

**Subject: Governance - By-law Authorized Alternative Home Voting Method**

**Legislative Authority:** *Municipal Elections Act, 1996* [section 42\(3\)\(a\)\(ii\)](#), [By-law 2025-048](#)

**Clerk Approval Date:** April 15, 2026 – subject to further revision

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## **Purpose Statement:**

To provide for the procedures and forms for the provision of the Home Voting Service authorized by by-law.

## **Definitions:**

“**Act**” means the *Municipal Elections Act, 1996, c. 32 as amended*.

“**Advance Vote**” means the location, dates and hours for casting a ballot prior to Voting Day, as required and established by [section 43](#) of the Act.

“**Ballot**” means a ballot in accordance with [section 41](#) of the Act, and:

- (a) “**Declined Ballot**” means a ballot declined to be a used ballot by the voter.
- (b) “**Initialed Ballot**” means a ballot initialed by the Deputy Returning Officer containing a unique identifier that can be associated by the Tabulator Officer as belonging to the originating Deputy Returning Officer who initialed the ballot.
- (c) “**Used Ballot**” means a ballot marked by a voter deposited or intended to be deposited into the ballot box.

“**Ballot Box**” means an apparatus in which used ballots are received and transferred from the voting place to the Designated Uploading Area location determined by the Clerk for receiving the Election results and supplies.

“**Ballot Marking Pen**” means the designated pen provided by an election official for the use by a voter to mark the ballot.

“**Candidate**” means a person who has been nominated under [Section 33](#) of the Act.

“**Clerk**” means the statutorily appointed clerk for the Town of Caledon and Returning Officer for Town of Caledon Municipal Elections.

“**Designated Election Official**” means any person designated by the Clerk to perform certain election functions.

“**Election Headquarters**” means a location designated by the Clerk within Town Hall supplied with a telephone and internet connection to assist voters during the voting period limited to regular office

hours of 8:30 a.m. to 4:30 p.m. Monday to Friday during the voting period with extended hours whenever a Voting Place is open during the voting period.

**“Elector”** means any person whose name is on the Voter’s List or is eligible to be added on the Voter’s List by Voting Day.

**“Home Voting”** means an alternative voting method of a home voting service during the advance voting period as authorized by By-law [2025-048](#).

**“Home Voting Acknowledgement”** means the form that voters are required to sign in order to vote at home to declare that they are eligible to use the home voting service, and an acknowledgement that they have voted in the election using the home voting service and will not be permitted to vote again in the election.

**“Home Voting Kit”** means the collection of voting supplies required to vote at a home.

**“Home Voting Schedule”** means the tracking spreadsheet used by Election Staff to conduct home voting visits containing information about the voter, time of visit, type of ballot they are to receive, and accessibility considerations, such as caregiver present, accessibility tool required, etc.

**“Scrutineer”** means an individual, appointed in writing by a certified candidate, to represent them during the voting process.

**“Town Hall”** means the premises and municipal facilities located at 6311 Old Church Rd, Caledon, Ontario.

**“Voter”** means an elector who is voting or has voted.

**“Voter Notification Card”** means a letter containing Voting Information including locations to vote in person and contact information for assistance, mailed individually to every person on the Voters’ List or provided by Designated Election Officials to people who are on the Voters’ List.

**“Voters’ List”** means the Preliminary List of Electors, as corrected by the Clerk under the provisions of [Section 22](#) of the Act.

**“Voting Compartment”** means a location within the voting place that provides a privacy screen at a direction pointed in way which ensures a valid mark may be put on the ballot while maintaining secrecy of the vote.

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

**“Voting Period”** means the period in which an elector may cast their vote and includes advance vote, home voting, special voting places, and Voting Day.

**“Voting Place”** means an established voting place for an election in accordance with [section 45](#) of the Act, and

- (a) **“Home Voting Place”** means a voting place for the alternative voting method of a home voting service, and includes by extension Elections Headquarters.

