

Connor Fitzpatrick
Elections Supervisor
406-447-8338



City-County Building
316 North Park/Room #168
Helena, MT 59623

February 11, 2026

Greetings:

Two candidates filed for the one, three-year term Trustee position up for election on the Canyon Creek Fire District Board of Trustees; therefore, an election is required.

We have determined that a mail ballot election held in conjunction with the other May 5, 2026 elections is the most economically and administratively feasible way of conducting your district's election.

Enclosed is a copy of the preliminary mail ballot plan, timetable, and instructions. Due to an update in statute, mail ballot plans no longer need to be approved by the Montana Secretary of State's Office, but will be posted to the Lewis and Clark County Elections website. If any changes need to be made to the mail ballot plan, we will notify your district immediately.

If you object to the election being conducted by mail ballot and would like to instead require the election held by polling place, you must pass a resolution to that effect and file it with the county elections office by March 11, pursuant to 13-19-204, MCA.

If you agree to the election being conducted by mail ballot, no action is required on your part.

Please be aware that all election costs are the responsibility of the political subdivision per 13-1-302, MCA.

If you have any questions, please do not hesitate to contact me at 406-447-8338 or cfitzpatrick@lccountymt.gov with any questions.

Thank you,

Connor Fitzpatrick
Elections Supervisor

Mail Ballot Written Plan and Timetable

This written plan and timetable and instructions must be posted to the county election website or publicly noticed in another way at least 60 days before the election. **School Elections:** If the school district clerk is running the election, the plan must be posted in accordance with 13-19-205, MCA, and a copy must be sent to the county administrator.

Note: The information in this plan is the responsibility of the election administrator and is not reviewed by the Secretary of State.

Type of Election	Trustee/Director/Governing Body		
Name of Jurisdiction (District, Precinct, or Ward)	Canyon Creek Fire District		
Name(s) of County(s)	Lewis and Clark		
Estimated # of Electors	Active	Inactive	Provisional
	284	43	0
Postage to Return Ballot paid for by (& if insufficient, who pays)	Elector; jurisdiction covers insufficient postage		
Procedures to Ensure Security and Transport of Ballots School Elections: attach outlined security procedures	Ballots are deposited in a locked ballot box and secured in a locked area, and transported by at least two officials		
Ballots printed based on	District		
Plan for providing voter interface devices	ExpressVote will be available at the County Election Office		
For school elections, specify signature verification procedures	Signatures are verified by county election office		
ELECTION DATES		REQUIRED BY LAW	DATE
1	Date applicable documents sent to governing body	No later than 60 days before election	2/11/26
2	Date of posting written plan and timetable	No later than 60 days before election	3/5/26
3	Last day for governing body to opt out of mail ballot election	55 days before election	3/11/26
4	Dates Notice of Close of Regular Registration Published	3 times in the 4 weeks preceding the close of regular registration	3/19/26 3/26/26 4/2/26
5	Dates Election Notice Published	3 times, no earlier than 40 days before and no later than 10 days before election	4/9/26 4/16/26 4/23/26
6	Close of Regular Registration	30 days before election	4/6/26
7	Beginning of Late Voter Registration	Day after close of regular registration	4/7/26
8	Date Ballots Mailed - Subject to change based on number of ballots to send out. Will be confirmed at the end of school candidate filing on March 2.	No earlier than 20 days and no later than 15 days before election	4/15/26
9	ELECTION DAY		5/5/26

I affirm that I will conduct the election according to the written plan and timetable.

Amy Reeves

Chief Election Administrator Conducting Election

County Election Admin

School District Clerk

Other County Administrators if Applicable

Updated 8/14/2025

The place(s) of deposit and the days and times when ballots may be returned to the places of deposit are:

Lewis and Clark County Elections - 8am to 5pm, Monday through Friday. Election Day 7am to 8pm.
316 N. Park Ave. Room 168
Helena MT, 59602

Attach any special requirements here:

As allowed in MCA 7-33-2106 (4), a landowner within the district providing proof of payment of property taxes is eligible to vote in a fire district election. The form can be found on the Lewis and Clark County Elections website under "Election Forms" and is titled "Landowner Request for Mail Ballot".

