***Between the close of registration and polling day, you will:***

- continue to receive completed special ballots sealed in outer envelopes
- prepare the room for the counting of *local* special ballots
- prepare the material for each team of DRO and poll clerk

Your RO will have received the material for the verification of outer envelopes and counting local special ballots in Lot 27 (a large brown packing envelope identified with a lime-coloured label). You must verify that all the items are in the lot and that there are enough supplies for the required number of teams.

For each team, you need a large plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790), containing the following items:

- short unnumbered seals (EC 50190)
- long numbered seals (EC 50200)
- tally sheets (EC 50090)
- samples of marked ballot papers (EC 50130)
- official seals (EC 50180)
- inner envelopes (EC 78840)
- envelopes for ballots cast (EC 50450) (one for each candidate)
- an envelope for rejected ballot papers (EC 50440)
- an envelope for spoiled ballot papers (EC 78900)
- *Objections to Ballot Papers or to a Declaration on an Outer Envelope* (EC 78740) form
- Election Personnel Identification Cards (EC 50210) for you and your poll clerk
- Candidate's Representative Labels Booklet (EC 20900)

## DUTIES OF THE SBC IN THE RETURNING OFFICE ON POLLING DAY

*On the morning of polling day, for each sealed ballot box you must:*

- put the following documents in another large plastic envelope for *Material for the Special Ballot Votes Cast by Electors in Their Electoral District* (EC 78790):
  - all the pages of the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) corresponding to the ballot box
  - a copy of the *Log of Special Ballot Coordinator Initials* (EC 78721), with the names and initials of all SBCs who issued special ballots, and/or regular ballots, including the SBCs working in AARO offices
  - the photocopies or originals, including those from AARO offices, as applicable, of all *Application for Registration and Special Ballot: For electors residing in Canada* (EC 78520 and EC 78530) forms corresponding to the ballot box
  - a photocopy of the *Statement of the Vote* (EC 78760) (to be obtained from the RO).
- For the **Primary Team only**, put the following in a separate large plastic envelope (EC 78790):
  - all the *Envelopes for Spoiled Ballots* (EC 78900)
  - all the *Envelopes for Unused Ballots* (EC 78930)
  - all the small plastic bags for counterfoils
  - the original *Statement of the Vote* (EC 78760). The Primary Team will complete a copy during their count and will then complete the original with the information from all the teams
  - *Copy of the Statement of the Vote for Candidates and Representatives* (EC 78762)
  - a yellow envelope (EC 50380) for the yellow copy of the original *Statement of the Vote* (EC 78760)
  - a white envelope (EC 50370) for the white copy of the original *Statement of the Vote* (EC 78760)
- **without peeling off the tape on the flap**, seal the large plastic envelope using an *Official Seal* (EC 50180), then sign the seal
- return the ballot box(es) to the RO along with the corresponding large plastic envelopes for safekeeping until the verification of the *Outer Envelopes – Local Electors* begins.

## DUTIES OF THE SBC IN THE RETURNING OFFICE ON POLLING DAY

Shortly before the verification of outer envelopes process begins, the SBC, who is responsible for coordinating the verification process, needs to retrieve all of the material from the RO. Then the SBC must then give each DRO and poll clerk team its ballot box, as well as all the corresponding documents sealed in the large plastic envelope.

You may still receive *local* special ballots on polling day, if there are any outstanding. If this happens, you must interrupt the DRO to write the date in the “Date ballot received” column of the *Record of Special Ballots Issued to Electors in Their Electoral District*. You will then give the *Outer Envelope – Local Elector* to the DRO for verification and counting.

The deadline for receipt of *local* special ballots is **the close of polls in your electoral district on polling day**. Stamp with the date and time of receipt any *Outer Envelope – Local Elector* you receive after the close of the polls on polling day, have the RO initial it and keep it separately.

