



2025 Municipal General Election

Thursday, October 2nd, 2025

Instruction Guide: Completing the vote-by-mail kit

This simple 'how to' guide will assist you in completing your vote-by-mail kit for the City of St. John's 2025 Municipal General Election.

ST. JOHN'S



2025 Municipal General Election

The 2025 Municipal General Election will be held on **Thursday, October 2nd, 2025**.

The City of St. John's conducts its municipal elections using a vote-by-mail system and uses the permanent voters list established and maintained by Elections NL.

All residents that are on the voters list will be mailed a vote-by-mail kit through Canada Post. Ensuring that you are on the voters list and that your information is correct is very important.

To check if you are on the voters list please visit the [Voter portal](#). An [instructional guide](#) is available to help you through the process.

What is in the vote-by-mail kit?

The vote-by-mail kit includes:

- **Double-sided Voter instructions** explain how to complete the vote-by-mail kit and return it to the City; provide the **location of the Satellite Drop-off Centre in your Ward**; and include a detachable **Declaration Form**.
- Your **official ballot** – which is ward specific.
- **2 envelopes** – the **white secrecy envelope** in which you will place your completed ballot and a **yellow return envelope** which is used to return your completed kit back to the City.

Sign & Return your Declaration Form

Please be sure to detach and sign the declaration form and include it in the return envelope.

If your declaration form is not signed or if it is not included in the return envelope, your kit will not be accepted and your ballot will not be counted.

Vote-By-Mail Kit – Page 1

This is a sample of the first page of the instructions in your kit.

Your kit will come addressed to you (see first red arrow).

Read the voting instructions to ensure you:

- correctly complete the ballot
- return all necessary items
- use the appropriate envelopes

The second red arrow indicates the signature line where you **MUST** sign the form. Your name and address appear below the line.

City of St. John's
PO BOX 12000 STN C
ST. JOHN'S NL A1C 5H4

10000001

VOTING INSTRUCTIONS

These steps keep your vote secret, and ensure your ballot is not spoiled. By law, a spoiled ballot cannot be counted. To make sure your vote is counted, you must:

1. Complete the Ballot and insert into the white Ballot Secrecy Envelope. (SEAL ENVELOPE)
2. Insert the white Ballot Secrecy Envelope into the yellow Election Return Envelope. (DO NOT SEAL ENVELOPE YET)
3. Sign and detach the Declaration Form found on the bottom of this page and insert into the yellow Election Return Envelope. (SEAL ENVELOPE)
4. Mail yellow Election Return Envelope by Thursday, Deadline Date Here

ADDITIONAL INFORMATION ON REVERSE

I, the undersigned, declare that I am a Canadian Citizen, 18 years of age or older, eligible to vote in this election and that I have not already voted for any office on this ballot.

Detach here

DECLARATION FORM

100072281 A1C5H4 BR01 42-004

CITY OF ST. JOHN'S
PO BOX 12000 STN C
ST. JOHN'S NL A1C 5H4

x Signature

CANADA POST
For cash or post
at Canada
Business Reply Mail
0005319706 81

Vote-By-Mail Kit – Page 2

The second (double-sided) page of the instructions will provide you with information related to the kit, voting and the ways you can return your completed kit.

It also provides you with the location of the Election Day Satellite Drop-off Centre in your Ward. These locations have drop-bins where you can deposit your completed kit, and you can also register on site if you have not voted or received a kit. You must go to the Satellite Drop-off Centre in your ward to register on October 2, 2025.

Detach the bottom portion of this page (see red arrow), sign the form and include it in your yellow return envelope.

Important Information


- Your completed kit must be received by the City of St. John's no later than 8:00 pm local time on Deadline Date. **Ballots received after that time will not be counted.**
- It is against the law** to use more than one ballot or vote under another's name. If found guilty, offenders may be subject to a fine and/or imprisonment as per Sections 99 and 100 of the Municipal Elections Act.
- Your completed kit can be returned in one of three ways:
 - Place it in the mail before Deadline Date
 - Deposit in the Drop Box outside the main entrance of City Hall at 10 New Gower St. up to and including Election Day.
 - On Election Day, drop it off at one of the SATELLITE DROP-OFF CENTERS listed below:

Questions?