## Scope:

This procedure applies to the Clerk, Designated Election Officials, electors, voters, candidates, and scrutineers, as prescribed.

The Clerk shall, in writing, appoint election officials for the purposes of this Procedure and may designate their titles and duties.

Where this procedure does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the Act.

## Procedure:

### Part 1: Voting Opportunities

- 1.1 The home voting service will be provided during the advance voting period from Tuesday October 13, 2026, to Thursday October 15, 2026, between the hours of 9:00 a.m. to 4:30 p.m. each of these days.

### Part 2: Requesting A Home Visit

- 2.1 Eligible electors can request a home visit starting September 21, 2026, at 9:00 a.m. until Thursday, October 8, 2026, at noon, by exclusively or only calling the election number 905-584-2272 Ext 3528 or by emailing [elections@caledon.ca](mailto:elections@caledon.ca).

### Part 3: Scheduling a Home Visit

- 3.1. The elector contacts Designated Election Officials to request a home visit as prescribed in Part 2.
- 3.2. Designated Election Officials shall inform the elector that this service is limited to electors who are unable to leave their homes and ask the elector to confirm that they are unable to leave their home to attend a voting location due to injury, illness or disability only to confirm that the elector cannot attend a Voting Place.
- 3.3. Designated Election Officials shall reply to the request by phone call and:
  - a. provide an overview of the home voting process to the elector,
  - b. advise when the ballot will be brought to the home during the scheduled specified time,
  - c. inform the elector they will have to sign the Home Voting Acknowledgement form, indicating they have voted using the home voting service and will not be eligible to vote again in this election, and
  - d. advise they will be recorded as having voted once they have been issued the ballot at the home voting service.
- 3.4. Designated Election Officials shall ask the elector for their name and address and check if the voter is on the Voters' List.

- 3.5. If the elector is on the Voters' List, Designated Election Officials shall confirm with the elector their ward and school support and upon completion of an oral oath by the elector, may amend the Voter's List to correct any necessary revisions to the list, including school support, typographical address or birth date corrections, address changes, and changing of school board support.
- 3.6. If the elector is not on the Voters' List, the elector may confirm they are a qualified elector by an oral oath, and they will be added to the list during the home visit through completion of a revision to the Voter's List performed by the Designated Election Official.
- 3.7. Designated Election Officials shall identify available dates and times, confirm the date and time with the elector for a home voting visit, and schedule the home voting visit.
- 3.8. The Elector shall provide any accessibility accommodation details or home voting service considerations, including but not limited to mobile network connectivity reliability at their home, while visiting their home to the Designated Election Official at the time of scheduling.
- 3.9. Designated Election Officials shall then provide a copy of this procedure and communicate in-writing through most accessibly available means confirmation of the following to the elector:
  - a. date and timeframe of the visit,
  - b. names of the Designated Election Officials who will visit,
  - c. details of the vehicle used for the visit including license plate number,
  - d. instructions to have their Voter Notice and ID ready for the home visit,
  - e. details of how provided accessibility accommodations requests will be provided,
  - f. contact information for the Designated Election Officials to provide any further information the elector desires to fully negotiate the ballot in their home such as a magnifying sheet or translated instructions,
  - g. instructions to remove any impediment to conducting the home voting service prior to the visit, such as controlling their pets, removing barriers to delivering the home voting kit into the home, or removing any disturbance which prevents their ability to effectively negotiate a ballot in secrecy
- 3.10. The Designated Election Officials shall update the Home Voting Schedule spreadsheet with the voter's information and the names, contact number and licence plate # of the Designated Election Officials who will visit.
- 3.11. The Clerk shall notify all candidates of scheduled home voting service times:
  - a. after the electors opportunity to request a home visit has closed and before the home voting service advance voting period begins, and
  - b. without disclosing the electors name or address, as the home vote itself is considered for the purposes of conducting the home voting service to be the voting compartment equivalent of the Voting Place, where secrecy of the vote is upheld.

