

CITY OF VAUGHAN



ELECTION POLICY

POLICY TITLE: INTERIM POLICY ON HOME VOTING

POLICY NO.: ELI-008

Section:	Elections		
Effective Date:	October 15, 2018	Date of Last Review:	N/A
Approval Authority: City Clerk / Returning Officer	Policy Owner: City Clerk / Returning Officer		

POLICY STATEMENT
A policy providing interim direction on the conduct of home voting for persons requiring accommodations for accessibility.
PURPOSE
The objective of this policy is to provide interim direction on the procedures necessary to complete a home vote appointment for electors requiring accommodations for accessibility (i.e., when travel or movement to a designated voting place is not possible).
SCOPE
This policy applies to all eligible electors in the City of Vaughan who may require accommodation to complete their vote in a municipal election or by-election from home because travel or movement to a designated voting place is not possible.
LEGISLATIVE AUTHORITY AND REQUIREMENTS
<i>Municipal Elections Act, 1996:</i> Powers of clerk 12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that, (a) is not otherwise provided for in an Act or regulation; and (b) in the clerk’s opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1). Electors and candidates with disabilities

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12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c. 33, Sched. 21, s. 8 (8).

Plan re barriers

(2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.

Report

(3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15, s. 11.

DEFINITIONS

Election Official: A person designated by the City Clerk as an election official in accordance with the Act.

Elector: A person entitled to vote in a municipal election or by-election in the City of Vaughan, under this or any other Act.

POLICY

1. General

- 1.1 Consideration shall be given to requests made for a home vote in circumstances where: (i) an elector is unable to attend a voting place, and (ii) where the option of a voting proxy is not feasible or would cause undue hardship.
- 1.2 Home vote appointments will only be conducted during the dates and times designated by the City Clerk as Advance Vote days. The voting place for tabulation purposes shall always be Vaughan City Hall.
- 1.3 To ensure confidentiality and secrecy of the vote, scrutineers may not accompany Election Officials or attend at the residence of an Elector for the purposes of this policy.

2. Procedure

- 2.1 Where a home vote request has been granted, an appointment shall be made with the Elector at their residence.

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- 2.2 The Elector shall have their status on the voters' list confirmed at the time the appointment is made. If they are not listed, the appropriate documentation will be transported to add the elector before issuing a ballot.
- 2.3 Two (2) Election Officials shall attend the home to complete the voting process with the Elector.
- 2.4 The Election Officials shall transport the appropriate ballot for the elector in a secrecy folder with the appropriate ballot marking device (marker).
- 2.5 Upon arrival at the home, the Election Officials will confirm the identification of the elector and issue the ballot in the secrecy folder.
- 2.6 The Elector will then be given the privacy to mark the ballot and return it to the secrecy folder.
- 2.7 The Election Officials will then place the secrecy folder into an envelope, with the DRO marking on the ballot facing the back of the envelope. The envelope will then be sealed with DRO tape, and the tape seal signed by the Election Official.
- 2.8 Upon return to City Hall, the sealed envelope will be presented to the Tabulator Deputy Returning Officer (TDRO) who will break the seal and withdraw the secrecy folder containing the ballot out of the envelope in such a fashion as to prevent the Elector's vote from being seen.
- 2.9 The TDRO will then insert the ballot into the tabulator in accordance with established procedures. Where the tabulator responds in any other way than to cast the ballot successfully, the TDRO shall follow the Tabulator Procedures for circumstances where the voter has departed the voting place.

ADMINISTRATION			
<i>Administered by the Office of the City Clerk</i>			
Review Schedule:	3 Years	Next Review Date:	January 2, 2021
Related Policy(ies):	None		
Related By-Law(s)	None		
Procedural Document:	None		
Revision History			
Date:	Description:		

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