

<b>Voting place management on election day</b>	City Clerk's Office – Election Services
	<b>Procedure No.:</b> PRO-EMO-002

**Table of Contents**

1.	Purpose.....	1
2.	Application .....	1
3.	Authority/Legislative reference(s).....	1
4.	Roles and responsibilities of election officials .....	1
5.	Opening the voting place .....	2
6.	Candidates and Scrutineers .....	2
7.	Voters' list .....	2
8.	Voting process .....	3
	Elector presents a VIC with the correct information.....	3
	Elector presents a VIC that requires amendment(s).....	4
	Elector does not present a VIC and is on the voters' list .....	4
	Elector does not present a VIC and is not on the voters' list.....	5
9.	Elector requests to remove their name from the voters' list.....	5
10.	Elector is unable to enter the voting place .....	6
11.	Voting proxies .....	6
12.	Emergencies in the voting place .....	6
13.	Closing the voting place .....	7
14.	Production of election results .....	7
	Appendix "A" .....	9

<b>Voting place management during the advance vote</b>	City Clerk's Office – Election Services
	<b>Procedure No.:</b> PRO-EMO-001

### 1. Purpose

This document outlines the City of Toronto's procedures for voting place management during the advance vote.

### 2. Application

This procedure applies to election officials designated by the City Clerk, electors, candidates and scrutineers during the advance vote in City of Toronto municipal elections and/or by-elections.

### 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 43 of the MEA states that each local municipality must hold an advance vote on one or more dates before voting day, and outlines rules and requirements for the advance vote.

### 4. Roles and responsibilities of election officials

- (1) Each voting place is staffed with the following designated election officials:
  - (a) Managing Deputy Returning Officer (MDRO)
  - (b) Ballot Deputy Returning Officers (Ballot Officer)
  - (c) Revising Deputy Returning Officers (Revising Officer)
  - (d) Tabulator Deputy Returning Officer (Tabulator Officer)
  - (e) Voter Assist Terminal Officer (VAT Officer)
  - (f) Customer Service Officer (CS Officer)
  - (g) Health Screening Officer (HS Officer)

- (2) A designated election official's delegated roles and responsibilities are outlined in the City Clerk's Delegation Order, their respective training manuals and in Appendix "A".

## **5. Opening the voting place**

- (1) Designated election officials shall perform the tasks outlined in their training manuals for opening a voting place.
- (2) Before the opening of the voting place, the designated election official shall produce a zero tape of all the totals in the memory card of the tabulator. Refer to the City Clerk's procedure for *Use of tabulators and voter assist terminals*.
- (3) Voting places shall open at 10am.

## **6. Candidates and Scrutineers**

- (1) Candidates and scrutineers shall sign in with a designated election official and take an oath of secrecy upon arriving at the voting place.
- (2) The role of a candidate and scrutineer at the voting place is to observe the voting process in addition to their rights as outlined in various sections of the MEA.
- (3) Candidates and scrutineers shall follow the rules as outlined in the *Scrutineer Appointment* form. They are not permitted to interfere with or to disrupt the voting process.

## **7. Voters' list**

Designated election officials shall use an electronic voters' list on election day.

## 8. Voting process

The following procedures outline how a designated election official(s) shall issue a ballot where an:

- Elector presents a Voter Information Card (VIC) with the correct information
- Elector presents a VIC that requires amending
- Elector does not present a VIC and is on the voters' list
- Elector does not present a VIC and is not on the voters' list

### **Elector presents a VIC with the correct information**

- (1) An elector who presents a VIC that shows their correct information shall be directed to a Ballot Officer.
- (2) The Ballot Officer shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):
  - (a) Search for the elector's name on the voters' list.
  - (b) If the elector is on the existing voters' list and provides acceptable identification that shows their name and qualifying address, proceed to step 8(2)(f).
  - (c) If the elector is on the existing voters' list but does not have acceptable identification, ask the elector to confirm the information on the voters' list.
    - (i) If the elector's information is correct, ask the elector to complete the Declaration of Identity.
    - (ii) Review the Declaration of Identity for completion.
    - (iii) If the form is complete, sign in the designated area and proceed to step 8(2)(f).
  - (d) If the elector has applied via email, telephone, or the City's online tool to be added to the voters' list and provides acceptable identification that shows their name and qualifying address, proceed to step 8(2)(f)
  - (e) If the elector has applied via email, telephone, or the City's online tool to be added to the voters' list and does not have acceptable identification that

shows their name and qualifying address, inform the elector that they cannot be issued a ballot without acceptable identification.

