



SPECIAL BALLOT COORDINATOR'S MANUAL

(ACUTE CARE HOSPITALS)



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EC 78692 (12/2010)

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NOTE: The masculine gender is used throughout this manual without bias, in the interests of simplicity and ease of reading.

A MESSAGE FROM ELECTIONS CANADA

This manual explains your duties as a hospital special ballot coordinator during federal electoral events. It is based on the Special Voting Rules (Part 11 of the *Canada Elections Act*) and on the procedures established by the Chief Electoral Officer of Canada. **These rules must be strictly followed.**

As a hospital special ballot coordinator, your main tasks are to assist hospitalized electors who wish to vote in completing their registration form and in voting.

The procedures set out here apply strictly to special ballots. They must not be confused with the procedures for the **mobile** polling stations that may be set up on ordinary polling day for electors who are resident in certain hospitals or hospital wings.

You must have access to each acute care patient, and be familiar with the day-to-day practices of the hospital in which you carry out your duties.

You will provide service to electors who reside **in** the same electoral district in which the hospital is located (*local* electors) and to electors who reside in **another** electoral district (*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 must have a perfect understanding of the rules concerning the determination of the elector's place of ordinary residence. You must also be familiar with the supporting documents that constitute satisfactory proof of identity and address of ordinary residence. The special ballot coordinator in the office of the returning officer is available at all times to answer your questions, so if you are unsure about a process, please contact the special ballot coordinator at the phone number provided.

You are responsible only to the special ballot coordinator or the returning officer who appointed you and who will issue your working instructions. **You must act independently from any political party or candidate.**

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 material that support or oppose a political party or candidate while you are performing your duties.
- You should only answer questions relating to the electoral process.
- You must not work for any candidate or political party, nor attend any political functions or meetings during those days.

A MESSAGE FROM ELECTIONS CANADA

CONFIDENTIALITY GUIDELINES

In carrying out your duties, you may 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 document) is confidential and must be protected at all times.

You must ensure that any document containing elector information is kept out of public view. Only the elector who is requesting to register and vote is entitled to see his own personal information. You must keep all documents secure until it is time to return them to the special ballot coordinator assigned to your office of the returning officer.

You may be called upon to assist an elector to vote. It is very important to note that **you must not**:

- disclose the name of the candidate for whom the elector voted
- try to influence the elector in choosing a candidate.

Remember, the elector's vote is secret.

LIST OF ACRONYMS FOR HOSPITAL 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:

- | | |
|----------------|-------------------------------------|
| • CEA | <i>Canada Elections Act</i> |
| • EC | Elections Canada |
| • Hospital SBC | Hospital special ballot coordinator |
| • RO | Returning officer |
| • SBC | Special ballot coordinator |

COURTESY AT WORK

As a hospital special ballot coordinator (Hospital 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.

Above all, be patient. During registration and voting on the 8th, 7th and 6th days before election day, for the most part you will be serving mobility-impaired electors. You can expect the voting process to take longer than at ordinary or advance polls. Each elector will probably need between 10 and 15 minutes to register and vote, and most likely you will be able to process no more than 50 electors during an eight-hour day.

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 special ballot coordinator (SBC) or the returning officer (RO). 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. 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 in 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 a card, to enable the person to sign the application form, complete the ballot or sign the Outer Envelope.
- Before assisting a person using a wheelchair, ask if you may do so and how you should proceed.

Do not hesitate to contact your SBC or your RO if you need additional information on this subject.

OVERVIEW OF VOTING IN ACUTE CARE HOSPITALS

Making voting accessible to 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 event, electors unexpectedly admitted to hospital may find themselves unable to vote either on election day, at an advance poll or at the office of the returning officer (RO office). Therefore, EC has put in place procedures to allow hospitalized electors in an acute care facility to vote on the 8th, 7th and 6th days before election day.

The 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.

Each RO and his SBC are responsible for ensuring that ALL acute care patients are given the opportunity to vote. The RO designates one Hospital SBC for every group of 200 acute care beds.

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 the RO office, and some will be able to vote on ordinary polling day.

You will be dealing with two categories of hospitalized electors:

- those whose ordinary residence is located **inside** the same electoral district as the hospital, or *local* electors; and
- those whose ordinary residence is located **outside** the electoral district, or *national* electors.