## Part 4: Opening of Home Voting Place

- 4.1. Home visits must be conducted by two Designated Election Officials at the date and time scheduled in accordance with Part 3 of this procedure.

- 4.2. The Designated Election Officials shall provide to the Clerk the round-trip route they are taking to each home visit and keep to the route as provided.
- 4.3. Upon arriving at the designated Home Voting Place, the Designated Election Officials shall prior to exiting their vehicle for the electors home determine a lead for corresponding with the Designated Election Official at Election Headquarters, and the other lead for facilitating the home vote with the elector, taking the necessary supplies or devices associated with their lead role.
- 4.4. The Designated Election Officials shall call the Designated Election Official at Election Headquarters to notify them that they have arrived at the location and end the call upon providing this notice.
- 4.5. Scrutineers or candidates may observe the calls from the Election Headquarters, and the Clerk shall prepare an accessible observation area for them.
- 4.6. The Designated Election Officials shall ensure their vehicle is in a secure visible location to the elector's home without any election materials visible within the vehicle from outside, locking the vehicle upon exiting, and arrive at the electors home with:
  - a. a designated home voting kit for the home voting place,
  - b. an envelope marked as declined designated for declined ballots,
  - c. mobile phones with a reliable network connection,
  - d. any possible associated ballot based on their information provided by the elector during scheduling as outlined in sections 3.4, 3.5, or 3.6 of this procedure, and
  - e. wearing Town of Caledon identification as Designated Election Officials.
- 4.7. The Designated Election Officials shall proceed to knock at the door and greet the elector to inform them of:
  - a. their names,
  - b. that they are with the Town of Caledon, and
  - c. that they are there in response to the electors request for the home voting service.
- 4.8. Designated Election Officials remain at the doorstep of the home, without entering the home, if possible.
- 4.9. In the event there is an impediment to conducting the home voting service, such as the elector does not answer the knock at the door, there are uncontrolled pets, unanticipated barriers to delivering the home voting kit to the elector, or visitors in the presence of the elector causing a disturbance which prevents their ability to effectively negotiate a ballot in secrecy, the Designated Election Officials shall:
  - a. return to their vehicle,
  - b. call the elector at their provided phone number, and
  - c. request the elector to advise when the home voting service may resume.
- 4.10. The elector shall advise whether they intend to resume or cancel the home voting service within five (5) minutes.

- 4.11. The Designated Election Official shall leave a voicemail if the phone call is not answered by the elector which starts the five (5) minutes for the elector to respond, or in the event of the call being missed without an opportunity to leave a voicemail, wait for five (5) minutes for the missed call to be returned.
- 4.12. In the event the elector advises to resume the home voting service, the elector shall also confirm impediments to conduct the home vote are fully removed, and the Designated Election Official returns to the electors doorway to continue conducting the home vote.
- 4.13. The Designated Election Officials shall return to their vehicles if the impediment to conduct the home vote is not fully removed upon their arrival at the electors doorway.
- 4.14. In the event the elector does not advise whether they intend to resume or cancel the home voting service within five (5) minutes, advises the cancellation of the home voting service, or the Designated Election Official returns to their vehicle from the electors doorway in accordance with section 4.11 of this Part, the home voting service for the elector is deemed cancelled.
- 4.15. The Designated Election Official at the home voting place immediately informs the Designated Election Official at Election Headquarters of any cancelled home voting service.
- 4.16. A cancelled home voting service for the elector has the effect of an elector not voting yet, is not considered a declined ballot, and the elector retains their right to vote in accordance with [section 51](#) of the Act at any upcoming advance vote or Voting Day Voting Place.
- 4.17. The Designated Election Official at the home voting place shall call the Designated Election Official at Elections Headquarters upon confirming there are no impediments to conducting the home voting service at the electors home.
- 4.18. The Designated Election Official at Elections Headquarters shall note their time of arrival in the Home Voting Schedule spreadsheet, and the Home Voting Place shall subsequently be deemed to be open.

