



Voting Place Management for Voting Days	City Clerk – Election Office
	Procedure No.: EO-12-22

1. Purpose

- 1.1. This document outlines the City of Hamilton’s procedures for voting place management during voting days, including advanced voting days and election day.

2. Application

- 2.1. This procedure applies to election officials designated by the City Clerk, electors, candidates and scrutineers during the advance vote in City of Hamilton municipal elections and/or by-elections.

3. Authority

- 3.1. The City Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in their opinion, is necessary or desirable for conducting the election. *Reference: MEA s. 12*
- 3.2. Each local municipality must hold an advance vote on one or more dates before voting day, and outlines rules and requirements for the advance vote. *Reference: MEA s. 43.*

4. Procedure

Definitions

- 4.1. In this procedure:

“**Accessible Vote Tabulator**” means Dominion Voting’s ImageCast Evolution (ICE) Accessible Voting Optical Scan Ballot Tabulator voting equipment that accepts and records votes and tabulates the results using various accessible input devices (Audio Tactile Interface (ATI), “sip and puff”).

“Advance Poll” refers to a designated Voting Place on any other date established by the City Clerk where voting is open to all eligible Electors within their designated Ward.

“AVS” means an Accessible Voting Specialist and is a person appointed by the City Clerk and to whom the City Clerk has delegated powers and duties in relation to the operation of Accessible Vote Tabulators.

“Ballot” means a ballot containing names of the Candidates whose nomination was certified by the City Clerk, except those who were acclaimed.

“Ballot Box” means designated boxes (cardboard or otherwise) provided to Election Officials for the deposit of Ballots received from Electors.

“Candidate” means a person whose Nomination filed under section 33 of the MEA has been certified by the City Clerk.

“City Clerk” means the individual appointed by City Council as City Clerk for the City of Hamilton, and who is also the Returning Officer for the Election.

“DRO” means a Deputy Returning Officer and is a person appointed by the City Clerk and to whom the City Clerk has delegated powers and duties in relation to the Election.

“EA” means an Election Assistant and is a person appointed by the City Clerk and to whom the City Clerk has delegated powers and duties in relation to the 2025 HWDSB Ward 4 By-election.

“Election” means the 2025 HWDSB Ward 4 By-election

“Election Day” means the day on which the final vote is to be taken in an Election.

“Election Official” means a person appointed by the City Clerk and to whom the City Clerk has delegated powers and duties in relation to the. An Election Official includes an MDRO, TDRO, DRO, EA, AVS, and RO.

“Elector” means a person who meets the qualifications to vote in a Municipal Election as prescribed by the MEA.

“Institutional Poll” refers to a Voting Place provided on the premises of specific institutions as required under section 45(7) of the MEA and which is available on Election Day to all Electors who are residents of the institution.

“MEA” means the Municipal Elections Act, 1996, as amended.

“MDRO” means a Managing Deputy Returning Officer and is a person appointed by the City Clerk and to whom the City Clerk has delegated powers and duties in relation to the Election.

“Privacy Sleeve” is a paper folder in which a Ballot can be placed so as to conceal the Elector’s selection as marked on the face of the Ballot.

“Regular Poll” refers to a Voting Place on Election Day where voting is open to all Electors within their designated voting subdivision, excluding Institutional Polls.

“RO” means a Revisions Officer and is a person appointed by the City Clerk to whom the City Clerk has delegated powers and duties in relation to the Election.

“Scrutineer” means a person appointed in writing by a Candidate to represent the Candidate during voting and at the counting of votes at a specific Voting Place.

“Special Advance Poll” refers to a designated Voting Place other than an Advance Poll or a Poll on Election Day, with dates and times to be determined by the City Clerk

“Status Report” means a report generated by the Vote Tabulator and the Accessible Vote Tabulator at the start of voting on the second and each subsequent day of Advance Poll.

“TDRO” means a Tabulator Deputy Returning Officer and is a person appointed by the City Clerk to whom the City Clerk has delegated powers and duties in relation to the Election.