DEFINITION OF AN ACUTE CARE HOSPITAL

An acute care hospital is an establishment where patients are temporarily hospitalized (i.e. for minor surgery, as a result of an accident, etc.). The acute care hospital is **not** the address of ordinary residence of these patients. Their ordinary residence can be either in or outside the electoral district where the hospital is located. These patients will need to provide proof of identity and address of ordinary residence to register and vote by special ballot.

The procedures set out in this manual apply strictly to voting by special ballot and they must not be confused with long-term care, or with 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.

OVERVIEW OF VOTING IN ACUTE CARE HOSPITALS

WHO MAY VOTE BY SPECIAL BALLOT?

Any qualified elector (a Canadian citizen 18 years of age or older on election day), who will not go to his polling station on election day or during the advance polls, may vote by special ballot.

The elector's electoral district is based on the place where he ordinarily resides. **Before receiving a special ballot, 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 election day. **No applications for registration can be accepted after that deadline.**

VOTING ONLY ONCE

An elector may vote at a federal general election only once, and for only one candidate running in his electoral district.

The *Canada Elections Act* (CEA) states that the deputy returning officer 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 belong to 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.

SUPPLIES

You will receive the following items from your RO or from the SBC assigned to your RO office.

For you as a Hospital SBC:

- The *Appointment and Oath (for election or referendum officers)* form (EC 10130), which you will need to verify. **Any errors will lead to delays in payment.** Make sure that you keep a copy of the form as proof of your appointment as a Hospital SBC. You must swear the oath on this form at your training session, before the RO or the assistant returning officer.

For both *local* and *national* electors:

- An expandable folder (EC 50515)
- Election Personnel Identification Card (EC 50210)
- List of Federal Electoral Districts* (EC 00170)
- Guide to Federal Electoral Districts* (EC 06508)
- Street Indexes (as required)
- List of Confirmed Candidates* for all 308 electoral districts
- Sealed ballot box (EC 50250)
- Privacy Statement for electors living in Canada* in pad form (EC 78532)
- Information notices (EC 78693) provided by the RO containing his name and his office telephone number
- Application for Registration and Special Ballot – For electors residing in Canada* (EC 78530), pad of 50
- Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720)
- Booklets of special ballot papers (EC 78300)
- Inner Envelopes* (EC 78840)

SUPPLIES

- White *Outer Envelopes – Local Elector* (EC 78860)
- Voting Instructions for Canadians Voting by Special Ballot in Their Own Electoral Districts* (EC 78670)
- Sheets of bar code labels for *national* electors (sealed in a 9” x 12” brown envelope with the control sheets)
- Control Sheets for Bar Code Labels* (EC 78950) (sealed in a 9” x 12” brown envelope with the sheets of bar code labels)
- Brown *Outer Envelopes – National Elector* (EC 78870)
- Voting Instructions for Canadians Away From Their Electoral Districts* (EC 78680)
- Large all-purpose envelopes (EC 11520)
- Envelopes for spoiled ballots (EC 78900)
- Envelopes for unused ballots (EC 78930)
- Ballpoint pens
- A ruler
- A clipboard
- A glue stick

If any of the material on this list is missing, please contact the SBC assigned to your RO office immediately.

Do not leave any of this material unattended, particularly ballots and ballot boxes. When they are not with you, they should be kept in a secure area.

Request a cart from the hospital to enable you to carry all necessary supplies during your visits.

SUPPLIES

BALLOT BOX

The SBC assigned to your RO office will have already sealed the ballot box found in your supplies. He will also have written the name of the hospital you are assigned to in the square on the ballot box.

BOOKLETS OF SPECIAL BALLOT PAPERS

You have several booklets of special ballot papers. Make sure that you keep the ballots for *local* electors and those for *national* electors separate (i.e. two booklets for *local* electors, one booklet for *national* electors). You must, however, take into consideration the fact that some hospitals have more *national* than *local* electors (i.e. two booklets for *national* electors, and one booklet for *local* electors). It is recommended that you identify each booklet by writing either “*local*” or “*national*” on its cover, not on the ballots.

Should you run out of ballots during the initiative, please contact the SBC in the RO office immediately.

DISTRIBUTING INFORMATION NOTICES

The SBC assigned to the RO office is responsible for preparing and photocopying the information notice (EC 78693) and for giving you enough copies to distribute to every acute care bed. You are allocated a **maximum of four hours** for the distribution of information notices.

