

Appendix 16: Special Voting Location Outbreak Procedure

Procedure Number: ELEC-16
Sub-Topic: COVID-19
Topic: Elections
Applies to: Municipal Elections and By-Elections

Purpose

This procedure creates a process and framework of responsibilities to administer Special Voting Locations in the event of a viral outbreak (e.g. COVID-19).

DEFINITIONS

Outbreak: a viral outbreak as defined by the Province of Ontario

Special Voting Location: Institutions within the Town of Newmarket in which on September 1, 20 or more beds are occupied by persons with disabilities, chronically ill or infirm; and retirement homes in which on September 1, 50 or more beds are occupied and as otherwise indicated by the *Municipal Elections Act, as amended*.

Responsibilities

Municipality's Responsibilities

It is the responsibility of Legislative Services to administer Special Voting Locations.

Facility Staff Deputized as Elections Officials

To provide a private location to vote, with a tablet and laptop that is able to connect to the Internet, protect the secrecy of the ballot, and assist voters as required.

1 PROCEDURE IN THE EVENT OF AN OUTBREAK

- a. If an outbreak occurs at a Special Voting Location the designated Town Central Elections Official will be notified as soon as possible.
- b. The Town will set up a video conference link to assist eligible voters who are in an outbreak.
- c. The Town's Central Elections Official or designate will:

- i. Notify the staff who were scheduled to attend the site that there has been an outbreak and to return to a designated location to administer a video conference Special Voting Location.
 - ii. Communicate with the facility to understand the extent the outbreak, deputize a facility staff person as an Elections Official, communicate this procedure.
 - iii. In collaboration with facility staff, set the time when voters will have the opportunity to seek assistance to vote.
 - iv. Provide the video conference link to the appropriate facility staff, and to the Special Voting Locations staff
 - v. Carry out any other activity relevant to carry out this procedure.
- d. A Facility Staff deputized as an Elections Official shall:
 - i. Take the Oath to be an Elections Official;
 - ii. Provide a private location with computer and internet access where residents can vote, or provide bedside voting, as the case may be;
 - iii. Communicate that location to residents;
 - iv. Log in to the video conferencing link provided by the Town and assist residents, as appropriate;
 - v. Protect the secrecy of the ballot at all times.

2 VOTING PROCEEDURE IN THE EVENT OF AN OUTBREAK:

a. The voting procedure is as follows:

- i. Join the Facility Staff on the video conference link;
- ii. Verify the voter's identity;
- iii. Revise the Voter's List including administering any oral oaths, as needed;
- iv. Screen share the ballot with the voter;

- v. Seek the voter’s direction and dutifully assist in marking and submitting the ballot;
- vi. Protect the secrecy of the ballot at all times.

3 SCRUTINEERS

- a. As voter assistance may require Elections Staff to be privy to a ballot, scrutineers will not be permitted in the event of assisting voters under an Outbreak.

Contact Information

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 395 Mulock Drive
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General Complaint Procedures

As per the Town’s Election Complaint Procedure.

Cross-References

- Town of Newmarket Election Procedures
 - Appendix 7: Pandemic Protocols for the 2022 Municipal Election
 - Appendix 4: Special Voting Locations Procedure
 - Appendix 2: Online Voting Procedures

Contact and Approval

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Procedure Version History

Version	Date Effective	Sections Updated
1	October 15, 2022	Original