

KING TOWNSHIP PROCEDURE VOTE AT HOME PROGRAM



Clerk's Division	Issue Date:	2022-06-30
Authored by: Denny Timm & Robert Adshead	Issue No.:	1
Approved by: Kathryn Moyle	Next Revision:	2026-05-18

1 PURPOSE

1.1 This document outlines the Township of King's ("Township") procedures for its Vote at Home Program for homebound electors in any municipal elections.

2 APPLICATION/SCOPE

- 2.1 These procedures apply to election officials designated by the Township Clerk, homebound electors, candidates, and scrutineers.
- 2.2 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 to vote.
- 2.3 Council adopted by-law [#2021-103](#) being a by-law to implement a Vote at Home Program for homebound electors who are unable to physically attend a voting place.

3 DEFINITIONS

- 3.1 **Homebound Elector** means an elector whose ability to move or function is restricted to the extent that they cannot attend a polling station without significant difficulty or support assistance (i.e., being bedridden due to illness or injury).
- 3.2 **Advance Vote Period** means the period of days where advance voting is provided. For greater clarity, the Vote At Home Program dates offered will be the same as the advance voting dates of the Township Municipal Centre.
- 3.3 **Vote At Home Program Service Hours** means the established times for each day (i.e., 9:00 a.m. to 4:00 p.m.) the program is offered and is subject to the Clerk amending as required.

4 RESPONSIBILITIES

4.1 Designated election officials are responsible for administering the Vote at Home Program in accordance with this procedure and as directed by the Township Clerk.

5 PROCEDURE

5.1 Storage and Security

5.1.1 All tabulators, memory cards, ballots and election supplies shall be securely stored at the Township Clerk's designated location before and after use at the voting places and for home visits during the election.

5.2 Requesting a Home Visit

5.2.1 An eligible elector may only vote once in the Township, regardless of the number of properties they may own and/or lease. Eligible electors who own more than one (1) property and reside in the Township must vote for the Ward where they reside.

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- 5.2.2 Every eligible elector who wishes to receive a home visit to vote must:
- a) be on the voters' list or have applied to add themselves to the voters' list;
 - b) affirm that their ability to move or function is restricted to the extent that they cannot attend a polling station and fits the eligibility as defined under "definitions" of this procedure, under "Homebound Elector". *Note: Caregivers are not eligible for this program;* and
 - c) provide acceptable identification, as per [O.Reg. 304/13](#).

5.2.3 A home visit can be requested by the following methods:

- a) By phone to ServiceKing at 905-833-5321;
- b) By email to election2022@king.ca;
- c) Other methods such as online via a form submission at www.king.ca/voteathome if feasible.

5.2.4 An elector requesting a home visit shall provide their name, contact information, qualifying Township of King address, date of birth, and preferred date and time of visit.

5.2.5 A designated election official shall verify that the elector is on the voters' list:

- a) If found on the voters' list, the elector shall be asked to confirm their school support.
- b) If not found on the voters' list, or if any of the elector's details are incorrect, the election official shall:
 - i. Provide the elector with information on how to apply online to add or update their information on the voters' list; or
 - ii. If required, assist the elector in applying online to add or update their information on the voters' list.

5.2.6 A designated election official shall review the request and contact the elector to schedule a date and time for the home visit, confirm they have acceptable identification, and inquire of any accommodations required for voting.

5.3 Marking the Elector as Voted

5.3.1 Before entering an elector's residence to perform a home visit, the designated election officials will check to ensure that the elector has not already been marked as voted on the Voters' List.

5.3.2 Once the home visit is successfully completed, the designated election

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officials will immediately mark the elector as having voted on the Voters' List and update the Vote at Home Program master spreadsheet.

5.4 Candidates and Scrutineers

- 5.4.1 Candidates and their scrutineers cannot accompany or attend a home visit.
- 5.4.2 Candidates and scrutineers are permitted to attend the opening and tabulation of the sealed ballots after the end of the advance vote day, and the Township Clerk shall provide advance notice to candidates of the scheduled time and location.
- 5.4.3 Candidates are entitled to receive, at the end of each advance vote day, a list of those electors who voted during the advance vote day. The list shall include both those electors who voted by home visit and in-person, but it will not show which method electors used to vote.