On Saturday, the 9th day before election day, and as necessary thereafter, you must ensure that an information notice is delivered to every acute care bed. The distribution of this notice can be handled in two ways. You must:

- 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, you will need to fold the notices (three folds) before distribution.

The purpose of this notice is to inform potential electors of:

- the electoral event and of your forthcoming visit on Sunday, Monday or Tuesday, the 8th, 7th and 6th days before election day
- the required proof of identity and address of ordinary residence that are necessary for registering (see **Figure 1** on page 14)
- the public telephone number of the RO office in case the elector needs additional information.

ISOLATION ROOMS/RESTRICTED AREAS

If the hospital has isolation rooms or restricted areas, please discuss with the hospital administrator as to whether or not you will be allowed to access this area to visit acute care patients, and about making special arrangements, if necessary.

REGISTRATION AND VOTING

Registration and voting for electors in acute care hospitals takes place on Sunday, Monday and Tuesday, the 8th, 7th and 6th days before election day. You must:

- visit all the acute care beds and register all eligible electors who wish to vote and who have not already voted and who might be unable to vote on election day
- inform the electors of their voting rights
- make sure that each elector provides proper proof of identity and address of ordinary residence
- assist electors, if necessary, to complete the *Application for Registration and Special Ballot* form and their ballot.

If patients are not in the room at the time of the visit, it is important that you return to see them throughout the three days of voting. We provide a total of 24 hours for you to register and take the vote of these electors. Your hours of work during these days should take into consideration the different activities going on in the hospital. However, by law, applications for registration can be accepted no later than 6:00 p.m. on Tuesday, the 6th day before election day.

**PROOF OF IDENTITY AND ADDRESS OF ORDINARY
RESIDENCE REQUIRED**

Every hospitalized elector wishing to register and vote must present proof of identity and address of ordinary residence. Any one of the following five 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.**

OR

- 5) in an exceptional case (based on the Hospital SBC's judgment), if a hospitalized elector cannot produce the above-listed required documents, the hospital card or patient bracelet (even though it does not bear the elector's signature).

It is not necessary for you to photocopy the documents presented, but you must note the **type** of document on the appropriate line of the *Control Sheet for Bar Code Labels* (EC 78950) for *national* electors or *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) for *local* electors. You must ensure that the documents accurately reflect the information recorded on the elector's form.

PROOF OF IDENTITY AND ADDRESS OF ORDINARY RESIDENCE REQUIRED

The documents listed in **Figure 1** below 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.

As a Hospital SBC, you should use your judgment when accepting or rejecting proofs of identity and address of ordinary residence. You should try, within reason, to provide every opportunity for the elector to register, provided the elector meets the elector qualification requirements. If you have any doubts about whether an identification document submitted by an elector is acceptable, check with the SBC or the RO, so that the elector does not lose the right to vote.

Figure 1: 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"> • Driver’s licence • Mortgage or land transfer document • A completed and signed personalized processed cheque for payment of an account • Vehicle registration 		<ul style="list-style-type: none"> • Statement of account from telephone, public utilities or credit cards from major commercial undertakings • Automobile insurance policy certificate • Income tax notice of assessment • Hospital card • Proof of subscription to a magazine or periodical or a magazine with a mailing label affixed • Statement of RRSP or mutual fund 		<ul style="list-style-type: none"> • Health insurance card • Canadian passport • Canadian citizenship card • Old age security card • Social Insurance Number card • Automated teller machine card • Credit card • Automobile club card • Library card • Student card • Certificate of Indian Status card

NOTE: 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 may apply in areas where no other civic address is available.

PRELIMINARY VERIFICATION: 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's ballot being rejected.

Once you have established that the patient is eligible to vote, you must determine his electoral district, based on his address of ordinary residence. The elector's ordinary residence is defined as the place he calls home and to which he intends to return when away. He can only have one ordinary residence. A temporary absence does not constitute a loss or change of ordinary residence.

To determine his electoral district, you need to find the elector's address in the *Guide to Federal Electoral Districts* (EC 06508) (for addresses outside metropolitan areas) or the appropriate *Street Index* (for addresses within metropolitan areas). 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.