If you require assistance please contact us.
Phone: (709) 754 - 2489
Website: www.stjohns.ca


Drop Off Location(s)

List of Locations here



Ensure you have signed the DECLARATION FORM on the reverse

100072281 A1CDH BR01 82-006

CITY OF ST. JOHN'S
PO BOX 12000 STN C
ST. JOHN'S NL A1C 9Z9


0003319706 81

Official Ballot Sample

This is a mock ballot for training purposes →

The official ballot you will receive is specific to the Ward in which you reside.

This sample ballot is for residents of Ward 1.

The Ward is noted in the top right of the ballot and the candidates running in Ward 1 are listed.

SAMPLE 2021-07-27 14:49:54

ST. JOHN'S CITY OF ST. JOHN'S
NEWFOUNDLAND AND LABRADOR **Ward 1**

TO VOTE, COMPLETELY FILL IN THE OVAL ● NEXT TO YOUR CHOICE(S).
To improve legibility and ensure permanence, use a pen or marker with blue or black ink.
DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.

Ballot for the Office of MAYOR Vote for ONE (1) candidate	Ballot for the Office of COUNCILLOR AT LARGE Vote for up to FOUR (4) candidates	Ballot for the Office of COUNCILLOR WARD 1 Vote for ONE (1) candidate
Aristotle AMADOPOLIS ○	Wendell BORTON ○	Patty BOUVIER ○
Mary BAILEY ○	Carl CARLSON ○	Todd FLANDERS ○
Kent BROCKMAN ○	Gary CHALMERS ○	Bernice HIBBERT ○
Ballot for the Office of DEPUTY MAYOR Vote for ONE (1) candidate	John FRINK ○	
Ruth POWERS ○	Barney GUMBLE ○	
Agnes SKINNER ○	Gil GUNDERSON ○	
	Lionel HUTZ ○	
	Jimbo JONES ○	
	Edna KRABAPPEL ○	
	Lenny LEONARD ○	
	Troy McCLURE ○	
	Nelson MUNTZ ○	

Completing the Ballot

When completing your ballot, fill in the oval next to your selected candidates completely with **black or blue ink**. **Do not use a pencil**.

Do not mark your choice with an 'X' or a check mark '✓'

Do not write anything else on the ballot.

The image to the right shows a correctly completed ballot, with the ovals filled in entirely with black ink.

SAMPLE 2021-07-27 14:49:53

ST. JOHN'S CITY OF ST. JOHN'S NEWFOUNDLAND AND LABRADOR		Ward 3
TO VOTE, COMPLETELY FILL IN THE OVAL ● NEXT TO YOUR CHOICE(S). To improve legibility and ensure permanence, use a pen or marker with blue or black ink. DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.		
Ballot for the Office of MAYOR Vote for ONE (1) candidate	Ballot for the Office of COUNCILLOR AT LARGE Vote for up to FOUR (4) candidates	Ballot for the Office of COUNCILLOR WARD 3 Vote for ONE (1) candidate
Aristotle AMADOPOLIS ●	Wendell BORTON ○	Jasper BEARDLY ○
Mary BAILEY ○	Carl CARLSON ●	Selma BOUVIER ○
Kent BROCKMAN ○	Gary CHALMERS ○	Ned FLANDERS ●
Ballot for the Office of DEPUTY MAYOR Vote for ONE (1) candidate	John FRINK ○	
Ruth POWERS ○	Barney GUMBLE ●	
Agnes SKINNER ●	Gil GUNDERSON ○	
	Lionel HUTZ ○	
	Jimbo JONES ●	
	Edna KRABAPPEL ●	
	Lenny LEONARD ○	
	Troy McCLURE ○	
	Nelson MUNTZ ○	

Incorrect Ballot

This ballot is completed **incorrectly**.

Do not use an X or a check mark ✓

Do not write anything else on the ballot.

Ballot for the Office of MAYOR Vote for ONE (1) candidate	Ballot for the Office of COUNCILLOR AT LARGE Vote for up to FOUR (4) candidates	Ballot for the Office of COUNCILLOR WARD 3 Vote for ONE (1) candidate
Aristotle AMADOPOLIS <input type="radio"/>	Wendell BORTON ✕	Jasper BEARDLY <input type="radio"/>
Mary BAILEY ✕	Carl CARLSON <input type="radio"/>	Selma BOUVIER ✓
Kent BROCKMAN <input type="radio"/>	Gary CHALMERS <input type="radio"/>	Ned FLANDERS <input type="radio"/>
Ballot for the Office of DEPUTY MAYOR	John FRINK ✕	

Envelopes

There are two (2) envelopes included in the vote-by-mail kit. Your completed ballot goes into the Ballot Secrecy Envelope (the white envelope). The sealed ballot secrecy envelope (with your ballot inside) and your signed declaration form are placed into the yellow return envelope.