**If you should receive a special ballot from a *national* elector, inform your RO and contact EC immediately.**

**NOTE: By law, any ballot that you receive after the close of the polls on polling day cannot be counted.**

## RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

The verification of outer envelopes and counting of special ballot votes cast in your office are conducted by teams of DROs and poll clerks. The DRO is assisted by a poll clerk, and they are both appointed by the RO. They form a very important team, one whose responsibility is to make sure that special ballots are counted as stipulated by the CEA and the federal referendum legislation. The RO may appoint more than one DRO and poll clerk if the number of votes warrants it. The DRO is in charge of counting the special ballots.

The DRO and poll clerk are trained by the RO, who may call on you for some assistance. The DRO and poll clerk must start the verification of the documents and the *Outer Envelopes – Local Elector* on polling day, before the closing of the polls. If there is more than one team of DRO and poll clerk, the RO will appoint one team as the “Primary Team”. This Primary Team’s responsibility includes compiling all of the results of the counted special ballots on the original *Statement of the Vote* form (EC 78760) and completing the final tasks.

**The following guidelines will determine the number of teams and the time at which the DRO and poll clerk should begin their duties on polling day:**

Number of special ballots cast	Number of hours prior to the close of the polls when DRO and poll clerk begin their duties
1–350	3 hours (1 team)
351–700	4 hours (2 teams)
701–1,050	5 hours (3 teams)
1,051–1,400	5 hours (4 teams)
1,401–1,750	5 hours (5 teams)
1,751–2,100	6 hours (6 teams)
2,101–2,450	6 hours (7 teams)
2,451–2,800	6 hours (8 teams)
2,801–3,150	6 hours (9 teams)
etc.	etc.

## **RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER**

### **The DRO performs the following tasks:**

- instructs the poll clerk of his responsibilities
- examines all forms, instructions and envelopes upon receipt of supplies
- opens the kit of supplies to ensure it contains all required information and material and reseals it
- sets up the counting area with the necessary supplies
- admits representatives of candidates
- opens the ballot box(es)
- verifies the information recorded on the *Outer Envelopes – Local Elector* against the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720)
- sets aside spoiled *Outer Envelopes*
- opens *Outer Envelopes* and places *Inner Envelopes* in ballot box
- at the close of polls, empties ballot box(es), opens *Inner Envelopes* and follows counting procedures
- completes the *Statement of the Vote* (EC 78760) and the *Copy of the Statement of the Vote for Candidates and Representatives* (EC 78762)
- verifies and signs the *Statement of the Vote* (EC 78760) and the *Copy of the Statement of the Vote for Candidates and Representatives* (EC 78762)
- provides a copy of the *Copy of the Statement of the Vote for Candidates and Representatives* (EC 78762) to the candidates and/or candidates' representatives
- reports results to the RO
- returns ballot box(es) and material to the RO at the end of the count

### **Thank You**

*As a special ballot coordinator working for Elections Canada, your tasks and responsibilities are completed.*

*Your involvement in the federal electoral process is much appreciated.*

## REFERENCE MATERIAL



## THINGS TO REMEMBER

To identify the category of an elector (i.e. *local* or *national*), there are two questions that you must ask yourself:

- Where is the address of the elector's ordinary residence? **and**
- Where will the elector be when he casts his vote by special ballot?

For example:

- A. If an elector's address of ordinary residence is in your electoral district **and** he is registering to vote by special ballot and will cast his vote inside your ED, he's a *local* elector. The elector can register in person at your office, **or** he can request that the application form be mailed or faxed to him **or** he can download the application form for *local* electors from the EC Web site. Once his application form is received and accepted, you can either hand the elector his special ballot voting kit or mail it to him. He must return his completed voting kit to you before the close of polls on polling day.

If the elector plans on casting his vote from outside your electoral district (i.e. expects to be travelling, etc.), he is to be considered a *national* elector, and he must return his completed voting kit to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.

- B. If an elector's address of ordinary residence is in another ED and he's registering to vote by special ballot **in person** in your office, he's a *national* elector. You will be required to process his application form and provide him with a *national* special ballot voting kit (with a bar code label). He must return his completed voting kit to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.
- C. If an elector's address of ordinary residence is in another ED and he's registering to vote by special ballot by **mailing or faxing the request** to your office, he's a *national* elector, and you must fax his completed application form, along with the required proof of identification and address of ordinary residence, to EC in Ottawa. EC will send the elector his special ballot voting kit by mail. EC in Ottawa will affix the bar code label to the application form and the *Outer Envelope – National Elector*. He must return his completed voting kit to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.

