



Form EL15

THE MUNICIPALITY OF HASTINGS HIGHLANDS

Application to Amend Voters' List Municipal Elections Act, 1996 (s.17, s.24) Form EL15

- Check only one
[ ] add applicant's name to list
[ ] correct applicant's information on list
[ ] delete applicant's name from list ( [ ] deceased [ ] moved [ ] other)

Name of applicant (last, first, middle) and date of birth (year, month, day)

Qualifying address on voting day (street number & name, apt. #, roll number, city, postal code) and applicant status (owner, tenant, spouse, etc.)

Previous qualifying address (if applicable) (street number & name, apt. #, roll number, city, postal code) and applicant status

Current mailing address of applicant (if different than Qualifying address) (street number & name, apt. /unit #, city, postal code) and applicant status

School Support

- [ ] Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
[ ] Applicant has French Language Education Rights

Applicant wishes to be an elector for the following school board

- [ ] English-Public (anyone can support English-public)
[ ] English-Separate (must be Roman Catholic)
[ ] French-Public (must have French Language Education Rights)
[ ] French-Separate (must be roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name corrected on the Voters' List in accordance with such facts or information.

Signature of Applicant Date

This information is collected under authority of s.17, s.24 and s.25 of the Municipal elections Act and s.15 and s.16 of the Assessment Act and will be used to determine voter eligibility.

Certificate of Approval (to be completed by Clerk or designate)
[ ] Approved
I hereby certify that the Voter's List for said voting in this municipality shall be amended in accordance with the statement of facts or information contained herein.
[ ] Refused (state reason)
Signature of clerk or delegate Date



## INSTRUCTIONS TO COMPLETE Application to Amend Voters' List – Form EL15

**Please check only ONE box to indicate the purpose of the form:**

**ADD** applicant's name to list,  
**CORRECT** applicant's name on list, or  
**DELETE** applicant's name from list (moved, other)

### **Ensure the Applicant Completes the Following Information:**

- ✓ Full name (last, first, middle)
- ✓ Date of birth (year, month, day)
- ✓ Indicate if it is a commercial property (check box if yes)
- ✓ Qualifying address on voting day (**including apt # if applicable**)
  - this is the property address where the person wants to be added on the voters' list
- ✓ Previous qualifying address (if the person has moved in the past 4 years)
  - ensures their name was removed from their previous property
- ✓ Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
  - these properties tend to have multiple units / households
- ✓ Current mailing address of applicant (if different from the qualifying address)
- ✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- ✓ School support & school board
- ✓ Sign & date the form

### **School Support:**

A person **must be** Roman Catholic to support the Separate School Board

- Includes Greek and Ukrainian Catholics

A person **must have** French Language Education Rights to support a French School Board

If a person does not indicate they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

### **Important Reminders:**

All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.

All forms must be signed and dated by the applicant.

### **Items to be Completed by Municipal Staff:**

#### **Roll Number:**

The roll number **must** be included on every EL15 form submitted to MPAC.

A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.

- the first 4 digits are the municipality - which is 1290
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than '0000').

### **THE FINAL STEP PRIOR TO SUBMITTING FORM TO MPAC:**

Please ensure all forms are signed and dated by the applicant.

CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)

Please check APPROVED or REFUSED

Sign and date the form.