

Voting at institutions: long term care homes and retirement homes	City Clerk's Office – Toronto Elections
	Procedure No.: PRO-ELER-003

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1. Purpose

This document outlines the procedure for voting place management at institutions: long term care homes and retirement homes. It is intended to supplement the information contained in the *Voting during advance vote and on election day* procedure and where required, some procedures have been modified.

2. Application

This procedure applies to election officials designated by the City Clerk, electors, candidates and scrutineers in Toronto municipal elections and by-elections that take place at institutions: long term care homes and retirement homes (referred to as "institution").

For the purposes of this procedure, an institution is defined in the Municipal Elections Act, 1996 section 45(7)2 as "an institution in which, on September 1, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm" and in section 45(7)3 as "a retirement home in which, on September 1, 50 or more beds are occupied".

3. Authority/Legislative reference(s)

Section 12(1) of the Municipal Elections Act, 1996 states that the clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and, in the clerk's opinion, is necessary or desirable for conducting the election.

Section 12(3) of the Municipal Elections Act, 1996 provides the City Clerk with the power to require a person to furnish proof that is satisfactory to the election official of the person's identity or qualifications.

Section 12.1(1) of the Municipal Elections Act, 1996 states that the City Clerk shall have regard to the needs of electors and candidates with disabilities.

Section 45(7) of the Municipal Elections Act, 1996 requires voting places be provided at institutions and retirement homes on voting day.

Section 45(8) of the Municipal Elections Act, 1996 states that the deputy returning officer for a voting place described in subsection (7) may attend on an elector who is a resident of the institution or retirement home, to allow him or her to vote.

4. Identification

- (1) In an institution, where a resident does not have identification readily available, any document issued by the institution can be accepted as identification, including the patient's chart or name on their bed, a wrist-bracelet and/or a list of residents provided by the institution. If an administrator of the institution is present, they can also confirm the identity of the resident.

5. Where an elector is unable to enter the voting place

- (1) In an institution, where an elector's mobility is impaired or where the institution is in full or partial lockdown, one or more Ballot Deputy Returning Officers ("Ballot Officer") may be required to process electors by going bed-to-bed. In most instances, scrutineers or candidates are permitted to accompany the Ballot Officer(s).
- (2) The Deputy Returning Officer shall coordinate bed-to-bed voting with the onsite contact for electors who are unable to attend the voting room.
- (3) If the Ballot Officer leaves the voting room, then the Deputy Returning Officer shall remain in the voting room to serve electors.
- (4) The Ballot Officer shall take the necessary supplies in order to issue a ballot to the elector.
- (5) If an elector's name does not appear on the voters' list and they are eligible to vote, a Voters' List Amendment Application must be completed by the elector, or on behalf of the elector, in order to have their name added to the voters' list.
- (6) The Ballot Officer processing electors at their bedside shall strike off the elector's name on the voters' list or add them to the voters' list (if they were added by Voters' List Amendment Application).
- (7) The Ballot Officer processing electors at their bedside shall give electors privacy to mark their ballot, and if requested, assist the elector with marking their ballot.
- (8) Once the elector has marked the ballot, the Ballot Officer shall instruct that elector to fold the ballot in half so as to conceal the elector's vote.
- (9) The Ballot Officer shall handle the marked ballot(s) in a manner that protects the secrecy of the vote by placing it and any Voters' List Amendment Application(s) in a folder.
- (10) The Ballot Officer shall continue to process electors bed-to-bed until all residents requiring this service have voted.

- (11) Once all electors requiring bed-to-bed service have had the opportunity to vote, the Ballot Officer(s) shall return to the voting room and give the Deputy Returning Officer all marked ballots and completed Voters' List Amendment Applications.
- (12) The Deputy Returning Officer will then:
 - (a) Feed all marked ballots into the tabulator as outlined in the *Use of tabulators and voter assist terminals* procedure;
 - (b) Place all other election forms in the appropriate files;
 - (c) Instruct the Ballot Officer to update their copy of the voters' list by striking off any electors who voted in the voting room in their absence; and
 - (d) Instruct the Ballot Officer to update their copy of the voters' list by adding any electors who voted in the voting room in their absence and who completed a Voters' List Amendment Application.

6. In the event of a quarantine at the voting place at an institution

- (1) In the event of a quarantine at an institution, the first priority is the safety of the people present, including voting place staff.
- (2) The Deputy Returning Officer shall immediately notify the Supervisor, who will notify the Ward Manager of the quarantine and provide additional information. The Ward Centre may deliver extra supplies of voting materials to the affected location before the bed-to-bed voting can take place in the quarantined areas.
- (3) Where there is a matter of a public health nature that restricts access to all or a portion of the institution on voting day, like an infectious disease outbreak, the City Clerk may recruit and appoint an authorized person who works at the institution and who is willing to act as a Ballot Officer to go bed-to-bed to the elector(s) in the affected area to obtain their vote, if the facility administration has indicated to the Deputy Returning Officer that there are such electors in the affected and quarantined area.
- (4) The Deputy Returning Officer will ask that individual to take a declaration and sign the Appointment and Oath of a Ballot Deputy Returning Officer in the Event of a Quarantine at a Voting Place form and:
 - (a) Provide them with the necessary supplies in order to issue a ballot to the elector, with the following exceptions:
 - (i) All electors will be asked to complete a Voters' List Amendment Application.

- (ii) Once bed-to-bed voting is completed in the quarantined area, discard all of the voting supplies (example: rulers, pens, secrecy folders, etc.) and only return to the voting room with the marked ballots in the folder and Voters' List Amendment Applications.
 - (b) Instruct the acting Ballot Officer to handle the marked ballot(s) in a manner that protects the secrecy of the vote by placing it and any Voters' List Amendment Applications into the folder.
- (5) The Deputy Returning Officer for that voting place shall then:
 - (a) Ask the acting Ballot Officer to update their copy of the voters' list using the completed Voters' List Amendment Applications;
 - (b) File the copies of the Voters' List Amendment Applications; and
 - (c) Feed all marked ballots into the tabulator as outlined in the *Use of tabulators and voter assist terminals* procedure.

7. Related Policies and Procedures

Voting during advance vote and on election day

Use of tabulators and voter assist terminals

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