PROCEDURES FOR *LOCAL* ELECTORS

APPLICATION FOR REGISTRATION AND SPECIAL BALLOT

An elector whose address of ordinary residence is in the electoral district in which the hospital is located is a *local* elector.

Explain to the elector that, if they have not voted already, they are entitled to vote by special ballot, and give them any help they may need in completing the *Application for Registration and Special Ballot – For electors residing in Canada* (EC 78530). You must also make sure that they produce appropriate proof of identity and address of ordinary residence.

COMPLETING AN APPLICATION FORM

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

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

- 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, 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 19 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

PROCEDURES FOR *LOCAL* ELECTORS

- 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 it with whatever he considers to be his signature (i.e. in the case of an elector who has difficulty signing, it could be a personal mark).
- 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 added, he must check the box and sign. (See the next page for more information.)

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

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 election 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. If the elector would like to know how we use his personal information and where to find more about the collection and use of his personal information, you should give him a copy of the *Privacy Statement for electors living in Canada* (EC 78532).

PROCEDURES FOR *LOCAL* ELECTORS

OPTING OUT OF THE NATIONAL REGISTER OF ELECTORS

If the elector's name does not appear on the National Register of Electors, the elector may request that his name **not be added** to the National Register of Electors. To do so, the elector 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 register again at every federal 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).

PROCEDURES FOR *LOCAL* ELECTORS

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 advise the elector that his date of birth:


- will be used in the National Register of Electors to distinguish among electors who have the same name
- is a requirement for maintaining the National Register of Electors
- will **not** appear on the lists of electors prepared for candidates, members of Parliament or political parties
- 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.

ACCEPTING APPLICATIONS

After a visual verification of the proof of identity and address of ordinary residence, and once you are satisfied that the elector has correctly completed the form, you must sign and date it in the "For office use only" box at the bottom of the application form. For a sample of a completed *Application for Registration and Special Ballot – For electors residing in Canada* (EC 78530), see **Figure 2** on the next page.

PROCEDURES FOR LOCAL ELECTORS

**Figure 2: 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) 35-064	Outer Envelope No. 30001
	Polling division No. _____	Sequence No. _____

Full Name and Contact Information

① Family Name **CROSSINGS**

Given Name **JAMES**

Middle Name(s) **ALAN**

② Daytime Phone Number* **613-555-4411**

③ Gender Male Female ④ Date of Birth (YYYY-MM-DD) **19610609**

Evening Phone Number* **613-555-1144**

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.) **1611 ST-LAURENT BLVD**

Apt./Unit **29**

City, Town, Village or Municipality **OTTAWA** Prov./Terr. **ON** Postal Code **K6N 1A1**

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) **1611 ST-LAURENT BLVD**

Apt. Unit **29**

City, Town, Village or Municipality **OTTAWA** Province/Territory or State **ON**

Country **CANADA** Postal/Zip Code **K6N 1A1**

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: James Crossings Date: **20050925**
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: **OTTAWA - SOUTH**

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: Catherine Monro Date: **20050925**
EC 78530 (07/2010)

PROCEDURES FOR *LOCAL ELECTORS*

COMPLETING THE *RECORD OF SPECIAL BALLOTS* *ISSUED TO ELECTORS VOTING INSIDE THEIR ELECTORAL DISTRICT*

Record the elector information and outer envelope number on the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) and on the white *Outer Envelope – Local Elector* (EC 78860).

The SBC in the RO office will have allotted you a series of consecutive numbers to be used as outer envelope numbers. Your series of consecutive numbers (e.g. 3,000 to 3,999; 4,000 to 4,999) will be between 3,000 and 9,999, the consecutive numbers reserved for electors in acute care hospitals. You must make sure that no two electors are identified by the same outer envelope number.

On the *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720) you must:

- Write the date (month/day: 09/25).
- Write the outer envelope number.
- Write the elector's family name and given name.
- Write the elector's address of ordinary residence, **not** the address of the hospital. This address determines the electoral district where the elector's vote will count.
- Indicate, with a check mark (✓), that the ballot was delivered in person.
- 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 at the time of registration.

As you fill up each page of record EC 78720, you must enter the number of registered electors at the bottom of the page.

For an example of a completed *Record of Special Ballots Issued to Electors Voting in Their Electoral District* (EC 78720), see **Figure 3** on the next page.