## Part 5: Home Voting Place Voting Procedures

- 5.1 The Designated Election Officials shall remain on the call as prescribed in section 4.16 of this procedure serving in a dual, in-tandem, effort to follow the voting procedure outlined in [section 52](#) of the Act through:
  - a. the Designated Election Official at Election Headquarters manually searching the elector on the Voter's List with the information provided from a Voter Notification Card given by the elector to the Designated Election Official at the Home Voting Place, and together verifying elector's identity,
  - b. the Designated Election Official at Election Headquarters manually searching the elector on the Voter's List based on provided valid identification from the elector to the Designated Election Official at the Home Voting Place, or
  - c. in the event valid identification is provided without the elector's name on the Voter's List, requiring the elector to attest in-writing to the Designated Election Official at the Home Voting Place that they are an eligible elector and the Designated Election Official at Election Headquarters adding them to the Voter's List.

- 5.2 The elector may provide their Voter Notification Card for secure retention by the Designated Election Official and disposition in accordance with [section 88](#) the Act.
- 5.3 The Designated Election Official shall immediately place any received Voter Notification Cards from the elector into a designated secured envelope provided in a manner and form which ensures the electors privacy and confidentiality are securely kept.
- 5.4 The elector completes and signs the Home Voting Acknowledgement form before the ballot may be issued, stating that:
  - a. they are eligible for the service,
  - b. that they are voting from home on the date indicated, and
  - c. marking their ballot will be recorded as having voted and will not be able to vote again in this election.
- 5.5 In the event the elector completes and signs the Home Voting Acknowledgment form, the two Designated Election Officials at the home voting place shall sign and date the form to indicate they have witnessed the form being signed by the elector.
- 5.6 Should the Voter refuse to sign the Home Voting Acknowledgement form, the Designated Election Officials shall:
  - a. inform the elector that home voting will not be able to proceed but remain eligible to vote at either the advance vote or on voting day at any voting location,
  - b. end the call with the Designated Election Official at Election Headquarters,
  - c. effectively close the home voting place by returning to their vehicle with the home voting kit and associated ballot(s), and
  - d. vacate the premises.
- 5.7 The Designated Election Officials at the home voting place who have a completed Home Voting Acknowledgement form shall:
  - a. place the completed Home Voting Acknowledgment form into a designated secured envelope, which may also include the previously received Voter Notification Card from the elector,
  - b. select the electors associated ballot as determined in section 5.1 of this Part,
  - c. initial it in a designated area on the ballot to verify it as the correct ballot type for the elector,
  - d. explain how to mark the ballot by informing the Voter that if they mark more than one candidate for a race, the mark(s) for the race that is over voted will be ignored by the tabulator during the counting of ballots,
  - e. provide an elector with their associated initialed ballot, home voting kit, and an envelope upon confirmation of their eligibility to vote, and
  - f. instructs the Designated Election Official at Elections Headquarters to strike off, put a line through, or cross off the electors name off the Voter's List.

