

CITY OF COURTENAY
MAIL BALLOT VOTING INSTRUCTIONS
2026 General Local Elections

STEP 1

1. Mark your ballot with a pen by completing the oval to the right of the candidate(s) of your choice.
 2. Do not vote for more candidates than are to be elected, as shown on the ballot.
 3. When you have finished marking your ballot, fold it.
 4. Place the folded ballot in the **SECRECY ENVELOPE** **1** and seal the envelope.
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STEP 2

1. Place the **SECRECY ENVELOPE** **1** in the **CERTIFICATION ENVELOPE** **2** and seal the envelope.
 2. Complete, sign and date the **CERTIFICATE OF IDENTITY AND ELIGIBILITY TO VOTE BY MAIL** printed on the outside of the **CERTIFICATION ENVELOPE** **2**.
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STEP 3

1. Place the **CERTIFICATION ENVELOPE** **2** in the **RETURN ENVELOPE** **3** and seal the envelope.
2. Put your return address in the top left corner of the **RETURN ENVELOPE** **3**.
3. Mail or return the **RETURN ENVELOPE** **3** as soon as possible. If you are using the mail, be sure to affix adequate postage.
4. **Ballots must be received no later than 8:00 p.m. on general voting day (October 17, 2026) to be counted.**