PROCEDURES FOR LOCAL ELECTORS

Figure 3: Record of Special Ballots Issued to Electors Voting in Their Electoral District (EC 78720)

Electoral district number / Numéro de la circonscription 35-064		Seal numbers / Numéros des sceaux 500 2001 500 2002		Outer envelope No. / N° de l'enveloppe extérieure : _____			
Date (mm-dj)	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 (Initials / Initiales)
				In person / En personne	By mail / Par la poste	In person / En personne (mm-dj)	By mail / Par la poste (mm-dj)
09/25	CROSSING	JAMES	1611 St-Laurent Blvd. OTTAWA K6N 1A1	<input checked="" type="checkbox"/>		09/25	CM
09/25	MOORE	KAREN	33-2446 Russell Rd. OTTAWA K7E 2B3	<input checked="" type="checkbox"/>		09/25	CM
09/26	HASSAN	MOTHAMEN	646 Smythe Rd. OTTAWA K8L 7T7	<input checked="" type="checkbox"/>		09/26	CM
						Total	Total
						3	0
						Total number of ballots returned: Nombre total de bulletins de vote retournés :	
						3	
						Total number of ballots returned: Nombre total de bulletins de vote retournés :	
						3	

Deputy returning officer / Scrutateur : _____
(Please print / En lettres moulées S.V.P.)

Signature of deputy returning officer / du scrutateur : _____
Date: _____

PROCEDURES FOR LOCAL ELECTORS



PREPARING THE OUTER ENVELOPE – LOCAL ELECTOR

Write on the white *Outer Envelope – Local Elector* (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 4** below.

Figure 4: Outer Envelope – Local Elector (EC 78860)

	OUTER ENVELOPE – LOCAL ELECTOR ENVELOPPE EXTÉRIEURE – ÉLECTEUR LOCAL	EC 78860 (10/2008)
OUTER ENVELOPE NUMBER / NUMÉRO DE L'ENVELOPPE EXTÉRIEURE		3000
ELECTORAL DISTRICT / CIRCONSCRIPTION		OTTAWA-SOUTH
ELECTOR'S NAME / NOM DE L'ÉLECTEUR		JAMES CROSSINGS
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	 ELECTOR'S SIGNATURE / SIGNATURE DE L'ÉLECTEUR	05/09/25 DATE

PROCEDURES FOR *LOCAL* ELECTORS

THE SPECIAL BALLOT VOTING KIT

Once the elector has completed the application and you have accepted it, give the elector a special ballot voting kit. The kit includes:

- a special ballot (EC 78300)
- an unmarked *Inner Envelope* (EC 78840)
- the completed white *Outer Envelope – Local Elector* (EC 78860)
- at the elector’s request, a *Voting Instructions for Canadians Voting by Special Ballot in Their Own Electoral Districts* pamphlet (EC 78670). Normally, you can give any necessary instructions verbally to the elector.

You will also hand the elector the *List of Confirmed Candidates*, opened to the page corresponding to the elector’s electoral district. (The electoral districts are in alphabetical order by province, from east to west.)

NOTE: Electors must vote as soon as they are registered. Otherwise, they may not be able to return their special ballots in time for them to be counted.

VOTING

You must allow the elector to vote in privacy by:

- stepping back and turning around;
- if there is a curtain by the bed, pulling it back; or
- offering the use of your clipboard.

The elector must:

- write on the special ballot paper the given name (or initial) and surname of the candidate of his choice running in his 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.

PROCEDURES FOR *LOCAL ELECTORS*

The elector must then, within your plain sight:

- insert the ballot paper in the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope – Local Elector* (EC 78860)
- seal the *Outer Envelope – Local Elector*
- sign and date the *Outer Envelope – Local Elector*
- return the *Outer Envelope – Local Elector* to you, and the *List of Confirmed Candidates*.

You must then:

- place the *Outer Envelope – Local Elector* in the ballot box
- write the date (month and day: 09/25) the ballot was handed to you in the “In person” section under the “Date ballot received” column on the record (EC 78720).

NOTE: If the *Outer Envelope – Local Elector* 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.

REQUEST FOR ASSISTANCE

An election officer may assist an elector who is unable to read or who, because of a physical disability, is unable to vote in the usual manner. 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
- tell or show the elector the names of the candidates and their political affiliations
- **in the presence of a witness selected by the elector**, mark the ballot as directed by the elector
- remind the witness that he must not disclose the name of the candidate for whom the elector voted.

