

CITY OF VAUGHAN



ELECTION POLICY

POLICY TITLE: CURBSIDE VOTING (ACCESSIBILITY)

POLICY NO.: EL-007

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 direction on the conduct of curbside voting at Vaughan City Hall for persons requiring accommodations for accessibility.

PURPOSE

The objective of this policy is to provide direction on the procedures necessary to complete a curbside voting appointment at Vaughan City Hall for electors requiring accommodations for accessibility (i.e., when movement into a designated voting place is not possible or would pose a significant barrier to entry to vote).

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 by curbside because movement into and out of a designated voting place is not possible or poses significant hardship.

LEGISLATIVE AUTHORITY AND REQUIREMENTS

Municipal Elections Act, 1996:

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 curbside vote in circumstances where: (i) an Elector is unable to attend their designated voting place, and (ii) where the option of a voting proxy is not feasible or would cause undue hardship.

1.2 Curbside vote appointments will only be conducted during the dates and times designated by the City Clerk for Advance Vote days or on Voting Day at their discretion. The voting place for tabulation purposes shall always be Vaughan City Hall.

2. Procedure

2.1 Where a curbside vote request has been granted, an appointment shall be made with the Elector in advance of their arrival.

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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 provided to them at the curb to add the elector before issuing a ballot.
- 2.3 One (1) Election Official shall attend the vehicle to complete the voting process with the Elector at the curb.
- 2.4 Upon the Elector's arrival at Vaughan City Hall, the Election Official will greet the Elector and confirm their identification against the Voters' List inside with the Elector's identification and Voter Information Card (where applicable).
- 2.5 Once the Elector's identification has been confirmed, an Election Official at the voting place inside Vaughan City Hall shall strike off the Elector and issue the appropriate ballot to the Election Official processing the Elector at the curb.
- 2.6 The Election Official shall transport the appropriate ballot for the elector in a secrecy folder with the appropriate ballot marking device (marker) to the vehicle along with the Elector's identification.
- 2.7 The Elector will then be given the privacy to mark the ballot and return it to the secrecy folder.
- 2.8 The Election Official will then proceed inside Vaughan City Hall and present the Ballot secured in the secrecy folder to the Tabulator Deputy Returning Officer (TDRO).
- 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 and notify the Election Official.
- 2.10 The Election Official shall return to the Elector and confirm that the ballot has been cast successfully. Where the tabulator responds in any other way than to cast successfully, the Election Official shall follow the Tabulator Procedures and repeat the above process as modified to comply with those procedures.

3. Scrutineers

- 3.1 Scrutineers shall have the opportunity to observe the Election Official in their implementation of the procedure described in section 2.
- 3.2 Scrutineers may not observe the Elector as they mark their ballot, in order to maintain the secrecy of the vote.
- 3.3 Scrutineers are not permitted to view the marked ballot once it has been placed back into the secrecy folder for transport to the tabulator.

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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:		