## REFERENCE MATERIAL

- D. If an elector's address of ordinary residence is in your ED **but** he's registering to vote in another ED, he's a *national* elector, and his registration will be processed by that RO office or EC in Ottawa. He must return his completed voting kit to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.
- E. If an elector's address of ordinary residence is in your ED **but** he's registering to vote while outside the country, he's a *national* elector, and his registration will be processed by EC in Ottawa. EC in Ottawa will affix the bar code label to the application form and the *Outer Envelope – National Elector*. He must return his completed voting kit to EC in Ottawa no later than 6:00 p.m., Ottawa time, on polling day.



## PART II – DUTIES OF SPECIAL BALLOT COORDINATORS IN ACUTE CARE HOSPITALS

### INTRODUCTION

**Part II** of this manual is a summary of your duties in preparing for the voting in an acute care hospital and your responsibilities in assisting the work of hospital special ballot coordinators (Hospital SBCs). For more detailed information on the duties of the Hospital SBC and the registration and voting process in an acute care hospital, see the *Special Ballot Coordinator's Manual (Acute Care Hospital)* (EC 78692).

The procedures set out in the following pages apply strictly to voting by special ballot and they must not be confused with long term care, and the procedures for the **mobile** polling stations that may be set up in hospitals on ordinary polling day for permanent residents whose address of ordinary residence is the hospital.

## VOTING IN ACUTE CARE HOSPITALS – OVERVIEW

Making voting accessible to all electors is an important part of what EC does. EC enlists your assistance in making sure that electors who find themselves hospitalized in an acute care hospital, inside or outside their electoral district, can vote as conveniently as possible.

During an electoral period, electors unexpectedly admitted to a hospital may find themselves unable to vote either on polling day, at an advance poll or at the RO office. Therefore, EC has put in place procedures to allow hospitalized electors to vote on the 8th, 7th and 6th days before polling day.

Your RO will contact the hospital administrators of acute care hospitals to discuss the arrangements that need to be made to facilitate special ballot voting within their facilities.

You and your RO are responsible for ensuring that **all** acute care patients in your electoral district are given the opportunity to vote.

### PREPARATIONS BY ELECTIONS CANADA

Prior to the electoral event, the list of acute care hospitals will have been updated by EC with the assistance of your RO.

The list of hospitals in your electoral district is sent to your RO as soon as possible after the writs are issued. For each hospital the list contains:

- the name of the hospital
- the civic and mailing addresses of the hospital
- the number and name of the electoral district
- the required number of Hospital SBCs per hospital
- the number of acute care beds
- the name, title, mailing address, telephone number and e-mail address of the hospital administrator
- the name, title, telephone number and e-mail address of the contact person

## **VOTING IN ACUTE CARE HOSPITALS – OVERVIEW**

Before the 21st day before polling day, the Special Voting Rules Administrator will send a letter to the designated hospital administrators, advising them that your RO will be contacting them to discuss voting by special ballot in acute care hospitals. The letter will include your RO's name, telephone and fax numbers, and your RO will get a copy of the letter.

### **PREPARATIONS BY YOUR RETURNING OFFICER**

Your RO will be in touch with the hospital administrators to:

- explain the procedures for voting by acute care patients
- determine who will be responsible for the registration and voting process in each hospital

As an SBC, you will be working in the RO office or an AARO office during the three days set out for voting in the hospital. It is, therefore, essential that someone else undertake the duties of Hospital SBC.

Your RO will ask the hospital administrators to provide him with the names, titles, classifications and telephone numbers of employees or hospital volunteers able and willing to fulfill the duties of Hospital SBCs.