You and the witness must then indicate that the elector was assisted by signing in the space provided on the back of the outer envelope.

PROCEDURES FOR LOCAL ELECTORS

For an example of the back of an *Outer Envelope – Local Elector* completed by an election officer, see **Figure 5** below.

Figure 5: Back of a Completed Outer Envelope – Local Elector (EC 78860)

<input type="checkbox"/>	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.				
<p>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</p> <table style="width: 100%; border: none;"><tr><td style="text-align: center; width: 50%; border-bottom: 1px solid black;"><i>Catherine Monroe</i></td><td style="text-align: center; width: 50%; border-bottom: 1px solid black;"><i>Louise Byrd</i></td></tr><tr><td style="text-align: center; font-size: small;">Signature of election or referendum officer Signature du fonctionnaire électoral ou référendaire</td><td style="text-align: center; font-size: small;">Signature of witness / Signature du témoin</td></tr></table>		<i>Catherine Monroe</i>	<i>Louise Byrd</i>	Signature of election or referendum officer Signature du fonctionnaire électoral ou référendaire	Signature of witness / Signature du témoin
<i>Catherine Monroe</i>	<i>Louise Byrd</i>				
Signature of election or referendum officer Signature du fonctionnaire électoral ou référendaire	Signature of witness / Signature du témoin				

SPOILED BALLOTS

If an elector has inadvertently damaged or mistakenly marked a ballot paper so that it cannot be used, the elector must return it to you. **Without examining the first ballot paper**, write **“Spoiled”** across the back of it. Insert it into the *Envelope for Spoiled Ballots* (EC 78900) and give a second ballot to the elector.

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

PROCEDURES FOR NATIONAL ELECTORS

APPLICATION FOR REGISTRATION AND SPECIAL BALLOT

An elector whose address of ordinary residence is **in an** electoral district other than that in which the hospital is located is a *national* elector.

Explain to the elector that, if he has not voted already, he is entitled to vote by special ballot, and give him any help he may need to complete the *Application for Registration and Special Ballot – For electors residing in Canada* (EC 78530). You must also make sure that he produces appropriate proof of identity and address of ordinary residence.

COMPLETING AN APPLICATION FORM

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

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

- 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, 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 30 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

PROCEDURES FOR NATIONAL ELECTORS

- √ 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 it with whatever he considers to be his signature (i.e. in the case of an elector who has difficulty signing, it could be a personal mark).
- 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 added, he must check the box and sign. (See the next page for more information.)

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

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 election 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. If the elector would like to know how we use his personal information and where to find out more about the collection and use of his personal information, you should give him a copy of the *Privacy Statement for electors living in Canada* (EC 78532).

PROCEDURES FOR *NATIONAL* ELECTORS

OPTING OUT OF THE NATIONAL REGISTER OF ELECTORS

If the elector's name does not appear on the National Register of Electors, the elector may request that his name **not be added** to the National Register of Electors. To do so, the elector 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 register again at every federal 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).

PROCEDURES FOR *NATIONAL ELECTORS*

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 advise the elector that his date of birth:


- will be used in the National Register of Electors to distinguish among electors who have the same name
- is a requirement for maintaining the National Register of Electors
- will **not** appear on the lists of electors prepared for candidates, members of Parliament or political parties
- 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.

ACCEPTING APPLICATIONS

After a visual verification of the proof of identity and address of ordinary residence, and once you are satisfied that the elector has correctly completed the form, you must sign and date it in the "For office use only" box at the bottom of the application form. For a sample of a completed *Application for Registration and Special Ballot – For electors residing in Canada* (EC 78530), see **Figure 6** on the next page.

PROCEDURES FOR NATIONAL ELECTORS

**Figure 6: Application for Registration and Special Ballot –
For electors residing in Canada (EC 78530)**

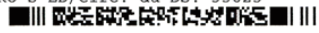


Elections Canada

Application for Registration and Special Ballot
For electors residing in Car
(See sections 232 and 233 of the *Canc*)

ED No./N°de la circ.: 35-064

- 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)	Name/Nom: <u>DENNIS McDONALD</u> RO's ED/Circ. du DS: 35025
	Polling division No.	 HOS000001284727586562

Full Name and Contact Information

① Family Name: MCDONALD

Given Name: DENNIS

Middle Name(s): MICHAEL

② Daytime Phone Number*: 613-555-3737

③ Gender: Male Female ④ Date of Birth (YYYY-MM-DD): 19510416

Evening Phone Number*: 613-555-7733

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.)

