

INSTRUCTIONS: REQUEST FOR MAIL BALLOT

1. Complete this application form and email, fax, mail, or deliver it to the chief election officer (contact information below).
2. Confirm you are registered to vote before applying for a Mail Ballot. You can confirm if you are registered to vote here: <https://elections.bc.ca/local-elections/2026-general-local-elections/> More information on ways to register to vote can be found in the FAQ on our election page.
3. If your application is complete and you qualify to vote by mail ballot, a mail ballot package will be sent to you as soon as the ballots are available. If we receive your application after October 5, 4:30PM, the time may be insufficient for mailing and receipt of the ballot; we recommend that you arrange to pick up a mail ballot package from the City of Courtenay, City Hall reception.
4. You are responsible for ensuring that your completed ballot and documents are received by the chief election officer on **October 17, 2026, by 8 p.m.**

I, _____ apply to vote by mail as a [please choose (A) or (B)]:
(Please print full name of elector)

A. Resident Elector _____
(Please print residential address and postal code)

OR

B. Non-Resident Property Elector* _____
(Please print address of real property in relation to which the elector is voting)

and request that I receive a ballot to vote by mail, under the provisions of the *Local Government Act* section 110 in the election on October 17, 2026.

I hereby declare that I am:

- ☐ 18 years of age or older on general voting day _____; and
- ☐ a Canadian citizen; and
- ☐ a resident of British Columbia for at least six months immediately before the day of voter registration; and
- ☐ a resident of the municipality; OR
a non-resident owner of real property in the municipality for at least 30 days immediately before the day of voter registration; and
- ☐ not disqualified by law from voting in an election or otherwise disqualified by law.

Photocopies of 2 Pieces of Identification Provided (Types):

- ☐ _____
- ☐ _____

*more information on Voter Eligibility can be found here:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections/voting-local-elections/voter-eligibility>

I request that you provide me with a mail ballot package as follows (check *ONLY* one):

- ☐ keep it at City of Courtenay City Hall for me to pick up;
☐ keep it at the City of Courtenay City Hall for the following person to pick up:

Name _____ and

Address: _____

☐ mail it to my residential address; or

☐ mail it to the following address: _____

Date: _____

Signature of Elector (handwritten): _____

Phone number and/or email address of Elector: _____

Freedom of Information and Protection of Privacy Act Notice

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(a) and 26(c) and will be used only for the purpose of the mail ballot voting process for the 2026 local election pursuant to the Local Government Act section 110.

If you have any questions about the collection and use of this information, please contact the chief election officer or deputy chief election officer:

Kate O'Connell, Chief Election Officer: 250-334-4441 x7238

Adriana Proton, Deputy Chief Election Officer: 250-334-4441 x7261

Patricia Janecek, Deputy Chief Election Officer: 250-334-4441 x7719

Sending your Mail Ballot Application

Email: election@courtenay.ca

Fax: Please contact us if you are using fax to submit your application.

Mail: Addressed to: Chief Election Officer, City of Courtenay, 830 Cliffe Avenue, Courtenay, B.C. V9N 2J7

In person: Courtenay City Hall, 830 Cliffe Avenue, Courtenay, B.C. Mon-Fri, 8:30 a.m. – 4:30 p.m.