| ELECTION DAY 1-2018 | **BALLOT ISSUING PLACEMAT** | © Toronto Elections 2018 |
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| **Who Can Vote?** | **Ballot Issuing Steps** | **Identification** |
| Every person is entitled to vote who, on voting day:* Is a Canadian citizen **and**
* Is at least 18 years of age **and**
* Lives in the city of Toronto **or**
* Owns or rents property in Toronto **or**
* Is the spouse of a person who owns or rents property in Toronto **and**
* Is not prohibited from voting under any law

A person may only vote once in this election. If a person lives in Toronto and owns or rents another property in Toronto, they must vote in the ward in which they live. | 1. Ask for identification
2. Ask for a Voter Information Card (not required, but helpful)
3. Using the voters' list:
	* Find the voter's name and check it against the identification
	* Cross the name off the list
	* Select the correct ballot for the voter
4. Place the initialed ballot in a secrecy folder and show the voter how to mark the ballot
5. Give the ballot to the voter and direct them to the voting screens and vote tabulator
6. Place the Voter Information Card in the Voter Information Envelope
 | Every voter must be asked for identification (**ID**).**ID must show the voter's:*** **Name and**
* **Toronto address**

Acceptable ID is listed on the back of your manual.A voter who is homeless:* Does not need to show ID
* Can be added to the voters' list by the DRO or Revising Officer
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| **DIFFERENT VOTING SITUATIONS** |
| **No ID and Is on the Voters' List** | **Has Voters' List Amendment Application** | **Makes a Mistake on Ballot** | **Has a Voting Proxy Appointment** |
| Check to see if the voter is listed with a \* beside their name and MUST SHOW ID under Notes in the voters' listIf they are not:1. Complete a Declaration of Identity with the voter
2. Check the form is completed and signed
3. Check the information matches the voters' list
4. Cross the name off the list
5. Select the correct ballot for the voter
6. Follow ballot issuing steps 4 to 6
7. Place the Declaration in the Voter Information Envelope

If they are:* Explain they must return with ID to receive a ballot
 | 1. Check the Application to confirm:
* The information matches the voter's identification
* The Application is signed by the voter and DRO or Revising Officer
1. For ADD MY NAME:
* Record the voter's information on the Electors Added to the Voters' List page of your voters' list
* Select the correct ballot for the voter
* Follow ballot issuing steps 4 and 5
* Place the Application in the Voter Information Envelope
1. For CORRECT MY INFORMATION:
* Follow ballot issuing steps 3 to 6
* Place the Application in the Voter Information Envelope
 | 1. Call the M/DRO to your table
2. Advise the M/DRO the voter needs a new ballot
3. Fold the ballot in half
4. Print SPOILED on back of the ballot
5. Issue the same ballot type to the voter
6. Give the spoiled ballot to the M/DRO
 | 1. Ask the Proxy Voter for identification
2. Call the M/DRO to your table and together check:
* The identification matches the information on the Voting Proxy Appointment
* The Appointment is certified and sealed by the Clerk
1. Find the voter's name on the voters' list and check it against the Appointment
2. Cross the voter's name off the list
3. Select the correct ballot for the voter
4. Follow ballot issuing steps 4 and 5
5. Place the Appointment in the Voter Information Envelope
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| **Needs Help of Interpreter** | **Needs Help of a Friend** | **Needs Help of Election Official** | **Scrutineer Objects to Voter** |
| 1. Ask Interpreter to read Declaration #2 out loud
2. Ask interpreter "Do you confirm the declaration is true?"
3. Print DECLARATION #2 under Notes In the voters' list
4. Follow ballot issuing steps 1 to 6
* Interpreters cannot go to the voting screen area
* A scrutineer or candidate cannot act as interpreter
* A person can be interpreter more than once but must take the Declaration each time
* An Election Official can interpret for more than one person and does not have to take a declaration
* A child can act as interpreter if they are 6 years of age or older and the Ballot Officer is satisfied they are competent to act as an interpreter
 | For a voter who needs help to mark their ballot:1. Ask friend to read Declaration #3 out loud
2. Ask friend "Do you confirm the declaration is true?"
3. Print DECLARATION #3 under Notes in the voters' list
4. Follow ballot issuing steps 1 to 6
* A scrutineer or candidate cannot act as a friend
* A person can act as a friend only once except for family or in a nursing home
 | For a voter who needs help to mark their ballot:1. Follow ballot issuing steps 1 to 6
2. Advise the M/DRO of the help needed and they will:
* Take the voter to the voting screen area and mark the ballot as the voter indicates
* If requested by the voter, you may act as a witness
 | Tell the voter they must take a declaration because of the objection1. Ask the voter to take Declaration #1
2. Ask the voter "Do you confirm the declaration is true?"
3. Print under Notes in the voter's list:
* DECLARATION #1
* THE NAME OF THE SCRUTINEER
* OBJECTED
1. Follow ballot issuing steps 3 to 6
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| **DECLARATIONS** |
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| **Declaration #1** | **Declaration #2** | **Declaration #3** |
| STEP 1: VOTER MUST REVIEW THESE REQUIREMENTSA person is entitled to vote if they:* Are a Canadian citizen **and**
* Are at least 18 years of age **and**
* Live in the City of Toronto **or**
* Own or rent property in Toronto **or**
* Are the spouse of a person who owns or rents property in Toronto **and**
* Are not prohibited from voting under any law