## HOSPITAL SPECIAL BALLOT COORDINATORS

### HOSPITAL SPECIAL BALLOT COORDINATOR

A Hospital SBC must:

- be able to communicate in both official languages
- be able to write clearly
- have access to each acute care patient
- be familiar with the hospital environment and routine
- be available for the training session and to work on **all** four days: Saturday, Sunday, Monday and Tuesday, the 9th, 8th, 7th and 6th days before polling day

Because the Hospital SBC will be dealing, for the most part, with mobility-impaired electors, the registration and voting process will take longer than usual to conduct. It is estimated that each elector will need between 10 and 15 minutes to register and vote. The Hospital SBC will be able to process no more than 50 electors during an eight-hour day.

It is difficult to estimate the number of electors who will vote while hospitalized. Some may have voted at an advance poll or by special ballot at your office, and some will be able to vote on ordinary polling day.

Your RO will designate one Hospital SBC per group of 200 acute care beds. If a hospital has more than 200 acute care beds, the RO will designate additional coordinators in the same proportion, taking into account the specific nature of each case (see table on the next page).

It is imperative that the Hospital SBC visits **each** acute care patient in his hospital during the three days of voting: the 8th, 7th and 6th days before polling day.

The procedures for registration and voting and the documents required for voting in acute care hospitals are almost identical to the procedures and documents used for voting by special ballot in your office.

## HOSPITAL SPECIAL BALLOT COORDINATORS

The RO determines and appoints the number of Hospital SBCs as per the number of acute care beds in the given hospital. Consult the chart below:

Number of Acute Care Beds	Number of Hospital SBCs
Up to 200	1
201–400	2
401–600	3
601–800	4
801+	5

### TRAINING HOSPITAL SPECIAL BALLOT COORDINATORS

The training of Hospital SBCs will take place in the RO office during the week of the 15th day before polling day. You, your RO or both should conduct the training sessions.

You should get in touch with the persons who have been identified as Hospital SBCs as soon as possible to make sure that they are available to attend the mandatory training session. It might be necessary for you to schedule two training sessions.

Since they must be able to assist electors to register and vote, when required, you must have the Hospital SBCs complete and sign the *Appointment and Oath (for election or referendum officers)* (EC 10130) form at their training sessions. They must swear the oath on this form before the RO, the ARO or the AARO. As representatives of EC, they must not participate in any political activity during the course of their duties; that is, during the time of their assignment (from the 9th day to 6:00 p.m. on the 6th day before polling day), whether they are on duty or not.

Hospital SBCs must have an excellent understanding of the registration and voting procedures, and the concept and definition of “ordinary residence,” and must be able to differentiate between *local* and *national* electors. They must also be familiar with the types of documents that the Chief Electoral Officer has designated as satisfactory proof of identity and address of ordinary residence.

## HOSPITAL SPECIAL BALLOT COORDINATORS

### PREPARING SUPPLIES FOR THE HOSPITAL SPECIAL BALLOT COORDINATORS

You are responsible for preparing the necessary materials for each Hospital SBC as follows:

- EC will send your RO sufficient materials for each hospital, containing all the documents required for special ballot voting. Please make sure that none of the material is missing. If any material is missing, contact the SVR Help Desk to obtain the missing supplies. The material for each Hospital SBC is designated for an approximate 60 percent voter turnout, as some electors will have voted at an advance poll or by special ballot at an RO office, and some will be able to vote on ordinary polling day.

**NOTE: This material must be kept separate from the SBC material used in the RO office.**

- Prepare a *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) for each Hospital SBC in your electoral district by recording the serial numbers of the first long seals applied to the ballot box and the name of the hospital.
- Make note of the serial numbers of the special ballots allocated to each Hospital SBC on your tracking sheet.
- Provide each Hospital SBC with a series of consecutive numbers required for the registration of *local* electors. The Hospital SBC must make sure that no two electors are identified by the same number. The numbers between 3,000 and 9,999 are reserved for electors in acute care hospitals, so you could assign the first Hospital SBC numbers 3,000 to 3,999, the second Hospital SBC 4,000 to 4,999 and so on.
- Provide each Hospital SBC with the required quantity of **HOS** bar code label sheets and corresponding *Control Sheets for Bar Code Labels* (EC 78950). Please note that the bar code label sheets with the **NAT** bar code numbers are **not** to be used for the hospital initiative.
- Prepare a ballot box for each Hospital SBC in your electoral district as follows:
  - Seal the ballot box, using two long numbered seals (EC 50200) for the front of the box and four numbered seals (EC 50190) for the sides (see Figure 1 on page 11). You will need to open the ballot box every night to remove the *Outer Envelopes* from both *local* and *national* electors, and reseal the top of the box before handing it back to the Hospital SBC.
  - Write the name of the hospital that the Hospital SBC is assigned to in the square on the ballot box.

