

## Appendix 5: At Home Assisted Voting Procedure

Procedure Number: ELEC-06  
Sub-Topic: Voter Assistance  
Topic: Elections  
Applies to: Municipal Elections and By-Elections

### Purpose

This document provides the Town of Newmarket's procedures for Street Team/Election Officials to provide assisted voting at electors' homes under special circumstances during the Town's Municipal Election.

### Application

These procedures apply to Election Officials designated by the Town Clerk, electors with special circumstances, candidates and scrutineers during 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 at home 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.

### 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

## Requesting a Home Visit

1. Every eligible elector who wishes to receive a home visit to vote must:
  - 1.1 Be on the Voters' List or have applied to add themselves to the Voters' List;
  - 1.2 Affirm that they are unable to attend a Voter Assistance Centre without unreasonable difficulty due to illness, injury or disability;
  - 1.3 Provide acceptable identification;
  - 1.4 Schedule an appointment in accordance with sections 2 and 3 of these procedures.
2. A home visit can be requested by booking an appointment using the following methods:
  - 2.1 By phone at 905-953-5152; or,
  - 2.2 By email at [elections@newmarket.ca](mailto:elections@newmarket.ca).
3. Home visits shall only be permitted:
  - 3.1 Between 10:00 AM and 7:00 PM October 15 - 22, 2022
4. An elector requesting a home visit shall provide their name, contact information, qualifying Newmarket address, date of birth, and preferred date and time of visit.

## Election Official Procedures Prior to Home Visit

5. A designated Election Official shall verify that the elector is on the Voters' List, and if on the List, that the elector is not already recorded as having voted.

## In Home Assistance

6. If an elector is on the Voters' List, the elector shall be asked to confirm their ward and school support during the in home visit;

7. 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.
8. If a new Voter Instruction Letter is required while on site at the elector's home, the Election Official shall write out the elector's Voting PIN on a blank Voter Instruction Letter.

### **Candidates and Scrutineers**

9. Candidates and their scrutineers may not accompany an Election Official during a home visit in accordance with these Procedures.

### **Election Official Procedure During Home Visit**

10. All home visits will be attended by at least 2 Election Officials.
11. Prior to assisting with the voting process an Election Official shall request acceptable identification from the elector to ensure that it matches the information on the Voters' List and that it is the same person who requested the in home visit.
12. An Election Official shall provide an elector with instructions on how to mark their ballot online using the voting technology provided by the Town.
13. If the elector is on the existing Voters' List and does not have acceptable identification, the designated election officials shall assist the elector in completing the Declaration of Identity & Oath of Qualification Form.

### **Contact and Approval**

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### **Procedure Version History**

<b>Version</b>	<b>Date Effective</b>	<b>Sections Updated</b>
1	May 24, 2022	Original