



















Getting ready to Vote by Mail (VBM)

Steps - Timeline - Checklist

	Decision must be made by Council to request the option of vote by mail (VBM). Municipal Elections Act (MEA) Sec. 54(1)	ASAP
	Following Council decision, send letter to Minister of MAPA requesting approval to authorize VBM	ASAP
	Download Template Request Letter from the MNL Municipal Elections Website → https://municipalnl.ca/municipal-elections/	ASAP
	WEBINAR: An Introduction to Vote By Mail , Presented by MNL.	April 29
	Receive Ministerial approval in writing MEA 54(1) . This approval to proceed is required prior to Council taking the vote on their formal VBM Resolution.	April/May
	While awaiting Ministerial approval begin a review local voting plans and identify COVID-19 Alert Level contingency measures.	April/May
	Template VBM Regulations can be found on the MNL Municipal Elections Website and COVID-19 guidance can be found on the MNL COVID19 site or the provincial government website. → https://municipalnl.ca/municipal-elections/ → https://municipalnl.ca/covid-19/ → https://www.gov.nl.ca/covid-19/	April/May
	Once approval is received from Minister, a formal resolution authorizing Vote by Mail (VBN) must be passed by Council MEA 54(1) . → Sample VBM Resolution wording: <i>“Be it resolved that the Town of [insert] authorize residents to vote by mail in the 2021 Municipal Election pursuant to Section 54 of the Municipal Elections Act.”</i>	April/May
	WEBINAR: Your Voters List.	May
	Begin work on your voter list. An early start will make this a much smoother process.	May/June
	Submit draft regulations to MAPA well ahead of deadline.	May/June
	WEBINAR: Is your election accessible?	Late May
	WEBINAR: COVID-safe election basic.	June
	Begin voters list at least two months before the election. (July 28 at the latest)	June/July
	Following Council vote but no fewer than 60 days before election day MEA 54(3) Council shall make the regulations with respect to a mail-in system of voting that are necessary to carry out the election.	June/July
	Not fewer than 60 days before election day MEA 54(4) the Returning Officer shall establish procedure and forms for voting by mail and provide a copy of the procedures and forms to each candidate for election. Template procedure and forms can be found on the MNL Municipal Elections Website → https://municipalnl.ca/municipal-elections/	Late July
	Complete voters list one month before election (<i>if not before</i>) MEA 31(3)	Late August
	Election Day – 28 th September 2021 – Last Tuesday in September. Template guidance for poll staff can be found on the MNL Municipal Elections Website - https://municipalnl.ca/municipal-elections/	September

Please Note: At the time of publication some of the documents listed in this table are still in DRAFT form but will be add to the municipal elections website as they are finalized.