 **STEP 2: VOTER MUST READ OUT LOUD:** I, (state your name), declare I am a qualified voter and I have not already voted in this election. | **INTERPRETER TO READ OUT LOUD:**I, (state your name), declare I will truthfully translate any declaration, document or question put to the elector and the answer. | **FRIEND TO READ OUT LOUD:**I, (state your name), declare I will:* Mark the ballot as directed by the voter
* Not try to influence the voter in making their choice
* Keep secret how the voter has voted.
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| **OTHER INFORMATION** |
| **Scrutineers and Candidates** | **Get the Correct Ballot for the Voter** |
| Scrutineers must sign in with the M/DRO when they arrive at the voting place.Scrutineers and candidates can:* Enter the voting place 15 minutes before it opens and to inspect the vote tabulator stand, the ballots and all other election documents but not so as to delay the opening of the voting place
* Object to an elector voting (objection to be decided by the election official)
* Sign the statement of the results of the election (results tape)
* Place their seal on the ballot box after the close of voting on election day

Scrutineers and candidates cannot:* Attempt, directly or indirectly, to interfere with how a voter votes or with a voter who is marking a ballot
* Display a candidate's election material (such as buttons, ribbons, pins) in the voting place
* Compromise the secrecy of voting
* Obtain or attempt to obtain, in the voting place, any information about how a voter intended to vote or has voted
* Communicate any information obtained at a voting place about how a voter intends to vote or has voted
* Speak to or provide assistance to any voters
* Act as an interpreter (a voter must make their own arrangements)
* Use a cell phone in the voting place

**If a Scrutineer or Candidate is not following the rules, notify the M/DRO.** | **Issue a voter a ballot, based on a voter's school support**, which is found:* In the school support (S) column on the voters' list
* On a completed Voters' List Amendment Application

 School Support and Ballot Type:* Public school elector………………….school support is P………..P Ballot
* Catholic school elector……………….school support is C………..C ballot
* French public school elector………....school support is FP……...FP ballot
* French catholic school elector……….school support is FC……...FC ballot

**Exception: The N ballot** A voter who is a non-resident owner or tenant of commercial or industrial property is not entitled to vote for the office of trustee. These voters must receive an N ballot which does not include that office. **If an N is shown in the residency status (RS) column** of the voters' list:* Ask the voter if the property is commercial or industrial
* If the answer is yes, issue a N ballot
* If the answer is no, issue a ballot for the voter's school support

 **If a voter's Voters' List Amendment Application shows school support/ballot type as "Other":*** Give the voter an N ballot

**If a voter's school support is incorrect, direct them to the Revising Officer or DRO.** |