- (f) Mark the elector as "voted" on the voters' list.
- (g) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.
- (h) Direct the elector to a voting screen to mark the ballot.
- (i) Once the elector has marked the ballot, the elector shall proceed to the Tabulator Officer and feed the ballot into the tabulator.

### **Elector presents a VIC that requires amendment(s)**

- (3) An elector who presents a VIC where the information requires amendment(s) shall be directed to a Revising Officer. An elector is required to present identification to amend their information on the voters' list.
- (4) The Revising Officer shall:
  - (a) Search for the elector's name on the voters' list.
  - (b) Ask the elector for identification that shows their name and qualifying address.
  - (c) Complete the amendment application.
  - (d) Direct the elector to a Ballot Officer.
- (5) The elector shall present their identification to the Ballot Officer, who shall follow the applicable ballot issuing steps outlined in section 8(2) of this procedure to issue a ballot to the elector. The Ballot Officer shall complete a voter verification form to place in the Voter Information Envelope.

### **Elector does not present a VIC and is on the voters' list**

- (6) An elector who does not present a VIC shall be directed to a Revising Officer, who shall search for the elector's name on the voters' list.
- (7) If the elector is on the voters' list and the information is correct, the Revising Officer shall print the elector's VIC and direct them to a Ballot Officer.
  - (a) The Ballot Officer shall follow the applicable ballot issuing steps as outlined in section 8(2) of this procedure.

- (8) If the elector is on the voters' list and the information requires amendment, the Revising Officer shall follow the applicable steps as outlined beginning at section 8(4)(b) to (5) of this procedure.

### **Elector does not present a VIC and is not on the voters' list**

- (9) An elector who does not present a VIC shall be directed to a Revising Officer, who shall search for the elector's name on the voters' list.
- (10) If the elector is not on the voters' list, the elector must present identification.
  - (a) If the elector did not bring identification, they shall not be issued a ballot until they return to the voting place with acceptable identification.
  - (b) If the elector has identification that shows the elector lives in the ward, the Revising Officer shall add the elector to the voters' list by following the applicable steps as outlined beginning at section 8(4)(c) to (5) of this procedure.
- (11) The MEA provides that a homeless person may vote if they are not on the voters' list and have not presented identification. A homeless elector's declaration is conclusive proof of their identity.
  - (a) The Revising Officer shall add the elector to the voters' list by completing the amendment application and following the applicable steps as outlined beginning at sections 8(4)(c) to (5) of this procedure.
  - (b) A homeless elector is not required to provide an exact street address. The elector can use addresses such as an intersection (corner of "street name" and "street name"), a park, a shelter or drop-in centre. It should be the most common place that the elector has returned to eat or sleep during the last 5 weeks.

### **9. Elector requests to remove their name from the voters' list**

- (1) An elector can remove their own name from the voters' list by showing acceptable identification to the Revising Officer, who shall:
  - (a) Search for the elector's name on the voters' list.
  - (b) Ask the elector for identification that shows their name and qualifying address.
  - (c) Complete the amendment application.

## 10. Elector is unable to enter the voting place

- (1) The City Clerk has complied with the MEA to make all voting places accessible to electors with a disability.
- (2) To provide further accommodation, an elector with a disability who cannot enter the voting place may request the MDRO or DRO serve them anywhere within the area designated as the voting place (including but not limited to, the parking lot or at the curbside) in order to vote.
- (3) The MDRO or DRO shall:
  - (a) Ask another election official to accompany them to meet the elector, if required.
  - (b) Bring the necessary forms and supplies.
  - (c) Follow the applicable ballot issuing steps as outlined in section 8 of this procedure.
  - (d) Give the elector privacy to mark the ballot.
  - (e) Handle the marked ballot in a manner that protects the secrecy of the vote.
- (4) Upon returning to the room with the marked ballot, the MDRO shall:
  - (a) Instruct the Revising Officer to add the elector or amend the elector's information on the voters' list, if applicable.
  - (b) Instruct the Ballot Officer to mark the elector as "voted" on the voters' list.
- (5) Feed the ballot into the tabulator without altering or making changes to the ballot.
- (6) Return to the elector to confirm the ballot was accepted by the vote tabulator.

## 11. Voting proxies

- (1) When a person indicates that they have a certified proxy application, refer to the City Clerk's Procedure for *Issuing, certifying and processing voting proxies*.
- (2) The designated election official shall follow the applicable ballot issuing steps as outlined in section 8 of this procedure.

