

## Election Procedures Definitions

Certain terms and phrases used throughout the City of Toronto's election procedure documents are defined in the Municipal Elections Act, 1996 (MEA), the City of Toronto Act, and other relevant legislation. For those terms and phrases not so defined, the following definitions shall be used.

**"acceptable identification"** or **"identification"** means identification as prescribed by Ontario Regulation 304/13, made under the Municipal Elections Act 1996 (MEA), and the City Clerk's policy on *Identification for electors*.

**"advance vote"** means the date(s) that the City Clerk has established as advance voting day(s) prior to election day.

**"amendment application"** means a paper or electronic form that is used to add, correct or remove an elector's name or information on the voters' list.

**"assistive device"** means a tool that enables individuals with disabilities to perform certain tasks and activities. In the case of the Voter Assist Terminal, an elector can use them to independently mark their ballot.

**"auxiliary compartment"** means the front compartment of the tabulator stand where electors' ballots are temporarily stored in the event that the tabulator fails to operate.

**"ballot"** means the prescribed form containing the names of the certified candidates and the office for which they are running.

**"ballot box A"** means the box(es) containing used ballots from the election. Each box is sealed and labelled to identify the associated voting place (ward and subdivision).

**"ballot box B"** means the box(es) containing unused ballots from the election.

**"ballot box C"** means the supply bag(s) containing all other materials and documents related to the election. Supply bags are sealed and labelled to identify the associated voting place (ward and subdivision).

**"Ballot Determination Station"** means a designated location onsite where the Clerk and/or election official will be situated to replicate the marks, if any, present in the designated voting space of a returned ballot. This location will be in clear view of any candidate or their representative(s).

**"Ballot Distribution Station"** means a designated location onsite where the ballot box containing all the used ballots and vote tabulator memory cards will be stored.

“**ballot face**” means the image side of the ballot.

“**ballot style**” means the various ballot types, showing a combination of offices and answer to any by-law or question.

"**Ballot Transfer Notice**" means a document that the City Clerk has issued to an elector approving their request to have their ballot transferred to another voting place within their ward to enable the elector to vote.

"**blank ballot**" means a ballot cast by an elector where the elector has not selected a candidate for any office.

"**City Clerk**" (also referred to as "Clerk") means the Clerk of the City of Toronto.

"**Declaration of Identity**" means a prescribed form that an elector shall complete before declaring that they are the elector shown on the voters' list.

"**designated election official**" means any person to whom the City Clerk delegates her authority to perform certain election functions.

“**designated voting space**” means the space for marking the ballot that appears to the right of the candidate's name or, in the case of a by-law or question, to the right of each answer.

"**disability**" means:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) a condition of mental impairment or a developmental disability;
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder; or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Source: *Ontario Human Rights Code* (OHRC)

**"double envelope system"** means the process by which a ballot is made secret by sealing it within two envelopes. The marked ballot is sealed in a blank inner envelope that is placed within another sealed envelope, thereby preventing identification of voters once the envelopes have been separated and the ballot removed.

**"electronic communication and/or photographic device(s)"** include, but are not limited to, mobile phones, tablets and laptops.

**"elector making the appointment"** means the elector who is appointing another elector to vote on their behalf.

**"eligible elector"** means an individual who is able to vote in a City of Toronto election, fulfilling the following criteria:

- (a) is a Canadian citizen; and
- (b) is at least 18 years old; and
- (c) is a resident in the City of Toronto; or
- (d) is a non-resident of the City of Toronto but they or their spouse own or rent property in the City; and
- (e) is not prohibited from voting under any law.

**"friend"** means anyone an elector asks to assist them in order to vote, including accompanying the elector behind the voting screen area to mark the ballot.

**"home visit"** means the process by which a team of election officials will travel to an elector's home to allow the elector to cast their ballot from their own place of residence.

**"home voting period"** means the period during which home-bound voters may be scheduled to receive a home visit to cast their ballot in an election.

**"home voting registration period"** means the period during which electors are able to request a home visit.

**"identification"** (also referred to as "acceptable identification") means identification as prescribed by Ontario Regulations 304/13, made under the MEA, and the City Clerk's policy on *Identification for Electors*.

**"mark"** means any imprint made in the designated voting space of a ballot.

**"memory card"** means a removable device used in tabulators to securely store all tabulated vote results. The memory card for the Voter Assist Terminal (VAT) stores digital images of the ballot styles.

**"Recount Station"** means a designated location onsite where marked ballots will be fed into the vote tabulator(s).

**"relative(s)"** means the parent, grandparent, child, grandchild, brother, sister or spouse of an elector.

**"results tape"** means the tabulator's printed report which shows the total number of votes cast for each candidate or for each answer to any by-law or question.

**"scrutineer"** means a person appointed by a candidate to represent the candidate during the recount.

**"secrecy folder"** means a folder in which a ballot is temporarily placed to conceal how an elector has marked their ballot.

**"tabulator"** (also referred to as "vote tabulator") means an electronic voting system that uses analog or digital optical scanning to read and record how ballots are marked, and that produces election results by tabulating votes.

**"tabulator stand"** means the stand that sits beneath the tabulator and into which ballots are deposited after being run through the tabulator.

**"touch screen"** means the Voter Assist Terminal's (VAT) liquid crystal display that is fitted with a transparent resistive touch panel that allows an elector to view instructions, to view the ballot face and to mark the ballot by touch.

**"training manuals"** means the documents that the City Clerk creates to outline the roles and responsibilities of each designated election official at the voting place.

**"Voter Information Card"** or **"VIC"** means a notice mailed to an elector whose name appears on the voters' list advising them of voting place details.

**"voters' list"** means the list of eligible electors that the City Clerk shall prepare.

**"Voters' List Management System"** (also referred to as "VLMS") means the system that is used to update the voters' list with electors who have voted across all voting channels.

**"Voter Assist Terminal"** (also referred to as "VAT") means the accessible ballot marking machine that an elector uses to mark a ballot by:

- (a) pressing buttons on a Braille-coded keypad; or
- (b) using the touch screen; or
- (c) using pressure sensitive paddles; or
- (d) sipping or puffing on a straw.

"**voting place**" means the entire building and property that the City Clerk leases or has designated for the purposes of voting in an election.

"**voting proxy**" or "**proxy**" means the elector who is appointed to vote on behalf of another elector.

"**voting screen**" means a compartment where an elector takes the ballot to mark it in secrecy.

"**zero tape**" means the tabulator's printed report which shows that the total number of votes stored on the tabulator's memory card is zero for all candidates and answer to any by-law or question.