

## Appendix 4: Special Voting Locations Voting Procedure

Procedure Number: ELEC-12  
Sub-Topic: Voter Assistance  
Topic: Elections  
Applies to: Municipal Elections and By-Elections

### Purpose

This document provides the Town of Newmarket's procedures for the Election Official to provide assisted voting at apartment buildings, nursing homes and retirement homes during the Town's Municipal Election.

### Definitions

**Special Voting Location** means a place or institution where voting assistance is provided for the resident electors, in accordance with subsection 45(7) of the Municipal Elections Act, and includes any other locations selected at the discretion of the Town Clerk.

### Application

These procedures apply to Election Officials designated by the Town Clerk, electors at designated special voting locations, candidates and scrutineers during the Town of Newmarket's Municipal Election.

An eligible elector may only vote once in Newmarket, regardless of the number of properties they may own and/or lease. Eligible electors who own more than one property and reside in Newmarket must vote where they reside.

These procedures apply to providing electors with assistance with voting and, if required, adding or updating their information on the Voters' List.

### Authority

Section 42(1)(b) of the Municipal Elections Act, 1996 (MEA) authorizes the use of alternative voting methods that do not require electors to attend a voting place in order to vote.

Subsection 45(7) requires voting to be offered in all nursing and retirement homes on Voting Day.

## **Storage and Security**

All voting equipment and election supplies shall be securely stored at the Town Clerk's designated location before and after use for home visits during the election.

## **Procedures**

1. Election officials shall attend select locations (to be determined closer to the 10-day voting period) including shelters, retirement homes and nursing homes to assist electors who live at those facilities.
2. If an elector's information is incorrect, the Election Official shall process an application to amend the Voters' List by requesting the applicable identification to support the amendment to the elector's information.
3. If a new Voter Instruction Letter is required while on site at the special voting location the Election Official shall write out the elector's Voting PIN on a blank Voter Instruction Letter.

## **Candidates and Scrutineers**

4. Candidates and their scrutineers may not accompany an Election Official at the Special Voting Locations in accordance with these Procedures.

## **Election Official Procedure at Special Voting Location**

5. All Special Voting Locations will be attended by at least 2 Election Officials.
6. An Election Official shall provide an elector with instructions on how to mark their ballot online using the voting technology provided by the Town.
7. If the elector is on the existing Voters' List and does not have acceptable identification, the designated election officials shall accept and assist the elector in completing the Declaration of Identity & Oath of Qualification Form.
8. If the elector is not on the Voters' List and does not have acceptable identification, the designated election officials shall: 1) accept and assist the elector in completing the Declaration of Identity & Oath of Qualification Form; or, 2) accept the administration's Declaration that the elector is a qualified elector.

## Contact and Approval

Lisa Lyons

Town Clerk, Legislative Services Department

[llyons@newmarket.ca](mailto:llyons@newmarket.ca)

## Procedure Version History

Version	Date Effective	Sections Updated
1	September 24, 2022	Original
2	May 31, 2022	