

Town of Ajax – Work Instruction			Page 1 of 4
Document Title:	Municipal Elections – Special Voting Locations and Special Voter Assistance Services	DMS #:	CSD-WI-054
Authored by:	Thomas Street	Issue / Rev. #:	4
Approved by:	Jaclyn Grossi	Issue Date: (YYYY-MM-DD)	25/12/30

## 1 Purpose

- 1.1 To establish standardized procedures for the selection and set up at Special Voting Locations and Special VACs in regular elections and by-elections in the Town of Ajax.

## 2 Inputs

- 2.1 Identification of legislatively required Special VACs and review of potential additional non-legislated Special VACs.

## 3 Outputs

- 3.1 Scheduling and execution of all required and optional Special VACs for an election.

## 4 Definitions

- 4.1 Definitions and abbreviations applicable to this work instruction are listed in CSD-OP-050 Municipal Elections Governing Operating Procedures.

## 5 Responsibilities

- 5.1 In accordance with the Act, it is the responsibility of the Town to provide a voting place at the following locations:
- 5.1.1 An institution for the reception, treatment or vocational training of members or former members of the Canadian Forces.
  - 5.1.2 An institution in which, on September 1 in the year of the election, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm.
  - 5.1.3 A retirement home in which, on September 1 in the year of the election, 50 or more beds are occupied.
- 5.2 The Town may provide additional Special Voting Places not required under the Act, if deemed desirable.
- 5.3 Where the Town has approved internet and/or telephone voting for use in the election, the availability of those methods on Voting Day to persons living in institutions and retirement homes will be deemed to satisfy the Town's obligations under Section 45(7) of the MEA. In such a case, the Town will still provide on-site Voter Assistance at the institutions identified under Section 5.1 of this policy during the Advance Voting Period.

## 6 Interested Parties (Customers)

- 6.1 Municipal & School Board Election Voters residing at identified Special VAC locations
- 6.2 Municipal & School Board Election Candidates

## 7 Level of Service

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- 7.1 Election staff will attend all identified Special VAC locations during the Advance Voting Period for the purposes of assisting Electors with casting their ballot. At minimum, a Special VAC will be conducted at all locations required by the MEA. Additional Special VACs not required by legislation may be conducted at the discretion of the Town Clerk.
- 7.2 Election staff will communicate with the appropriate property manager(s) to schedule a suitable time and space within each identified Special VAC location.

## 8 Quality Records

- 8.1 Voting Assistance Centre Inspection Report (Form CSD-071)

## 9 Risk-Based Thinking

- 9.1 A number of risks may potentially arise as a result of not following this Work Instruction:
- Town staff, and specifically the Town Clerk, will not have fulfilled their statutory obligations under the MEA to provide special VACs at required locations;
  - Certain voters at these locations may be unable to cast their ballot without assistance; and
  - Election candidates may have reason to challenge the results of the election.
- 9.2 The risks identified in section 9.1 are mitigated in the following ways:
- Early identification of all required and optional Special VAC locations by the Election Team;
  - Early contact with property manager(s) at identified Special VACs to schedule the appropriate time and place for Special VAC activities, identify any logistical issues, and address accessibility concerns;
  - Check-ins with each Special VAC location’s administration leading up to the scheduled date and time for the Special VAC; and
  - Communication with all interested parties regarding Special VAC activities.

## 10 Resources

- 10.1 Technology/hardware to support mobile Voter Assistance

## 11 Instructions

### Scheduling & Inspections

- 11.1 During preparations for a regular election or by-election, Election Staff shall check if any new Long Term Care Facilities or Senior Residences, or other facilities that may be suitable for Special Voter Assistance Services that have opened in the Town since the last election.

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- 11.2 A list of all mandatory Special Voting Places shall be developed, along with a list of all optional locations selected as additional Special Voting Places. Optional locations not selected as a Special Voting Place may also receive communications and informational material from the Town containing information and instructions for voters on how to cast their ballot.
- 11.3 It is the practice of the Town to provide voting at mandated Special Voting Places during the Advance Voting Period.
- 11.4 Election Staff will contact the Facility Director or responsible person at each location to arrange for a site visit to determine the most suitable location within the facility for the voting to occur, taking into account accessibility, space, layout, and technological requirements.
- 11.5 Election Staff will complete the Voting Assistance Centre Inspection Report (Form CSD-071) during the inspection for each voting location.
- 11.6 Following the inspection, Election Staff will confirm a date and time for each Special Voting Place with the Facility Director or responsible person and develop a comprehensive schedule listing all Special Voting Places.
- 11.7 Election Staff will take measures to actively advertise and promote the availability of special voting opportunities within selected facilities.
- 11.8 In the event of an Emergency that prevents a scheduled Special Voting Place from occurring, Election Staff shall reschedule the Special Voting Place in consultation with the Facility.

### Conducting Special Voting Places

- 11.9 During a regular election, Election Staff will contact each Facility Director or responsible person in September to ensure that the voters list accurately represents the tenants of these facilities and to re-confirm the scheduled date and time for the Special Voting Place.
- 11.10 During the scheduled date and time of each special voting place, Election Staff shall attend the location and provide voting and/or voter assistance services.
- 11.11 Election Staff will attend each Special Voting Place in the schedule. Eligible Electors at any Special Voting Place that are unable to or do not wish to attend the Special Voting Location may still vote using the Town’s Voting System at any time during the Voting Period.

### Accessibility, Diversity & Inclusion

- 11.12 When scheduling Special Voting Places, Election Staff shall inquire with Facility

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Directors or responsible persons if there are any accessibility barriers at the facility to be aware of, and if there is a predominant language other than English spoken by residents at the location. In such cases, the Town Clerk or their designate shall make reasonable efforts to send Election Staff with commensurate language skills or translation tools to conduct voting at the Special Voting Place for the benefit of electors at that location.

## 12 Related Documentation

- 12.1 CSD-OP-050 Municipal Elections Governing Operating Procedure
- 12.2 CSD-WI-051 Selection of Voting Method
- 12.3 CSD-WI-052 Advance Voting Period
- 12.4 CSD-WI-053 Selection of Voter Assistance Centre (VAC) Locations
- 12.5 Form CSD-100 Voter Assistance Centre Inspection Report