2356 BANK STREET Apt./Unit: 112

City, Town, Village or Municipality: OTTAWA Prov./Terr.: ON Postal Code: K1N 6T6

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)

2356 BANK STREET Apt./Unit: 112

City, Town, Village or Municipality: OTTAWA Province, Territory or State: ON

Country: CANADA Postal/Zip Code: K1N 6T6

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: Dennis McDonald Date: 20050925
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: _____

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: Rich Riley

Date: 20050925
EC 78530 (07/2010)

Place 2nd bar code label here

PROCEDURES 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 78950) 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 78950).
- Next to the label on the *Control Sheet for Bar Code Labels* (EC 78950), print the elector's name, the hospital name 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 9** on page 37.

For examples of completed and blank bar code labels, as well as the *Control Sheet for Bar Code Labels*, see **figures 7 and 8** on the next two pages.

PROCEDURES FOR NATIONAL ELECTORS

Figure 7: 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**


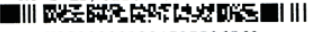
This label is affixed to the upper right-hand corner of the **Outer Envelope**

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.

PROCEDURES FOR NATIONAL ELECTORS

Figure 8: Control Sheet for Bar Code Labels (EC 78950)

	CONTROL SHEET FOR BAR CODE LABELS	FEUILLE DE CONTRÔLE DES ÉTIQUETTES DE CODE À BARRES	EC 78950 (07/2010)
Affix to the control sheet Apposer sur la feuille de contrôle RO's ED/Circ. du DS: 35025  HOS000001284727586562		DENNIS McDONALD Elector's name / Nom de l'électeur	HAWKES BURY GENERAL Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		DRIVER'S LICENCE Proof of ID / Preuve d'identité	SUSAN DAVIDSON Elector's name / Nom de l'électeur
Bar Code Label Étiquette de code à barres		HOSPITAL CARD ; HEALTH INSURANCE CARD Proof of ID / Preuve d'identité	HAWKES BURY GENERAL Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Elector's name / Nom de l'électeur	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Proof of ID / Preuve d'identité	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Elector's name / Nom de l'électeur	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Proof of ID / Preuve d'identité	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Elector's name / Nom de l'électeur	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Proof of ID / Preuve d'identité	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Elector's name / Nom de l'électeur	_____ Hospital name / Nom de l'hôpital
Bar Code Label Étiquette de code à barres		_____ Proof of ID / Preuve d'identité	_____ Hospital name / Nom de l'hôpital

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.

PROCEDURES FOR NATIONAL ELECTORS

THE SPECIAL BALLOT VOTING KIT

Once the elector has completed the application and you have accepted it, give the elector a special ballot voting kit. The kit includes:

- a special ballot (EC 78300)
- an unmarked *Inner Envelope* (EC 78840)
- a brown *Outer Envelope – National Elector* (EC 78870) with the completed bar code label
- at the elector's request, a *Voting Instructions for Canadians Away From Their Electoral Districts* pamphlet (EC 78680). Normally, you can give any necessary instructions verbally to the elector.

You will also hand the elector the *List of Confirmed Candidates*, turned to the page corresponding to the elector's electoral district. (The electoral districts are in alphabetical order by province, from east to west.)

NOTE: Electors must vote as soon as they are registered. Otherwise, they may not be able to return their special ballots in time for them to be counted.

VOTING

You must allow the elector to vote in privacy by:

- stepping back and turning around;
- if there is a curtain by the bed, pulling it back; or
- offering the use of your clipboard.

The elector must:

- write on the special ballot paper the given name (or initial) and surname of the candidate of his choice running in his 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.

PROCEDURES FOR NATIONAL ELECTORS

The elector must then, within your plain sight:

- insert the ballot paper in the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope – National Elector* (EC 78870)
- seal the *Outer Envelope – National Elector*
- sign and date the *Outer Envelope – National Elector*
- return the *Outer Envelope – National Elector* to you, and the *List of Confirmed Candidates*.

