



ELECTION PROCEDURE

PROCEDURE TITLE: BEDSIDE VOTING

PROCEDURE NO.: EPRO-010

Section:	Elections		
Effective Date:	September 1, 2026	Date of Last Review:	N/A
Approval Authority: City Clerk / Returning Officer		Procedure Owner: City Clerk / Returning Officer	

PROCEDURE STATEMENT

A procedure providing direction on the conduct of bedside voting for persons requiring accommodations for accessibility residing at a hospital or long-term care home and in keeping with the principles of the *Municipal Elections Act, 1996* (hereafter referred to as “the Act”).

PURPOSE

The objective of this procedure is to establish the process necessary to complete a bedside vote appointment for electors requiring accommodations for accessibility in a hospital or long-term care home.

SCOPE

This procedure 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 due to medical or physical limitations and residing in a hospital or long-term care home.

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).

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Electors and candidates with disabilities

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

City Clerk: The City Clerk appointed by Council in accordance with Section 228 of the Municipal Act, 2001, S.O. 2001, c.25 or their designate.

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.

Hospital: An institution in which, on September 1, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm.

LTC: A long-term care home as defined in the *Long-Term Care Homes Act, 2007*, S.O. 2007, c. 8.

PROCEDURE

1. General

1.1 Bedside voting may be made available to those Electors who:

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1.1.1. Are resident at a Hospital or LTC on Voting Day or on a date established by the City Clerk for the purposes of conducting voting at or for that facility; and

1.1.2. Is unable by way of a disability or medical condition from attending the designated voting place in the hospital or LTC at which they reside.

1.2 To ensure confidentiality and secrecy of the vote, scrutineers may not join Election Officials at an Elector's bedside.

2. Requesting Bedside Voting

2.1 An Elector must make a request for bedside voting with the voting location designated at their place of residence.

2.2 Direction will be provided to the Hospital or LTC ahead of time to provide instructions on how Electors resident at that facility may make a request for bedside voting.

3. Conducting Bedside Voting

3.1 The Elector shall have their status on the voters' list confirmed before Election Officials attend on their bedside.

3.1.1 If they are not listed, the appropriate documentation will be transported to add the elector before issuing a ballot. The Elector's information shall be entered into the Voters' List and their status marked as voted.

3.2 Two (2) Election Officials shall attend the Elector's bedside to complete the voting process with them.

3.3 The Election Officials shall transport the appropriate ballot for the elector in a secrecy folder with the appropriate ballot marking device (marker).

3.4 Upon arrival at the Elector's bedside, the Election Officials will confirm the identification of the elector and issue the ballot in the secrecy folder.

3.5 The Elector will then be given the privacy to mark the ballot and return it to the secrecy folder.

3.6 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.

3.7 Upon return to the voting place, the sealed envelope will be presented to the Tabulator Deputy Returning Officer (TDRO) who will break the seal and withdraw

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the secrecy folder containing the ballot out of the envelope in such a fashion as to prevent the Elector's vote from being seen.

- 3.8 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

Administered by the Office of the City Clerk

Review Schedule:	3 Years	Next Review Date:	March 1, 2029
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Related Policy(ies):	None
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Related By-Law(s)	None
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Procedural Document:	None
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Revision History

Date:	Description:
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