

Information about Mail-in Ballots:

Eligible voters who will be out of Town on election day as well as on all advance poll days, or who wish to use contactless voting due to health concerns around the Covid-19 pandemic, can participate in the 2020 municipal election by mail-in ballot.

Starting on October 13th, 2020, qualified electors can apply to vote using a mail-in ballot. When applying, the elector must complete a voter's registration form and declaration, as well as produce the necessary voter identification. Photo identification, such as a Saskatchewan drivers license, is the best option but there are other options available.

A ballot package will be mailed to the elector at their address. It will contain:

- A ballot;
- Instructions on how to complete and return the ballot package; and
- A return envelope.

In order for a mail-in ballot to be counted, it must be received by the Returning Officer by November 9th, 2020 prior to the close of polls (8pm). Ballots should be returned to, Box 518, Outlook SK, S0L2N0 or 400 Saskatchewan Ave West, Outlook SK, S0L2N0 except on Election Day November 9th, 2020 when they should be delivered to the polling station.

There are two options for applying for a mail-in ballot:

Option 1: - In person application available until October 30th, 2020 4:00pm

- Apply in person at the Town Office for a mail-in ballot. The voter meets with the returning officer and provides their proof of identification. The voter fills out and signs a voter declaration form as well as their application to vote by mail-in ballot. The returning officer witnesses the voter's signature on both forms.
- The returning officer notes the date the application was approved on the poll book and enters the vote into the registry of mail-in ballots applicants.
- **If the notice of poll has already been posted and ballots printed:**
The returning officer hands a ballot kit to the voter and records the date of mailing.
- **If the application is made before ballots are available:**
The returning officer mails a ballot kit to all voters listed on the mail-in registry once ballots become available.
- The voter completes their ballot and places it inside the ballot security envelope. This sealed envelope goes inside the voter confirmation envelope, which is signed and dated by the voter. This then goes inside a pre-addressed envelope to the returning officer which is delivered through whatever method the voter prefers. (mail, courier or direct delivery).
- The returning officer marks that the ballot has been received on the registry, and places the unopened voter confirmation envelope into a ballot box dedicated to mail in ballots, where the ballots will remain until the close of polls on election day.

Option 2: Electronic Application October 30th, 2020 4:00pm

- The voter will download the voter's registration form and declaration of person requesting mail-in ballots form from <https://townofoutlook.ca/town/election.html> or request a copy of the form by emailing election.outlook@sasktel.net
They will complete the form and have it witnessed by someone who meets the eligible requirements. This can be another eligible voter, the Deputy Returning Officer, election officials, or someone who is authorized to witness oaths. The witness will review the identification provided by the voter to satisfy themselves that the voter's identity has been established. The witness will be required to provide their signature on the voter registration form, as well as print their first and last name under the signature line. The voter will submit their completed form and copy of their ID via email to election.outlook@sasktel.net, or by fax or mail to the Town Office at fax:306 867 9898, Mail: Box 518, Outlook SK, S0L2N0
NOTE: for electronic applications, the ID **must** include a photo of the voter and a copy of their signature. For example, a drivers license or passport.
- The returning officer prints or receives the application and ID submitted by the voter and reviews the forms for accuracy. If there are any errors, they will contact the voter to resubmit forms. If all requirements are met, an email will be sent to the voter advising them that their application has been approved and a ballot will be mailed to them after ballots are printed. The returning officer notes the date the application was approved on the poll book and enters the voter into the registry of mail-in ballot applicants. The application will be kept with the other election records and destroyed three months after the election in accordance with legislation.
- The returning officer mails a ballot kit to all voters listed on the mail-in registry once ballots become available.
- The voter completes their ballots and places it inside the ballot security envelope. This sealed envelope goes inside the voter confirmation envelope, which is signed and dated by the voter. This then goes inside a pre-addressed envelope to the returning officer which is delivered through whatever method the voter prefers (mail, courier, direct delivery).
- The returning officer marks that the ballot has been received on the registry, and places the unopened voter confirmation envelope into a ballot box dedicated to mail in ballots, where the ballots will remain until the close of polls on election day.

The voter registration forms, declarations of persons requesting mail-in ballots, and voter confirmation envelopes and certificates may be inspected by candidates or candidates' agents at the Town office during normal business hours starting on the day following nomination day and ending at the close of polls on election day. Candidates or their agents have the right to object to person's entitlement to vote. An objection does not necessarily disqualify someone from voting.