

(Relevant sections of the *Electoral Officer's Handbook* are indicated in brackets next to certain activities)

79 DAYS PRIOR TO ELECTION DAY

Date: May 23, 2021

- Appoint Deputy Electoral Officers (3.5)
- Determine if the First Nation controls its membership under section 10 of the *Indian Act*, or if the membership list is maintained by ISC under section 11, and obtain the voters list from the appropriate source.
- Obtain the names and last known addresses of members not residing on the reserve (4.1)
- Arrange for accommodations for the nomination meeting and polling station(s).

72 DAYS PRIOR TO ELECTION DAY OR 30 DAYS PRIOR TO THE NOMINATION MEETING

Date: May 30, 2021 OR Date: February 28, 2021

- Post the *Notice of Nomination Meeting* (5.1) and the voters list (4.2.4)
- Send nomination mail-out to electors residing off-reserve (5.2) **[Mail-Out #1]**
- Update the *Mail-Out Control Sheet* (5.2)

BETWEEN 72 DAYS AND 42 DAYS PRIOR TO ELECTION DAY

Between: May 30, 2021 And June 29, 2021

- Receive nomination forms and voter declarations through the mail
- Begin completing the *In-person Nomination Forms* to be used at the nomination meeting (6.4)
- Prepare list of off-reserve electors who have consented to having their names released to candidates
- Respond to requests to revise the voters list (4.2.6)
- Prepare candidate packages for the nomination meeting (6.1)
- Meet with your DEO(s) to discuss the nomination meeting

42 DAYS PRIOR TO ELECTION DAY

Date: June 29, 2021

- Hold nomination meeting
- Complete an *In-person Nomination Form* for each candidate nominated (6.2)
- Obtain the addresses of all candidates on the *In-person Nomination Form*
- Distribute candidate packages (6.2)

BETWEEN 42 DAYS AND 37 DAYS BEFORE ELECTION DAY

Between: June 29, 2021 And July 04, 2021

- Contact nominated candidates not present at the nomination meeting (6.9)
- Have them complete the *In-person Nomination Form*
- Prepare the *Electoral Officer's Nomination Meeting Report* (6.7)
- Receive written candidate withdrawal forms (6.8)
- Begin printing ballots on the 36th day prior to Election Day (omitting the names of those who have withdrawn) (7.2 and 7.3)

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AT LEAST 35 DAYS PRIOR TO ELECTION

Date: July 06, 2021

- Prepare and post *Polling Notice* (7.1)
- Prepare and send mail-in ballot packages (7.4.1) **[Mail-Out #2]**
- Update the *Mail-Out Control Sheet* (7.4.1)

ELECTION DAY

Date: August 10, 2021

- Arrive at the polling station at least one hour prior to opening to set things up.
- Open the poll at 9 a.m. and close it at 8 p.m. (Section 8)

AT THE TIME DESIGNATED FOR COUNTING

Date: August 10, 2021 Time: 21:00

- Open mail-in ballot envelopes and verify voter declaration forms (9.3)
- Place accepted mail-in ballots in the ballot box
- Open the ballot box and count the ballots (9.4 - 9.6)
- Prepare and distribute the Statement of the Votes (10.1)

WITHIN 4 DAYS AFTER THE COUNT

Between: August 06, 2021 And August 10, 2021

- Post and mail to off-reserve electors the Statement of the Votes (10.3) **[Mail-Out #3]**
- Fax a copy of the Statement of the Votes to the regional or district manager of ISC

14 DAYS AFTER THE ELECTION

Date: August 24, 2021

- Prepare the Electoral Officer's Report and submit it to the regional or district manager of ISC along with other election materials (10.4)