“Vote Tabulator” means the Dominion Voting Systems ImageCast Precinct (IPC) voting tabulator that optically scans the Ballots to read and record the votes and tabulate the results.

“Voting Day” means Advance Polls, Special Advance Polls and Election Day.

“Voters’ List” means a document prepared by the City Clerk, which lists the names, and voting entitlement of eligible Electors as provided to the City by the Chief Electoral Officer in accordance with the MEA.

“Voting Day” means all days during which voting occurs, including Advance Polls, Special Advance Polls and polls on Election Day.

“**Voting Place** means the physical location (building) and its surrounding property (where appropriate) designated by the City Clerk as a place where Electors may attend to cast their vote in the Election.

Roles and responsibilities of election officials

4.2. Each voting place is staffed with the following designated election officials:

- (a) Managing Deputy Returning Officer (MDRO)
- (b) Tabulator Deputy Returning Officers (TDRO)
- (c) Deputy Returning Officers (DRO)
- (d) Revision Officers (RO)
- (d) Election Assistants (EA)
- (e) Greeter / Screeners
- (f) Greeter/Cleaner
- (g) Accessible Voting Specialist **1 per poll on Election Day, plus each Advance Poll date/location*

4.3. A designated election official's delegated roles and responsibilities are outlined in the City Clerk's Delegation Order, their respective training manuals and in Appendix "A".

5. Opening the voting place

5.1. Designated election officials shall perform the tasks outlined in their training manuals for opening a voting place.

5.2. Before the opening of the voting place, the designated election official shall produce a zero tape of all the totals in the memory card of the tabulator. Refer to the City Clerk's procedure for *Use of Tabulators and Voter Assist Terminals*.

5.3. Voting places shall open at 10am. *Reference MEA s.46(1)*

6. Candidates and Scrutineers

- 6.1. Candidates and scrutineers shall sign in with the MDRO and take an oath of secrecy upon arriving at the voting place.
- 6.2. The role of a candidate and scrutineer at the voting place is to observe the voting process in addition to their rights as outlined in various sections of the MEA.
- 6.3. Candidates and scrutineers shall follow the rules as outlined in the Scrutineer Appointment form. They are not permitted to interfere with or to disrupt the voting process.

7. Voters' list

- 7.1. Designated election officials shall use an electronic Voters' List provided by the City Clerk on advanced voting days.
- 7.2. Designated election officials shall use an electronic Voters' List provided by the City Clerk on election day.

8. Voting process

- 8.1. The following procedures outline how a designated election official(s) shall issue a ballot where an:
 - Elector presents an accurate Voter Notification Card
 - Elector presents a Voter Notification Card that requires amendments.
 - Elector does not have a Voter Notification Card, but is on Voters' List
 - Elector does not have a Voter Notification Card, and is not on the Voters' List
 - Electors with no fixed address
 - Elector is a Post-Secondary Student
- 8.2. Electors who present a Voter Notification Card upon arrival to the poll will be asked by the Election Assistant if the information on the card is correct.

9 Elector presents an accurate Voter Notification Card (VNC)

- 9.1 An elector who presents a VNC to an Election Assistant that correctly lists their information shall then be asked to provide acceptable identification.
- 9.2 If the elector provides acceptable identification that shows their name and qualifying address, they will be directed to a Deputy Returning Officer (DRO) to obtain their ballot.
- 9.3 If the elector is not able to provide acceptable identification, they will be directed to a Revision Officer (RO) to first complete a Declaration of Identity, before then being directed to the Deputy Returning Officer (DRO) to obtain their ballot.
- 9.4 Once the elector reached the Deputy Returning Officer, the DRO shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):
 - (a) Check the elector's identification.
 - (b) Search for the elector's name on the voters' list.
 - (c) Mark the elector as "voted" on the voters' list.
 - (d) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.
 - (e) Direct the elector to a voting screen to mark the ballot.
 - (f) Once the elector has marked the ballot, the elector shall proceed to the
 - (g) Tabulator Deputy Returning Officer (TDRO) who will feed the ballot into the tabulator.