- 5.8 The Designated Election Official at Election Headquarters in accordance with the principles set out in sections [45\(10\)](#) and [47\(1\)](#) of the Act:
- a. strikes off, puts a line through, or cross off the electors name off the Voter's List as instructed, and
  - b. ends the call if no candidates or scrutineers are present at Election Headquarters or mutes the call to ask any candidate or scrutineer present whether they desire to continue to remain in the home voting place, and if no candidate or scrutineer present desires to continue to remain in the home voting place, ends the call.
- 5.9 The Designated Election Official shall in accordance with [section 52](#) paragraph 4 of the Act, ask the voter if they would like to mark the ballot in another area of their home that serves as a voting compartment, or have a voting compartment set up in their home.
- 5.10 Both Designated Election Officials are to set up a voting compartment within the home upon the voters request and provide any assistance as considered necessary to permit the voter to mark the ballot.
- 5.11 If no assistance is necessary to permit the voter to mark the ballot:
- a. Designated Election Officials at the home are to step away from the voting compartment, preferably returning to the doorway of the voter's home, if possible, and
  - b. Designated Election Officials at Election Headquarters end the call to uphold the secrecy of the vote.
- 5.12 A voter who receives their initialed ballot, home voting kit, and envelope:
- a. directly proceeds to the voting compartment set up in their home or uses the home voting kit to set up an effective home voting compartment in their home,
  - b. votes for the candidate(s) of their choice by using black ballot marking pen provided within the home voting kit by putting a valid mark to the right of the chosen candidate(s) name,
  - c. inserts the used ballot into the envelope,
  - d. securely closes the envelope so that it effectively serves as the home voting service ballot box,
  - e. promptly leaves the voting compartment, and
  - f. delivers the closed envelope containing the used ballot to the Designated Election Officials.
- 5.13 In the event the voter does not deliver the closed envelope containing a used ballot to the Designated Election Officials as outlined in section 5.12 of this Part, they shall provide instructions on how to complete their home vote in accordance with those procedures and be provided an opportunity to complete the vote as prescribed.

- 5.14 If the voter declines to accept completing their home vote in accordance with section 5.12 of this Part, either before or after being provided with the instructions in accordance with section 5.13, the Deputy Returning Officer shall:
- retrieve the initialed ballot, if applicable,
  - mark the used ballot as declined,
  - insert the used ballot into an envelope marked as declined designated for declined ballots while informing the voter they have been recorded as voting,
  - retrieve the home voting kit or used aspects of it from the voter, if applicable, and
  - effectively close the home voting place by returning to their vehicle with retrievable aspects of the home voting kit and associated ballot(s).
- 5.15 In the event a voter refuses to return an initialed or used ballot to the Designated Election Officials or are they unable to retrieve the initialed ballot, they shall:
- inform the voter they have voted by declined their ballot and have exercised their rights to vote in the election,
  - retrieve the home voting kit if permitted by the voter, and
  - effectively close the home voting place by returning to their vehicle with retrievable aspects of the home voting kit and associated ballot(s).
- 5.16 In the event a voter proceeds to vote in accordance with section 5.12 of this Part, the Designated Election Officials shall:
- informed the voter they have been recorded as voting,
  - retrieve the home voting kit or aspects of it used to complete the vote, if permitted by the voter or applicable, and
  - effectively close the home voting place by returning to their vehicle with retrievable aspects of the home voting kit and associated ballot(s).

## Part 6: Closing of Home Voting Place

- 6.1 The Designated Election Officials shall call the Designated Election Official at Elections Headquarters upon completing Part 5 of these procedures once returned to their vehicle and:
- while taking notes informing them of the home visit place voting proceedings that occurred,
  - sealing the envelope while signing the seal if the used ballot was retrieved or declined, or completing a written statement that the initialed ballot could not be retrieved, signing the written statement and inserting into an envelope marked as declined designated for declined ballots,
  - inserting the sealed envelope into a larger envelope designated to contain all sealed envelopes for all home vote visits completed prior to returning to Election Headquarters,
  - taking an oral oath that the home visit was completed as described,
  - informing Elections Headquarters that they are either going to proceed to the next home voting visit or return to Election Headquarters, as applicable, and
  - end the call.

- 6.2 The Designated Election Official at Elections Headquarters shall, in tandem with the call occurring as outlined in section 6.1 of this Part:
- make available a print-out of the spreadsheet which includes fields to note and sign beside the time that the Designated Election Officials completed the oral oath on the Home Voting Schedule spreadsheet,
  - note the time that the Designated Election Officials completed the oral oath on the Home Voting Schedule spreadsheet while signing beside the noted time on the print-out along with any candidates or scrutineers who may be present and wanting to do so, and
  - include any notes in the comments section of the Voter's List about the home visit as deemed necessary.
- 6.3 The Designated Election Officials shall either proceed to the next home voting visit upon completion of the call to restart Part 4 of this procedure or return to Election Headquarters to begin Part 8 of this procedure.