## **DISTRIBUTION OF INFORMATION NOTICES**

On Saturday, the 9th day before polling day, and as necessary thereafter, the Hospital SBC must leave an information notice (EC 78693) at every acute care bed. The distribution of this notice can be handled in one of two ways:

- The Hospital SBC will visit every acute care bed and deliver the notice to the patient personally or leave the notice on the bed if the patient is not present, or
- With the hospital administrator's prior approval, have the notice delivered with the food trays (lunch or dinner). In this instance, the information notices will need to be folded (three folds) before distribution.

It is your responsibility to prepare the information notice, include the public telephone number of your office, have your RO approve the form and give the Hospital SBC enough copies for distribution – one for each acute care bed. This is an electronic form which can be found in the Election Materials section of ECDocs and must be completed in both official languages and then photocopied back to back. Please see your RO for access to the form and additional instructions.

The purpose of the notice is to:

- inform potential electors of the electoral event and that a Hospital SBC will be visiting on Sunday, Monday and Tuesday, the 8th, 7th and 6th days before polling day
- include details on the required proof of identity and address of ordinary residence for registration purposes
- include the public telephone number of your RO office, should the elector need additional information

## RETURNING APPLICATION FORMS AND COMPLETED BALLOTS

For *local* electors, the Hospital SBC must return the completed application forms (EC 78530), the *Outer Envelopes – Local Electors* (EC 78860) and the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) to your office after each of the three days of work, so that the information on each elector can be entered in the database.

Before giving the local application forms to the AC, you will look up the elector’s polling division number and sequence number on the list of electors and indicate the information in the appropriate box on the top of the application form. If the elector’s name does not appear on the list of electors, enter the letter “A” on the application form.

For *national* electors, the Hospital SBC **must**, as soon as he has completed 10 *national* application forms, fax them to you along with the *Control Sheet for Bar Code Labels* (EC 78950). At the end of each of the three days of hospital voting, he must return the application forms completed by *national* electors (EC 78530) and the *Outer Envelopes – National Electors* (EC 78870).

**You must, immediately** upon receiving them, fax the application forms for *national* electors to EC at 1-800-363-4796. The final batch should be sent as soon as possible after 6:00 p.m., local time, on the 6th day before polling day. EC must enter all application forms for *national* electors in its database. EC produces a list of *national* electors for each electoral district and must transmit the report to the appropriate RO early on the 5th day before polling day.

Although the *local* and *national* ballots are placed in the same ballot box while the Hospital SBC is taking the vote in the hospital, you must handle them separately once they are returned to you.

Open each ballot box and proceed as follows:

- Put the *Outer Envelopes – Local Electors* (EC 78860) from *local* electors in the ballot box marked “**Box – Hospitals**” used for votes cast **inside** your electoral district, for counting in the RO office on polling night, along with the others.
- Return the *Outer Envelopes – National Electors* (EC 78870) from *national* electors on the night of the 6th day before polling day or first thing on the morning of the 5th day by priority courier to Elections Canada, where they will be counted. Send them to:

Elections Canada  
Special Voting Rules Administrator  
440 Coventry Road  
Ottawa, Ontario K1A 0M6



**RETURNING APPLICATION FORMS AND  
COMPLETED BALLOTS**

The ballots from *national* electors must be received in Ottawa no later than 6:00 p.m. on polling day or they will not be counted.

**Do not place *national* outer envelopes in your local ballot box.**

For more information, see the *Special Ballot Coordinator's Manual (Acute Care Hospitals)* (EC 78692).