10. Elector presents a Voter Notification Card that requires amendments

- 10.1. An elector who presents a VNC to an Election Assistant that requires correction shall be directed to a Revision Officer who will have the elector complete and Application to Amend the Voters' List and will correct the electors' information on the Voters' list. The elector will be asked to provide acceptable identification that shows their name and qualifying address.
- 10.2. If the elector provides acceptable identification that shows their name and qualifying address, they will be directed, with their approved Application to Amend the Voters' List form, to a Deputy Returning Officer (DRO) to obtain their ballot
- 10.3. If the elector is not able to provide acceptable identification, they will be directed to first complete a Declaration of Identity with the Revision Officer, before then being directed to the Deputy Returning Officer (DRO) to obtain their ballot
- 10.4. Once the elector reached the Deputy Returning Officer, the DRO shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):
 - (a) Check the elector's identification.
 - (b) Search for the elector's name on the voters' list.
 - (c) Mark the elector as "voted" on the voters' list.
 - (d) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.
 - (e) Direct the elector to a voting screen to mark the ballot.
 - (f) Once the elector has marked the ballot, the elector shall proceed to the Tabulator Deputy Returning Officer (TDRO) who will feed the ballot into the tabulator.

11. Elector does not have a Voter Notification Card, but is on Voters' List

- 11.1. When an elector who does not have a Voter Notification Card approached the Election Assistants desk, the Election Assistant will first check the Voters' list to see if the elector is on the Voters' list.
- 11.2. Once the elector has been identified as being on the Voters' list, and in the correct voting location, they will be asked to provide acceptable identification.
- 11.3. If the elector provides acceptable identification that shows their name and qualifying address, they will be directed to a Deputy Returning Officer (DRO) to obtain their ballot.
- 11.4. If the elector is not able to provide acceptable identification, they will be directed to first complete a Declaration of Identity with the Revision Officer, before then being directed to the Deputy Returning Officer (DRO) to obtain their ballot.
- 11.5. Once the elector reached the Deputy Returning Officer, the DRO shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):
 - (a) Check the elector's identification.
 - (b) Search for the elector's name on the Voters' List.
 - (c) Mark the elector as "voted" on the Voters' List.
 - (d) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.
 - (e) Direct the elector to a voting screen to mark the ballot.
 - (f) Once the elector has marked the ballot, the elector shall proceed to the Tabulator Deputy Returning Officer (TDRO) who will feed the ballot into the tabulator.

12. Elector does not have a Voter Notification Card, and is not on the Voters' List

- 12.1. When an elector who does not have a Voter Notification Card approaches the Election Assistants desk, the Election Assistant will first check the Voters' list to see if the elector is on the Voters' list.
- 12.2. If the elector is not on the Voters' List, the Election Assistant will confirm the elector's qualifying address before directing them to a Revision Assistant to be added to the Voters' List
- 12.3. A Revision Officer will have the elector complete an Application to Amend the Voters' List and will add the elector to the Voters' list. The elector will then be asked to provide acceptable identification that shows their name and qualifying address.
- 12.4. If the elector provides acceptable identification that shows their name and qualifying address, they will be directed, with their approved Application to Amend the Voters' List form, to a Deputy Returning Officer (DRO) to obtain their ballot
- 12.5. If the elector is not able to provide acceptable identification, they will be directed to first complete a Declaration of Identity – Form 9 with the Revision Officer, before being directed to the Deputy Returning Officer (DRO) to obtain their ballot.
- 12.6. Once the elector reaches the Deputy Returning Officer, the DRO shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):
 - (a) Check the elector's identification
 - (b) Search for the elector's name on the voters' list.
 - (c) Mark the elector as "voted" on the voters' list.
 - (d) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.
 - (e) Direct the elector to a voting screen to mark the ballot.
 - (f) Once the elector has marked the ballot, the elector shall proceed to the Tabulator Deputy Returning Officer (TDRO) who will feed the ballot into the tabulator.

13. Electors with no fixed address

13.1. The MEA provides that a homeless person may vote if they are not on the voters' list and have not presented identification.

