

Appendix 9: Canada Post Mail Delivery Interruption Procedure

Policy Number: ELEC-07
Sub-Topic: Voters' List
Topic: Elections
Applies to: Municipal Elections and By-Elections

Purpose

This procedure creates a consistent approach to ensuring timely and accurate delivery of Voter Instruction Letters for the 2022 Newmarket Municipal Election to residents, in the event of a Canada Post Services work stoppage or other event that creates a disruption in mail delivery.

Procedures

1. Should a Canada Post Services work stoppage / delivery interruption occur during the revision period described in the Applications to Amend the Voters List Procedure, the Town will:
 - 1.1. Communicate that there has been a work stoppage, and advise of the process for an elector to receive their Voter Instruction Letter, or to be able to update their information on the Voters' List.

Electors who request revisions to the Voters' List

2. In accordance with the Town's Applications to Amend the Voters' List for the 2022 Newmarket Municipal Election Procedures, the elector can make an online, in-person, or phone application, and subject to those Procedures, the elector will be required to:
 - 2.1 Provide an email address for their Voter Instruction Letter to be sent to them via email; or,
 - 2.2 Attend in person to the Town Legislative Services Department or Customer Services Department to have their Voter Instruction Letter issued to them in person.

Administration Contact Information

Email: elections@newmarket.ca
Phone: 905-953-5152
Mailing address: Newmarket Elections Office
395 Mulock Drive
Newmarket ON L3Y 4X7

Review Period

Periodic reviews of this policy and process will be undertaken.

Contact and Approval

Lisa Lyons
Town Clerk, Legislative Services Department
llyons@newmarket.ca

Procedure Version History

Version	Date Effective	Sections Updated
1	May 31, 2022	Original

VOTE



Authorization Form

To the Town Clerk / Returning Officer / Election

Official:

I _____ hereby permit and authorize _____

to pick up my Voter Instruction Letter for the 2018 Municipal Election.

X

Elector

X

Date

X

Authorized Elector