How do I put it all together?

1. **Complete your ballot** as instructed, use a black or blue ink, do not use pencil.
2. Place your **completed ballot** in the **white secrecy envelope** and **seal** the envelope. **Do not** put your declaration form in the **secrecy envelope**!
3. Put the white secrecy envelope in the yellow envelope, **but do not seal the yellow envelope yet!**
4. **Sign** your declaration form and detach it.
5. Add the signed, detached declaration form to the yellow envelope. Ensure that the City's return address is facing out of the window of the envelope.
6. **Do a double check:**
 - ensure that the ballot is in the secrecy envelope and it is sealed
 - confirm that your declaration form is signed and that the City's address is facing out the window of the envelope.
7. If all is in order, seal the yellow envelope!

How do I return my completed kit?

There are several options for residents to return their completed vote-by-mail kit for the election.

1. The most convenient way is to mail your completed kit back to the City through **Canada Post**.

To ensure that it is received in time for counting, it should be in the mail on or before **Wednesday, September 24th**.

2. **Drop your completed kit in one of the drop-boxes located in City facilities or the drop-box outside of City Hall.**

- The drop-boxes in City facilities will be available from September 15th to October 2nd (8:00 pm). **Please note that the drop box at the Southlands Community centre is not available on election day.**
- The drop-box outside of City Hall is available until 8:00 pm on election day.

3. **Bring your completed kit to the Satellite Drop-off Centre in your Ward on election day.**

For more information on the hours and locations of the drop-boxes in City facilities, available during the election period, please check the City's web page stjohns.ca/Vote

Drop-Bin Locations

Voters can also return their completed kits to drop-box locations throughout the city:

Ward 1 – Paul Reynolds Community Centre – 35 Carrick Drive

Ward 2 – City Hall

Ward 3 – Mews Community Centre – 60 Blackler Avenue

Ward 4 – Kenmount Terrace Community Centre – 85 Messenger Drive

Ward 5 – Shea Heights Community Centre – 130 Linegar Avenue

Ward 5 – Goulds Recreation Centre – 509 Main Road – Goulds

Ward 5 – Southlands Community Centre – 40 Teakwood Drive **(drop off available until October 1 at this location only)**

Accessibility

Accessibility is very important to the City of St. John's.

We've worked with the community to include features to assist voters at home or in-person at the Satellite Drop-off Centres.

Residents living with vision loss may use their own technology to vote and, if voting in-person, a braille kit will be available.

A complete list of accessibility features can be found on the municipal election webpage at www.stjohns.ca/en/city-hall/accessibility.aspx

If you need more information on election accessibility or require assistance, please contact the Election Coordinator by email: election@stjohns.ca

Where are the Satellite Drop-off Centres on election day?

On **election day**, a Satellite Drop-off Centre will be **open in each Ward**, from 8:00 am to 8:00 pm. Ward residents that did not receive a kit and wish to vote or have not already returned their kit to the City, can visit the Satellite Drop-off Centre on election day.

Election Staff will be on hand to register residents who did not receive a kit and to collect completed vote-by-mail kits.

You must visit the centre **in your ward** to register and receive your ballot on election day.

The next page provides information on the location of the Satellite Drop-off Centres for the upcoming election.

Satellite Drop-off Centres – by Ward

These are the locations of the Satellite Drop-off Centres open on election day, from 8:00 am to 8:00 pm:

Ward	Location	Address
Ward 1	Paul Reynolds Community Centre – Gleneyre Rooms	35 Carrick Drive
Ward 2	Knights of Columbus – Main Floor – Salon A	49 St. Clare Avenue
Ward 3	HGR Mews Community Centre – Multipurpose Room	60 Blackler Avenue
Ward 4	Kenmount Terrace Community Centre – Meeting Rooms	85 Messenger Drive
Ward 5	Shea Heights Community Centre – Multipurpose Room	130 Linegar Avenue
	Goulds Recreation Centre – Gymnasium	509 Main Road

Need more information or assistance?

Please visit the City's 2025 Municipal General Election web page for information for residents, candidates and voters on the upcoming election.

stjohns.ca/Vote

If you have any questions on how to get registered to vote, complete your vote-by-mail kit, or need more information on the election, please contact the City's Access Centre, by calling 311 or email election@stjohns.ca

Municipal Election Day 2025 is – Thursday, October 2nd