13.2. If an elector is not on the Voters' List and does not have acceptable identification, they will be directed to a Revision Officer to have themselves added to the Voters' List.

13.3. The Revision Officer will have the elector complete an Application to Amend the Voters' List and will add the elector to the Voters' list. The elector will then be asked to provide acceptable identification that shows their name and qualifying address.

NOTE: A homeless elector is not required to provide an exact street address. The elector can use addresses such as an intersection (corner of "street name" and "street name"), a park, a shelter or drop-in centre. It should be the most common place that the elector has returned to eat or sleep during the last 5 weeks

13.4. If the elector provides acceptable identification that shows their name and qualifying address, they will be directed, with their approved Application to Amend the Voters' List form, to a Deputy Returning Officer (DRO) to obtain their ballot.

13.5. If the elector is not able to provide acceptable identification, they will be directed to first complete a Declaration of Identity – Form 9 with the Revision Officer, before being directed to the Deputy Returning Officer (DRO) to obtain their ballot.

13.6. Once the elector reaches the Deputy Returning Officer, the DRO shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):

- a) Search for the elector's name on the voters' list.
- b) Mark the elector as "voted" on the voters' list.
- c) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.
- d) Direct the elector to a voting screen to mark the ballot.

- e) Once the elector has marked the ballot, the elector shall proceed to the Tabulator Deputy Returning Officer (TDRO) who will feed the ballot into the tabulator.

14. Post-Secondary Students

- 14.1. A person may have residences in two local municipalities at the same time if the person lives in one of the local municipalities in order to attend an education institution but not with the intention of changing their permanent lodging place, and the person's permanent lodging place is in the other local municipality. Therefore, student electors can vote in the municipality where they attend school, and they can also vote in the municipality where they live. *Reference: 2(2.1) MEA*
- 14.2. When a student elector arrives at the Election Assistants desk, the Election Assistant will first check the Voters' list to see if the student elector is on the Voters' list.
- 14.3. If the student elector does not appear on the Voters' List, they will be directed to a Revision Officer to complete an Application to Amend the Voters' List to be added.
- 14.4. The student elector will be asked to provide acceptable identification that shows their name and a qualifying address.
- 14.5. If the elector provides acceptable identification that shows their name and qualifying address, they will be directed, with their approved Application to Amend the Voters' List form, to a Deputy Returning Officer (DRO) to obtain their ballot.
- 14.6. If the elector is not able to provide acceptable identification, they will be directed to first complete a Declaration of Identity – Form 9 with the Revision Officer, before being directed to the Deputy Returning Officer (DRO) to obtain their ballot.
- 14.7. Once the elector reaches the Deputy Returning Officer, the DRO shall complete the following steps to issue a ballot to an elector (hereafter referred to as the "ballot issuing steps"):
 - (a) Search for the elector's name on the voters' list.
 - (b) Mark the elector as "voted" on the voters' list.
 - (c) Issue the appropriate ballot to the elector in a secrecy folder and give them a pen.

- (d) Direct the elector to a voting screen to mark the ballot.
- (e) Once the elector has marked the ballot, the elector shall proceed to the Tabulator Deputy Returning Officer (TDRO) who will feed the ballot into the tabulator.

15. Elector requests to remove their name from the Voters' list

- 15.1. An elector can remove their own name from the Voters' list by showing acceptable identification to the Revision Assistant, who shall:
- (a) Search for the elector's name on the Voters' list.
 - (b) Ask the elector for identification that shows their name and qualifying address.
 - (c) Complete the Application to Amend the voters' list with the elector.
 - (d) Electors will be removed from the list following the close of polls.

