

MESSAGE FROM THE RETURNING OFFICER

Dear residents of Baie-D'Urfé,

As required by law, a municipal by-election must be held to fill a vacancy that occurs more than 12 months before the day fixed for the next general election. Currently, the seat of **councillor 1** and the seat of **councillor 3** are vacant. As Returning Officer, it is my responsibility to preside over this municipal by-election and to ensure that it is properly conducted.

We invite you to read the information contained in this brochure. Furthermore, the information will be available on the Town's website and will be updated on an ongoing basis at baie-durfe.qc.ca in the **Democratic Life** section > **2022 Municipal By-Election**.

Susan McKercher
Returning Officer



Office of the Returning Officer

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The Elector's Manual

What you need to know to vote!

IMPORTANT DATES

- ✔ **Period to file a nomination paper:**
June 3 to June 17, 2022, no later than 4:30 p.m.
- ✔ **Advance polling day:**
July 10, 2022, from noon to 8 p.m.
- ✔ **Polling day:**
July 17, 2022, from 10 a.m. to 8 p.m.



NOMINATION



A person is eligible for office as a member of the municipal council if he is entitled to have his name entered on the list of electors of the municipality and if he has resided, continuously or not, in Baie-D'Urfé since at least May 31, 2021. Please note that the law provides certain grounds for ineligibility.

Any person who wishes to be a candidate for the office of Councillor must file a nomination paper at the Office of the Returning Officer from June 3 to June 17, 2022, during regular business hours. **On June 17, 2022, the Office will exceptionally be open from 9:00 a.m. to 4:30 p.m. without interruption.**

The nomination form is available at the Office of the Returning Officer and on the Town's website at www.baie-durfe.qc.ca > **Democratic life** > **2022 Municipal By-Election** > **Candidates.**



BUSINESS HOURS OF THE OFFICE OF THE RETURNING OFFICER DURING THE PERIOD TO FILE A NOMINATION PAPER

✔ From June 3 to June 16, 2022:

Monday to Thursday: 8:30 a.m. to noon and 1:30 p.m. to 4:30 p.m.
Friday: 8:30 a.m. to noon

✔ On June 17, 2022:

Friday from 9:00 a.m. to 4:30 p.m. without interruption

It is **strongly recommended** that you make an appointment to submit your application, as the analysis of an application takes about 30 minutes.

CAN YOU VOTE?



To exercise your right to vote in the upcoming municipal by-election, you must be a qualified elector, i.e. be 18 years of age or older on polling day, and meet the following conditions as of May 31, 2022:

- ✔ Be a Canadian citizen;
- ✔ Be domiciled in Baie-D'Urfé and have been living in Québec for at least 6 months;
- ✔ Not be under curatorship or deprived of your election rights;
- ✔ Be entered on the list of electors

ARE YOU ENTERED ON THE LIST OF ELECTORS?

It is your responsibility to check that your name is entered on the list of electors and that the information concerning you is accurate.

The list of electors may be consulted at Town Hall of Baie-D'Urfé, 20410 Lakeshore Road during opening hours, as of Friday, June 17, 2022.

IMPORTANT: Unlike federal elections, no application for registration or change of address can be made on-site on polling day.

WHAT SHOULD YOU BRING TO VOTE?

You must establish your identity by presenting one of the following documents:

- ✔ A Québec driver's license;
- ✔ A Québec health insurance card;
- ✔ A Canadian passport;
- ✔ A Certificate of Indian Status;
- ✔ A Canadian Armed Forces identification card.

If you are unable to present any of these documents, you will be directed to the identity verification panel.

YOUR NAME IS NOT ENTERED OR YOU HAVE NOTICED A MISTAKE



You must then report to the Board of Revisors, (domiciled electors only), to submit an application, to enter or to correct your entry on the list of electors. A relative, a spouse or a person living with you can undertake this step on your behalf.

To be entered on the list of electors or to change an address, you must present 2 documents that contain:

1. Your name and your date of birth (e.g., passport, birth certificate, health insurance card, etc.);
2. Your name and your current domiciliary address (e.g., driver's license, telephone or electricity bill, student card, etc.).

Location of the Board of Revisors:

Town Hall
20410 Lakeshore Road
Baie-D'Urfé, Quebec, H9X 1P7

Days and times:

Wednesday – June 29, 2022, from 7 p.m. to 10 p.m.
Monday – July 4, 2022, from 2:30 p.m. to 5:30 p.m.

NEED HELP TO VOTE

The election officers at the polling station will be happy to assist you.

- ✔ You can ask for help in marking your ballot paper.
- ✔ If you have a visual impairment, you can ask for the template that will help you vote by yourself.
- ✔ If you are hard of hearing, you can be accompanied by an interpreter.

THE SANITARY MEASURES

Those that are in effect at the time of the elections will be respected in all polling stations.