You must then:

- place the *Outer Envelope – National Elector* in the ballot box.

NOTE: If the *Outer Envelope – National Elector* 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.

For an example of a completed *Outer Envelope – National Elector*, see **Figure 9** on next page.

PROCEDURES FOR NATIONAL ELECTORS

Figure 9: 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.

Placez 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.: 35-044
Name/Nom: DENNIS McDONALD
RO's ED/Circ. du DS: 35025
HOS000001284727586562

I, the undersigned, declare that:
- I have not previously voted and will not attempt to vote again at the current electoral event;
- My name is as stated above.

Je, soussigné, déclare que :
- je n'ai pas déjà voté et ne tenterai pas de voter de nouveau au scrutin en cours;
- mon nom est tel qu'il apparaît plus haut.

X Dennis McDonald
ELECTOR'S SIGNATURE / SIGNATURE DE L'ÉLECTEUR

05/09/25
DATE

REQUEST FOR ASSISTANCE

An election officer may assist an elector who is unable to read or who, because of a physical disability, is unable to vote in the usual manner. You must:

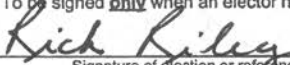
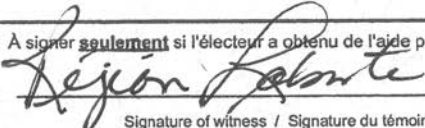
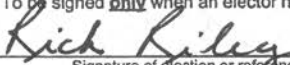
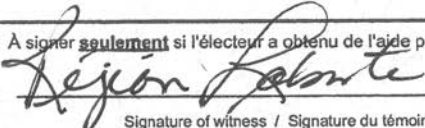
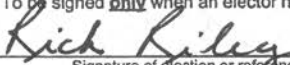
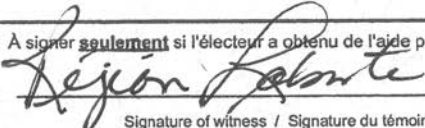
- write the elector's name on the front of the *Outer Envelope – National Elector* (EC 78870), where his signature is to be written
- tell or show the elector the names of the candidates and their political affiliations
- **in the presence of a witness selected by the elector**, mark the ballot as directed by the elector
- remind the witness that he must not disclose the name of the candidate for whom the elector voted.

You 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 – National Elector* completed by an election officer, see **Figure 10** on the next page.

PROCEDURES FOR NATIONAL ELECTORS

Figure 10: Back of a Completed Outer Envelope – National Elector (EC 78870)

<input type="checkbox"/>	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 comptera pas si cette enveloppe n'est pas signée.				
<p style="text-align: center; font-size: small;">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</p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; text-align: center; border-bottom: 1px solid black;"></td><td style="width: 50%; text-align: center; border-bottom: 1px solid black;"></td></tr><tr><td style="text-align: center; font-size: x-small;">Signature of election or referendum officer Signature du fonctionnaire électoral ou référendaire</td><td style="text-align: center; font-size: x-small;">Signature of witness / Signature du témoin</td></tr></table>				Signature of election or referendum officer Signature du fonctionnaire électoral ou référendaire	Signature of witness / Signature du témoin
					
Signature of election or referendum officer Signature du fonctionnaire électoral ou référendaire	Signature of witness / Signature du témoin				

SPOILED BALLOTS

If an elector has inadvertently damaged or mistakenly marked a ballot paper so that it cannot be used, he must return it to you. **Without examining the first ballot paper**, write “**Spoiled**” across the back of it. Insert it in the *Envelope for Spoiled Ballots* (EC 78900) and give a second ballot to the elector.

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

RETURNING COMPLETED BALLOTS AND OTHER ELECTORAL DOCUMENTS

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

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

NOTE: It is very important that you not accumulate more than 10 application forms. The SBC in the RO office must transmit, on a regular basis, all the *national* application forms to EC in Ottawa to be recorded. Do not fax the same application form twice.

At the end of your last day of work, that is, **on the evening of Tuesday, the 6th day before election day**, you must return to the SBC the originals of the application forms and the completed special ballots (which are sealed in the outer envelopes), as well as all other electoral material (used or unused).

Thank You

Your tasks and responsibilities as a hospital special ballot coordinator for Elections Canada are completed.

Your involvement in the federal electoral process is much appreciated.