PRELIMINARY PLAN

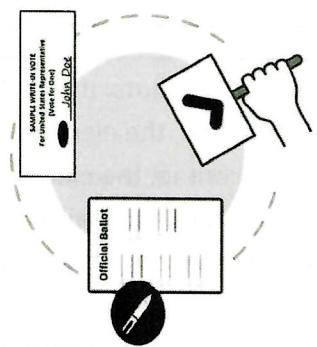


**VOTE YOUR
BALLOT**

**PREPARE
YOUR BALLOT**

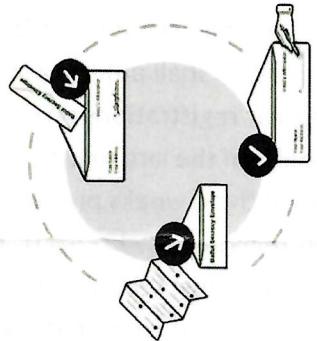
FOR RETURN

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- With a **blue** or **black** ink pen, fill in the oval for each race.
 - Skipping a race will not invalidate your ballot
- To write in a candidate's name, completely fill in the oval next to the line and print the name in the blank space. (Note: only the names of candidates who have filed to be write-in candidates will be counted.)
- The following are not allowed:
 - An **X**, **V**, or another mark.
 - Crossing out, erasing, or using correction fluid.
 - Any identifying marks on your ballot.
 - Marking more choices than allowed for each race.
- If you make a mistake, request a replacement ballot from your election office.

PREPARE YOUR BALLOT FOR RETURN
RETURN YOUR BALLOT
>>



- Place and seal the voted ballot in the secrecy envelope.
- Place and seal the secrecy envelope into the return signature envelope.
- Sign your name on the affirmation line and write your birth year on the return signature envelope. (Do not sign for another person.)

This election is by mail ballot only - regular polling places will not be open. Ballots must be received by the Lewis and Clark County Election Office by 8 PM on Election Day, May 5, 2025.

RETURN
YOUR BALLOT
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• Mail your ballot. The Postal Service recommends you mail your ballot at least one week before the election.

(Note: ____ cents postage required)

OR

• Drop off your ballot at your place of deposit or election office.

ELECTION OFFICE
Lewis and Clark County Elections

ADDRESS

ELECTION

VOTING INSTRUCTIONS

VOTING INSTRUCTIONS

VOTED BALLOT MUST BE
RECEIVED (A POSTMARK IS
NOT ACCEPTED) BY
8 P.M. ON ELECTION DAY

OTHER INFORMATION:

Contact your election office for questions, including assistance for voters with disabilities and information for military voters.

PHONE NUMBER

406-447-8339

EMAIL ADDRESS

elections@lccountymt.gov

Failure to follow these instructions may invalidate part or all of your ballot.

Mail Ballot Written Plan and Timetable Guide

The purpose of the mail ballot written plan and timetable is to provide key information to voters about the election and its timeline. This guide serves as a resource outlining legal requirements for conducting a mail ballot election completing the written plan.

1 Date applicable documents sent to governing body

The election administrator shall forward the applicable documents to the governing body no later than 60 days before the election. The applicable documents include: (1) The written plan, (2) statement of decision to conduct election by mail, (3) list of reasons for decision, and (4) statement regarding right of governing body to object under 13-19-204, MCA.

3 Last day for governing body to opt out of mail ballot election

No later than 55 days before the election, the governing body may file a resolution with the election administrator objecting to the election being conducted by mail ballot, 13-19-204, MCA.

5 Publish Notice of Election

Non-school elections: Election administrator shall publish notice of election at least 3 times no earlier than 40 days before and no later than 10 days before election, 13-1-105, MCA.

School elections: Notice must be published at least once, no earlier than 10 days before and no later than 10 days before, in a newspaper, or in 3 public places in the district, or on the district's active website for the 10 days prior to the election, 20-20-204, MCA.

8 Date Ballots Mailed

No sooner than 20 days or later than 15 days before election, 13-19-207, MCA.

Special Requirements: Attach a description of any special requirements, including proportional voting or special eligibility requirements if applicable, ARM 44.3.2702.

2 Date of posting written plan and timetable

The written plan and timetable must be posted to the county election website, or publicly noticed in another way, as outlined in 13-19-205, MCA, at least 60 days prior to the election. A separate plan must be submitted for each type of election. This plan may be amended by the election administrator at any time prior to the 35th day before the election, and any amendments must be noticed in accordance with statute, 13-19-105, MCA.