5.5 Vote at Home Visit

- 5.5.1 Home visits shall take place during the "Vote At Home Program Service Hours" as defined under definitions within this procedure.
- 5.5.2 Each home visit will be made by a team of two designated election officials.
- 5.5.3 At the elector's place of residence, the designated election officials shall ask the elector for identification that shows their name and qualifying address and ensure it matches the information on the voters' list.
 - a) If the elector is on the existing voters' list and provides acceptable identification, the designated election officials shall provide the elector with a ballot in a secrecy folder and instruct them on how to mark it.
 - b) If the elector is on the existing voters' list and does not have acceptable identification, the designated election officials shall:
 - i. Assist the elector in completing the Declaration of Identity; and
 - ii. Mark or sign the Declaration of Identity in the designated area.
 - c) If the elector has applied online to be added to the voters' list and provides acceptable identification, the designated election officials shall provide the elector with a ballot in a secrecy folder and instruct them on how to mark it.
 - d) If the elector has applied online to be added to the voters' list and does not have acceptable identification, the designated election officials shall inform the elector they cannot be issued a ballot without acceptable identification.
 - i. In extenuating circumstances, if the elected officials are satisfied that the elector has provided appropriate identification through

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other means, a ballot may be issued in a secrecy folder.

- 5.5.4 To vote, the elector shall mark the ballot for their preferred candidate(s).
- 5.5.5 If the elector has difficulty marking the ballot, the elector may request election staff to assist in marking the ballot, if a caregiver/family member is not available to assist. The Oath of Secrecy must be given to the caregiver or family member assisting the elector.
- 5.5.6 The marked ballot will be returned in the secrecy folder and retained within the said folder to keep the secrecy of the vote cast maintained.
- 5.5.7 The designated elected officials will retain securely each secrecy folder containing ballots cast in a secure container, which will then be transported to the Municipal Centre for tabulation (as outlined below in Section 5.6).
- 5.5.8 The elector will be informed that they will be marked as voted on the voters' list, that the secured ballot will be processed by the tabulator at the end of each advance voting day, and that the ballot once tabulated will be fed into a sealed ballot box.

5.6 Tabulation and Results

- 5.6.1 At the end of the advance vote at home program day, the designated election officials will return the secured ballots and other election supplies to be securely stored at the Township Clerk's designated location.
- 5.6.2 Designated election officials will meet at a time and location set by the Township Clerk to tabulate the secured ballots.
- 5.6.3 The secrecy folders containing the marked ballots will be fed through a designated Vote at Home voting tabulator and subsequently stored in the designated sealed ballot box.
- 5.6.4 The voting tabulation shall be completed in accordance with the Vote Tabulator Procedures.
- 5.6.5 The home visit results shall be incorporated into the Township's results system on election night.

5.7 Close of Voting

- 5.7.1 A new ballot box will be issued for each day when vote at home visits are scheduled.
- 5.7.2 Home visits shall conclude at the end of the advance vote period, as defined within this procedure.
- 5.7.3 The advance vote results shall not be accessed or generated until after the close of voting on election day at the Township Clerk's designated location.

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5.8 Recounts and Audits

- 5.8.1 If a recount is held, the votes shall be counted in the same manner as the votes were initially counted.
- 5.8.2 After the election, the Township Clerk may perform an audit of ballots to ensure the accuracy and completeness of the counted votes.

5.9 Emergency Provisions

- 5.9.1 Emergency provisions as outlined in Section 23 of the Vote Tabulator Procedures shall apply to this procedure.

6 RECORDS RETENTION

- 6.1 The Township Clerk shall not alter the ballots, documents and materials and shall retain them in the same manner as is provided for in the *Municipal Elections Act 1996* and the Township's Retention Schedule By-law for the keeping of election records.

7 RELATED DOCUMENTATION & REFERENCES

- 7.1 [Vote Tabulator Procedures](#)
- 7.2 [Declaration of Identity - Form 9](#)
- 7.3 [Municipal Elections Act 1996](#)
- 7.4 [Application to Amend the Voters' List – Form #EL15](#)
- 7.5 [Candidate's Guide to Accessible Elections](#)
- 7.6 [Acceptable Documents for Voter Identification](#)

8 APPROVAL AUTHORITY



Kathryn Moyle
Township Clerk

2022-06-30

Date