



Municipal Election Procedure	
Procedure Name:	Institutional Voting
Procedure Number:	CLK MEP-14
Creation Date:	March 20, 2026

1. Purpose

The purpose of this Procedure is to establish a consistent and secure process for conducting voting at institutions, ensuring that eligible electors residing in such facilities are provided with accessible voting opportunities.

This procedure is established in accordance with the *Municipal Elections Act, 1996* (the Act), subsections 45(7) and 46(3).

2. Responsibilities

2.1. Clerk

The Clerk shall:

- designate institutions for voting and establish voting dates and times;
- determine staffing requirements and assign election teams; and
- ensure all necessary equipment and materials are prepared and distributed.

2.2. Deputy Clerk or Designate

The Deputy Clerk or designate shall:

- secure and store election materials upon return to Town Hall; and
- generate results reports following the close of voting on Voting Day.

2.3. Election Officials

Election officials assigned to institutional voting shall:

- attend the designated voting location at the scheduled time;
- administer the voting process in accordance with all election procedures;
- ensure the secrecy and integrity of the vote;
- secure all ballots and materials at the close of voting; and
- transport ballot box(s) and materials back to Town Hall in accordance with the Clerk's direction.

3. Institutional Voting Locations, Dates and Times

The following institutions have been designated as voting locations:



Monday, October 26, 2026

9:00 a.m. to 12:00 p.m.

Lookout Ridge Retirement Community (Ward Two)

Institutional Voting Only

Monday, October 26, 2026

1:30 p.m. to 3:30 p.m.

Shorthills Villa Retirement Community (Ward Two)

Institutional Voting Only

Monday, October 26, 2026

9:00 a.m. to 11:00 a.m.

Woodlands of Sunset Home for the Aged (Ward Three)

Institutional Voting Only

4. Voters' List

Clerk's Office staff will contact each institution in the months prior to voting to request an updated list of residents and their relevant information. This information will be used solely for the purpose of preparing the voters' list.

The list will assist in ensuring that eligible electors are included on the voters' list and help identify and address any discrepancies that may exist. Improving the accuracy of the voters' list in advance will help expedite the voting process at these locations, given the shortened voting period, and will reduce the need for frequent additions or corrections by election staff during the voting period.

Notwithstanding the above, a staff member will have access to the live voters' list should an addition or correction be required that was not captured in the update provided by the institution.

This proactive measure taken by the Clerk's Office applies only to electors within institutions.

5. Staff and Equipment

Two teams of election officials shall be assigned to conduct facilitate voting at institutions:

- one team shall conduct voting at Lookout Ridge Retirement Community and Shorthills Villa Retirement Community; and



- a separate team shall conduct voting at Woodlands of Sunset Home for the Aged.

Each team will contain a Vote Tabulator Operator, a Revision Deputy Returning Officer and a Poll Supervisor (also appointed Deputy Returning Officer).

Each team shall be provided with:

- one vote tabulator;
- sufficient ballots;
- one ballot box per institution; and
- all required election supplies.

A separate ballot box shall be used for each institution.

The Clerk may determine whether separate SD cards are used for each institution or whether one memory card may be programmed to include multiple institutions within the same ward. Consideration will be given to the number of eligible electors at each institution.

6. Conduct of Voting

Voting at institutions shall be conducted in accordance with standard voting procedures outlined in CLK MEP-12, including:

1. Verification of elector identity and eligibility;
2. Issuance of ballots by Deputy Returning Officers; and
3. Processing ballots through the vote tabulator.

Election officials shall take all reasonable steps to accommodate electors with mobility or accessibility challenges, while maintaining the secrecy of the vote.

Voting times at institutions are reduced to accommodate operational requirements.

7. Bedside Voting

Where an elector residing in an institution is unable to attend the designated voting location (i.e. community room) due to mobility, health, or medical limitations, election officials may facilitate bedside voting.

The Poll Supervisor (also appointed Deputy Returning Officer) and one official from the institution shall attend the elector's room or location within the institution. The Poll Supervisor shall verify the elector's identity and eligibility in accordance with established identification and voters' list procedures.

Once eligibility has been confirmed, the Poll Supervisor shall issue a ballot to the elector. The elector shall mark the ballot in secret. If the elector requests assistance, the Poll Supervisor may assist the elector in marking the ballot in accordance with established assistance procedures.



After the ballot has been marked, the elector shall place the ballot in the secrecy sleeve provided. The Poll Supervisor shall then return the ballot to the designated voting location where it shall be processed through the vote tabulator in the same manner as all other ballots.

8. Security and Transportation of Ballots

At the close of voting at each institution:

- the ballot box shall be sealed; and
- all election materials shall be secured by election officials.

Ballot boxes shall be returned directly to Town Hall immediately following the close of voting at each institution.

For Lookout Ridge, the ballot box shall be returned to Town Hall prior to proceeding to Shorthills Villa.

Ballot boxes containing voted ballots shall not remain unattended or stored in a vehicle except for the purpose of direct transport to Town Hall.

9. Results

Results from institutional voting shall not be generated at the institution.

Results tapes shall be generated by the Deputy Clerk or designate following the close of voting on Voting Day.

Candidates or their scrutineers may attend the tabulation process, provided they have been properly appointed.

10. Interpretation and Prevailing Authority

The Procedure shall be interpreted in a manner consistent with the principles of the Act.

Where conflict exists between this Procedure and Provincial legislation, Provincial legislation prevails.