16. Elector is unable to enter the voting place

- 16.1. In accordance with the Municipal Elections Act, the City Clerk has ensured that all voting places are accessible to electors with a disability.
- 16.2. To provide further accommodation, any elector with a disability who cannot enter the voting place may request that an MDRO or DRO serve them anywhere within the area designated as the voting place (including but not limited to, the parking lot or at the curbside) in order to vote. *Reference: MEA s. 45(9)*
- 16.3. Where an elector requests that a ballot be brought to them at another site at the voting location, the DRO shall:
- (a) Ask another election official to accompany them to meet the elector, if required.
 - (b) Bring the necessary forms and supplies.
 - (c) Follow the applicable ballot issuing steps as outlined in section 8 of this procedure.
 - (d) Give the elector privacy to mark the ballot.
 - (e) Handle the marked ballot in a manner that protects the secrecy of the vote, ensuring that the ballot is stored within a secrecy folder.

- 16.4. Persons described in subsection 47(1) of the MEA are entitled to accompany the MDRO or DRO when they attend to an elector requiring assistance as outlined in section 16.2 and 16.3. *Reference MEA s. 45(10)*
- 16.5. The MDRO or DRO will instruct the elector to wait until the ballot is tabulated.
- 16.6. The MDRO or DRO will bring the ballot back to the room where votes are being tabulated. Upon returning to the room with the marked ballot in the secrecy folder, the MDRO shall:
- (a) Instruct the Revision Assistant to add the elector or amend the elector's information on the voters' list, if applicable.
 - (b) Ensure that the DRO marks the elector as "voted" on the voters' list.
 - (c) Provide the ballot to the TDRO to feed into the tabulator without altering or making changes to the ballot.
 - (d) Return to the elector to confirm the ballot was accepted by the vote tabulator.
- 16.7. If the ballot is rejected by the Tabulator for any reason, steps identified in the appropriate sections of Procedure EO-10-22: *Use of Vote Tabulators and Accessible Vote Tabulators* will be followed.

17. Voting proxies

- 17.1. When a person indicates that they have a certified proxy application, the Election Official will follow the process as outlined in section 11 of the City Clerk's Procedure for *Appointing a Voting Proxy (EO-13-22)*.
- 17.2. The designated election official shall then follow the applicable ballot issuing steps as outlined in previous sections of this procedure.

18. Influence in the Voting Place

- 18.1. In accordance with the Municipal Elections Act, no person may attempt to directly or indirectly influence the voting of an elector within a voting place, including intercepting an elector who is marking a ballot. *Reference: MEA s.48 (1), 49(2)(a) MEA*
- 18.2. Campaign material and literature, including clothing and buttons, are prohibited anywhere in the voting place. *Reference: MEA s. 48 (2)*

19. Secrecy in the Voting Place

- 19.1. In accordance with the Municipal Elections Act, in the voting place, no person may obtain or attempt to attain information about how an elector intends to vote or has voted, or share information obtained at a voting place about how an elector intends to vote or has voted. *Reference: MEA s. 49(2)(b)(c)*
- 19.2. Persons are not permitted to photograph or make a video recording at a voting location, including an image of a marked ballot. *Reference: MEA s.49(3)(a)*
- 19.3. Other than where an elector is seeking assistance, an elector may not show their marked ballot to any person. *Reference: MEA s.49(3)(b)*

20. Emergencies in the Voting Place

- 20.1. If a real or potential emergency is identified at a voting place, the MDRO or DRO must notify the designated election official(s) immediately.
- 20.2. The City Clerk shall assess any real or potential emergency identified. If it is deemed to be a true emergency, the City Clerk shall implement any measures required to address the situation. *Reference: MEA s. 53*
- 20.3. In an emergency, staff and anyone in the voting place should evacuate and/or call 911. The designated election official(s) should be updated as the situation progresses.
- 20.4. If an emergency arises within the period that voting is taking place, the first priority is the safety of the people in the voting place.

20.5. The second priority is to remove and secure the tabulator, ballots

21. Closing the voting place: Advance Polls

21.1. The voting place shall close at 5pm on January 4 and 5, 2025 and will close at 8pm on January 6, 2025.

21.2. Any electors remaining in line at that time are permitted to vote. If there is a line-up of electors at closing, a designated election official shall stand at the end of the line to prevent any additional electors from joining the line.

21.3. Once closed, the designated election officials shall perform the tasks outlined in section 21 of procedure EO-10-22: Use of Vote Tabulators and Accessible Vote Tabulators and in the training manuals for closing the voting place.