4 Publish Notice of Close of Regular Registration

Non-school and school elections: Election administrator shall publish notice specifying the day regular registrations will close and the availability of the late registration option at least 3 times in the 4 weeks preceding the close of regular registration, 13-2-301, MCA.

School elections: school clerks running school elections need to coordinate with the county election administrator to have the county election administrator publish the notice of close of registration.

Undeliverable Ballots: If a mail ballot is returned as undeliverable, the election administrator shall attempt to contact the elector to determine the reason for return and mail a confirmation notice if the elector cannot be contacted otherwise, 13-19-313, MCA.



Landowner Mail Ballot Request Form For a Fire District or Fire Service Area Election

This form is to be completed by a landowner in a fire district or fire service area who is not already registered to vote in the district. Proof of payment of taxes on lands in the district must be attached. A ballot cannot be issued to the landowner until this form is received and processed by the county elections office.

Name(s) of Landowner(s) Requesting a Ballot (please print):

Date(s) of Birth: _____ Phone Number: _____

Address of Property Located in a Fire District or Fire Service Area:

Property Tax ID (if known): _____

Geo Code (if known): 05-_____

Mailing Address for Ballot (If different from above – this is the address your ballot will be sent to.)

I hereby swear or affirm that I own the above taxable real property located in a fire district or fire service area, and am therefore entitled to cast a vote in the 2026 fire districts or fire service area election. I have attached proof of payment of taxes on property in the district to this request.

X _____

SIGNATURES OF ALL LANDOWNERS REQUESTING BALLOTS*

**A signature is required for each landowner requesting a ballot. If the property is owned by more than one individual, each person must print their name above and sign this form. Additional signatures may be added to the bottom of this form, if needed.*

Return this form along with proof of payment on your property taxes to:**

**Lewis and Clark County Elections
316 N Park Ave – Rm 168
Helena, MT 59623**

**Fax: 406-457-8598
Email: elections@lccountymt.gov**

****To find proof of payment on your property taxes, visit <https://itax.tylertech.com/LewisAndClarkMT/>, search for your property, and print the main summary page. Contact 406-447-8338 if you need assistance.**

RESOLUTION NO. 2026-001
CANYON CREEK RURAL FIRE DISTRICT

A RESOLUTION CALLING FOR A TRUSTEE ELECTION

WHEREAS, Section 7-33-2106 MCA, requires that the trustees of a Fire District are to be elected and can only be appointed if no nominations are made for the office of trustee; and

WHEREAS, Section 13-1-502, MCA, requires candidates for the office of trustee of the Canyon Creek Rural Fire District to file a Declaration of Nomination and Oath of Candidacy at least 85 days before the election day; and

WHEREAS, Section 13-1-504, MCA requires the election to be held on school election day, which is May 5, 2026; and

WHEREAS, the election may not be held earlier than 85 days after the date of the order or resolution calling for the election pursuant to 13-1-504, MCA; and

WHEREAS, 13-15-504, MCA requires the governing body to specify in the order or resolution calling for the election whether the election is to be conducted by mail; and

WHEREAS, the trustees of the Canyon Creek Rural Fire District have determined that at least 1 trustee terms will expire in May, 2026; and

WHEREAS, the trustees of the Canyon Creek Rural Fire District have also determined that 2 trustee seats are up for election with unexpired terms; and

WHEREAS, the trustees find that it is necessary to elect at least 3 trustees at the election in 2026.

NOW THEREFORE, BE IT RESOLVED:

1. A trustee election for the Canyon Creek Rural Fire District to elect 3 trustees shall be held on May 5, 2026.
2. The following positions shall be elected: one 3-year term for Canyon Creek Rural Fire District trustee and two 1-year unexpired terms.
3. The district requests that the election be conducted by **MAIL BALLOT** (mail ballot or polling place).
4. Declarations for Nomination and Oaths of Candidacy for candidates for trustee may be filed with the Lewis & Clark County Elections Office no later than 5:00 PM February 4, 2026. If, after the write-in candidate filing deadline of February 4, the number of candidates is equal to or less than the number of positions to be elected, the Board of County Commissioners shall declare elected by acclamation each candidate who filed for a position. If a nomination is not made for one or more trustee positions, the Board of County Commissioners shall appoint one or more trustees as necessary to fill those positions.

Dated this 19 day of **JANUARY**, 20**26**

By:

Chairperson, Canyon Creek Rural Fire District

JIM THOMAS