

Voting place management at five identified retirement homes on election day	City Clerk's Office – Election Services
	Policy No.: PRO-EMO-005

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1. Purpose

This document outlines the City of Toronto's procedure for voting place management at five identified retirement homes on election day for the 2018 municipal election.

2. Application

This procedure applies to the 2018 municipal election conducted by the City Clerk of the City of Toronto and relates to voting place management at five retirement homes on election day.

3. Authority/Legislative reference(s)

Section 12 of the Municipal Elections Act, 1996 (MEA) states that the City Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in their opinion, is necessary or desirable for conducting the election.

Section 46(3) of the MEA provides that the City Clerk may establish reduced voting hours with respect to a voting place in retirement homes that is only for the use of residents of the retirement home.

4. Implementation

- (1) The MEA, at section 45(7)3, requires voting locations be provided at retirement homes.
- (2) These facilities will be staffed by a Deputy Returning Officer (DRO) and at least one Ballot Deputy Returning Officer (Ballot Officer).
- (3) Due to the relatively small number of electors residing in these facilities and to protect the secrecy of the vote, the City Clerk has established reduced hours for voting on election day, from 11 a.m. to 5 p.m. at the retirement homes outlined in Appendix "A".
- (4) The City Clerk shall communicate these voting locations in order to provide eligible electors the opportunity to exercise their right to vote. Communication will also be provided to candidates.

- (5) The voting process on election day is outlined in the City Clerk's *Procedure for Voting Place Management on Election Day*, with the following modifications:
- (a) If, after an elector provides acceptable identification and/or has completed the appropriate form (either a Declaration of Identity or Voters' List Amendment Application), and the Ballot Officer determines the elector is eligible to vote, the Ballot Officer will issue a ballot to the elector and direct the elector to:
 - (i) proceed to one of the voting screens to mark the ballot;
 - (ii) once the ballot is marked, the elector shall fold the ballot in half so as to conceal the elector's vote; and
 - (iii) the elector will place the folded ballot into the Ballot Box.
 - (b) A vote tabulator will not be present at these facilities on election day. Marked ballots will be placed into the Ballot Box.

Where an elector is unable to enter the room where voting is taking place

- (6) Where an elector's mobility is impaired, please refer to the City Clerk's policy on *Voting Place Management at Institutions and Retirement Homes*.

Transfer of ballots and supplies

- (7) After the close of voting at the retirement home, the DRO shall deliver to the designated voting location and its MDRO for custody and control the following materials: voting place supplies, election materials and ballot box. The designated voting places and voting locations are outlined in Appendix "A".
- (8) As soon as possible, the DRO shall, in the presence of the MDRO, open the ballot box and feed the ballots into the auxiliary compartment of the tabulator stand, despite the function of the auxiliary compartment as defined in the *Election Procedures Definition* and the *Procedure for the Use of Tabulators and Voter Assist Terminals*.
- (9) Upon the close of voting, the MDRO shall insert all ballots in the auxiliary compartment into the tabulator.
- (10) The votes cast from the retirement homes are included as part of the results produced in the designated voting location.

Date Approved: October 2018

Appendix "A"

The City Clerk has designated five voting places at retirement homes and its designated voting locations as follows:

	Retirement Residence Name	Designated voting location	Ward and Subdivision
1.	Del Manor 4180 Dundas Street West	St. Giles Kingsway Presbyterian Church 15 Lambeth Road	Ward 2 Sub 39
2.	Advent Forestview Retirement Residence 537 Finch Avenue West	Northview Heights Secondary School 550 Finch Avenue	Ward 6 Sub 13
3.	St. Bernard's Residence 685 Finch Avenue West	Wilmington Elementary School 330 Wilmington Avenue	Ward 6 Sub 19
4.	One Kenton Place 1 Kenton Drive	R.J. Lang Elementary and Middle School 227 Drewry Avenue	Ward 18 Sub 25
5.	Canterbury Place Retirement Residence 1 Canterbury Place	St. Edward the Confessor Church 75 Churchill Avenue	Ward 18 Sub 30