## 12. Emergencies in the voting place

- (1) In the event that an emergency arises, the first priority is the safety of the people in the voting place.
- (2) The second priority is to remove and secure the tabulator, ballots and VAT from the voting place, if possible.
- (3) If a real or perceived emergency is identified, the MDRO or DRO must notify the designated election official(s) immediately.
- (4) The City Clerk shall assess the situation and if it is deemed to be a true emergency shall implement whatever measures are required.
- (5) If necessary, staff and anyone in the voting place should evacuate and/or call 911. The designated election official(s) should be updated as the situation progresses.

### **13. Closing the voting place**

- (1) The voting place shall close at 8pm.
- (2) Any electors remaining in line at that time are permitted to vote. If there is a line-up of electors at closing, a designated election official shall stand at the end of the line to prevent any additional electors from joining the line.
- (3) Once closed, the designated election officials shall perform the tasks outlined in the training manuals for closing the voting place.
- (4) After the close of voting, the designated election official shall follow the procedure set out in their training manuals:
  - (a) Feed any ballots from the auxiliary compartment into the tabulator, if there are any.
  - (b) Ensure that the election results are generated and called in.
  - (c) Ensure all equipment and election supplies are secured or picked up by the supervisors.
  - (d) Complete the Ballot Statement.

### **14. Production of election results**

- (1) Refer to the City Clerk's *Procedure for the use of tabulators and voter assist terminals* for a detailed procedure of how election results are generated.

- (2) Election night results are considered unofficial and shall be posted on the City's website. The City Clerk shall declare official results as soon as possible after election day.

**Date Approved:    October 2020**

### Appendix "A"

The City Clerk, pursuant to section 15(2) of the MEA, may delegate powers and duties to a deputy returning officer or an election official that is necessary for the conduct of an election. The following chart outlines the position title and the corresponding delegated roles and responsibilities of an election official at the voting place.

Position Title	Delegated Roles and Responsibilities
Managing Deputy Returning Officer (MDRO)	<ol style="list-style-type: none"> <li>1. Reports to the designated election official</li> <li>2. Opens the voting place</li> <li>3. Handles proxy votes and deals with cancelled and declined ballots</li> <li>4. Signs in scrutineers, administers appropriate declarations and monitors scrutineer activities</li> <li>5. Closes the voting place and completes closing procedures</li> <li>6. Ensures all voting place procedures are followed and all forms are fully completed and signed</li> <li>7. Performs duties and follows procedures in accordance with the resource materials provided</li> </ol>
Ballot Deputy Returning Officer	<ol style="list-style-type: none"> <li>1. Reports to the MDRO</li> <li>2. Locates electors on the voters' list</li> <li>3. Marks electors as voted</li> <li>4. Administers declarations and issues ballots</li> <li>5. Ensures Declarations of Identity and Voters' List Amendment Applications are completed correctly and signed</li> <li>6. Assists with balancing after the close of voting</li> </ol>
Revising Deputy Returning Officer	<ol style="list-style-type: none"> <li>1. Reports to the MDRO</li> <li>2. Assists electors who need to be added to, removed from or to have information about them amended on the voters' list</li> <li>3. Ensures forms are completed correctly and signed</li> <li>4. Searches and adds eligible electors to the voters' list</li> <li>5. Modifies elector information on the voters' list</li> </ol>
Tabulator Deputy Returning Officer	<ol style="list-style-type: none"> <li>1. Reports to the MDRO</li> <li>2. Accepts electors' ballots</li> <li>3. Feeds ballots into the vote tabulator</li> <li>4. Troubleshoots tabulator issues</li> <li>5. Records hourly elector turnout</li> </ol>

Position Title	Delegated Roles and Responsibilities
Voter Assist Terminal Officer	<ol style="list-style-type: none"><li>1. Reports to the MDRO</li><li>2. Sets up the Voter Assist Terminal (VAT) before the voting place opens</li><li>3. Assists electors who wish to use the VAT</li><li>4. Completes the required form(s)</li></ol>
Information Officer	<ol style="list-style-type: none"><li>1. Reports to the MDRO</li><li>2. Greets electors</li><li>3. Asks electors to have their Voter Information Card ready and whether the information is correct</li><li>4. Directs electors to the appropriate designated election official</li></ol>
Accessibility Officer	<ol style="list-style-type: none"><li>1. Reports to the MDRO</li><li>2. Greets and directs electors</li><li>3. May be stationed at an entrance to ensure access for electors</li></ol>