21.4. The MDRO will ensure that the ballot box is sealed so that ballots cannot be deposited or removed from the ballot box.

21.5. The MDRO will ensure the return of equipment and ballots to the Clerk's designated secured location.

22. Production of election results

22.1. Refer to the City Clerk's Procedure for the use of tabulators and voter assist terminals for a detailed procedure of how election results are generated.

23. Related Policies/Procedures/Guidelines/Information

EO-10-22: Use of Vote Tabulators and Accessible Vote Tabulators Procedure

EO-13-22: Appointment of Voting Proxy

EO-14-22: Appointment of Scrutineer

EO-15-22: Use of Electronic Communication and Photo-taking Devices at a Voting Location

EO-17-22: Ballot Types and Adjudication

EO-19-22: Identification Requirements for Electors

EO-23-23: Candidates and Scrutineers in the Voting Place

EO-24-23: Media Attendance at a Voting Place

EO-29-23: Voting Place Boundaries

24. Applicable Legislation

- *Municipal Elections Act, 1996, S.O. 1996, CHAPTER 32*

25. Revision History

Date	Description
June 2022	Policy Approved
October 2024	Policy Updated for 2025 By-Election

The City Clerk, pursuant to section 15(2) of the MEA, may delegate powers and duties to a deputy returning officer or an election official that is necessary for the conduct of an election. The following outlines the position title and the corresponding delegated roles and responsibilities of an election official at the voting place.

Managing Deputy Returning Officer (MDRO)

1. Reports to the designated election official.
2. Opens the voting place
3. Handles proxy votes and deals with cancelled and declined ballots
4. Signs in scrutineers, administers appropriate declarations and monitors scrutineer activities
5. Closes the voting place and completes closing procedures
6. Ensures all voting place procedures are followed and all forms are fully completed and signed
7. Performs duties and follows procedures in accordance with the resource materials provided

Accessible Voting Specialist

1. Reports to the MDRO
2. Sets up the Accessible Voting Equipment before the voting place opens.
3. Assists electors who wish to use the Accessible Voting Equipment
4. Completes the required form(s)

Tabulator Deputy Returning Officer

1. Reports to the MDRO
2. Accepts electors' ballots.
3. Feeds ballots into the vote tabulator
4. Troubleshoots tabulator issues.

Deputy Returning Officer

1. Reports to the MDRO
2. Locates electors on the voters' list
3. Marks electors as voted
4. Administers declarations and issues ballots
5. Ensures Declarations of Identity and Voters' List Amendment Applications are completed correctly and signed
6. Assists with balancing after the close of voting

Revision Officer

1. Reports to the MDRO
2. Assists electors who need to be added to, removed from or to have information about them amended on the voters' list
3. Ensures forms are completed correctly and signed
4. Searches and adds eligible electors to the voters' list
5. Modifies elector information on the voters' list
6. Issues Declaration of Identity to those voters who do not have acceptable identification
7. Directs voters who are on the Voters list, and who have (or have attested to) acceptable identification to the Deputy Returning Officers for a ballot

Election Assistants

1. Report to the MDRO
2. Responsible for ensuring voters are at the correct poll, are on the Voters list, and have correct identification
3. Will direct Voters who are not on the Voters' list, or who need to change their information on the Voters list, to the Revision Officer for assistance
4. Will direct voters who do not have acceptable identification to the Revision Officer for assistance
5. Will direct voters who are on the voters list, and who have acceptable identification to the Deputy Returning Officers for a ballot.

“Screener/Cleaner”

1. Reports to the MDRO
2. Greets and directs electors.
3. Asks electors to have their Voter Notification Card ready and whether the information is correct.
4. Asks electors to have their identification ready.
5. Directs electors to Election Assistants inside the poll.
6. Assists with sanitizing and ensuring distancing as required.

“Greeter/Screenener”

1. Reports to the MDRO
2. Greets and directs electors.
3. Stationed at an entrance to ensure access for electors.
4. Will ask COVID screening questions (if required) before allowing access to the poll.