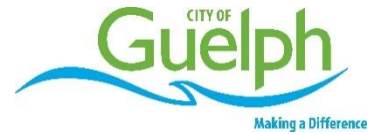


Standard Operating Procedure



Enumeration and Voting at Special Voting Locations

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	VL - Voters' List
SOP Number:	009
Effective Date:	January 1, 2022
Last Revision Date:	September 8, 2022

Purpose

To outline the process for collecting and verifying voter information and supporting voting for residents of institutions and retirement homes.

Application

This procedure applies to all eligible electors, candidates, scrutineers, election officials and institution administrators.

Procedure

Special voting locations will be offered at institutions and retirement homes in accordance with Sections 45 (7) and (8) of the Act.

Additions and Revisions for Special Voting Locations

- a) An election official will contact the administrator of each institution considered to be a voting place as defined under the criteria of the Act and request a current list of the residents of the institution in a manner agreed to by the election official and the administrator.
- b) This list will be provided by the institution or retirement home along with a completed declaration of identity as proof of identification under O. Reg. 304/13 s.2.
- c) The administrator of the institution shall sign an oath indicating that the information provided is true and correct and those on the list are eligible to vote.
- d) The names of eligible voters on this list will be added to the voters' list by an election official.
- e) The list will also serve as a request to remove residents who are no longer at this address.

Voting at Special Voting Locations

- a) The City Clerk may provide election officials or designate facility staff or volunteers as election officials for the purpose of assisting residents with marking and casting ballots on Election Day.

Definitions

“Act” means the [Municipal Elections Act, 1996, S.O. c 32](#) as amended.

“Election official” means any individual appointed by the City Clerk, where powers and duties in relation to an election are delegated.

“Elector” means a person who meets the qualifications as determined under the Act and appears on the voters’ list or is added to the list during the revision period.

“Special voting locations” means a voting place that has been designated in accordance with Section 45.(7) of the Act.

“Voters’ list” means information prepared by the City Clerk, enumerating the names and voting entitlement of voters as provided by the Municipal Property Assessment Corporation (MPAC) and as amended in accordance with the Act.

References

[Municipal Elections Act, 1996.](#)