## Part 7: Vehicle or Mobile Device Malfunction

- 7.1 Designated Election Officials shall reasonably ensure proper function of mobile devices and vehicles used during home visits, including but not limited to a full range of availability to travel without recharging or refueling requirements during voting hours, and be void of any lapsed regular maintenance requirements or known existing malfunctions.
- 7.2 Both Designated Election Officials shall carry a mobile device with reliable network connections within the areas they are conducting home visits.
- 7.3 In the event a Designated Election Official at Election Headquarters does not receive a call within 15 minutes as anticipated, scheduled, or outlined in this procedure, the Designated Election Official shall call the Designated Election Officials scheduled to be at the home visit.
- 7.4 The Clerk and elector scheduled for the visit are promptly advised of the delays as necessary and any scheduled changes to the visit if the Designated Election Officials can connect their call.
- 7.5 The Clerk and elector scheduled for the home voting service visit are notified immediately by the Designated Election Official at Elections Headquarters and advised the scheduled home visit is cancelled due to a specified malfunction, and the elector retains their voting rights as outlined in section 4.16 of this procedure, if:
- the Designated Election Officials are unable to connect their call outlined in section 7.4 of this Part,
  - a vehicle malfunction occurs which reasonably prevents the scheduled home voting service occurring as planned where the Designated Election Officials in the vehicle maintain network connectivity on their mobile device(s), or
  - Designated Election Officials are experiencing a mobile device malfunction at the home visit which reasonably prevents the home voting service from occurring as outlined in this procedure.

- 7.6 The Designated Election Official at Election Headquarters shall mark any cancelled scheduled home visit as cancelled in duplicate on the digital and print-out copies of the Home Voting Schedule spreadsheet.
- 7.7 Additionally, if subsection 7.5 a. or b. occurs, the Clerk and a Designated Election Official shall:
- use a designated back-up vehicle to drive the route provided to them in section 4.2 of this procedure until they are reconnected with or have found the Designated Election Officials scheduled to complete the home voting service, and
  - retrieves, if necessary and as applicable, any completed ballots or home voting kits for either continuation of remaining scheduled home voting service visits during the voting hours to restart Part 4 of this procedure or return to Election Headquarters to begin Part 8 of this Procedure.
- 7.8 Additionally, if subsection 7.5 c. occurs, the Designated Election Officials at the scheduled electors home visit shall:
- provide a courtesy in-person update to the elector at their home that they cannot continue due to connectivity issues with Election Headquarters, as applicable,
  - return to the last location on their route where a connection is restored to call the Designated Election Official at Election Headquarters for advising of the network connectivity issues, and
  - continue to complete remaining scheduled home voting service visits during the voting hours to restart Part 4 of this procedure or return to Election Headquarters to begin Part 8 of this Procedure.

## Part 8: Close of Home Voting Hours

- 8.1 Designated Election Officials shall return to Election Headquarters at the end of voting hours or when the final home voting visit has been completed and in accordance with the principles of [section 43\(5\)](#) of the Act:
- seal the larger envelope designated to contain all sealed envelopes while signing the seal along with any candidates or scrutineers who may be present and wanting to do so,
  - place declined and unused ballots in separate envelopes,
  - count or calculate the number of electors whose names appear on the voting list or on the list who has voted, and any additions to the voters lists processed and record this number in the space provided on the Statement of the Designated Election Official,
  - prepare a list showing the name of each person who has voted on that day and identifying their voting place as a home voting place,
  - removing the previous day ballot box seal, if applicable and necessary to place the larger envelope designated to contain all sealed envelopes into the ballot box, and
  - sealing or resealing the ballot box designated for home voting at Election, and Headquarters while signing the seal along with any candidates or scrutineers who may be present and wanting to do so.

- 8.2 The Designated Election Officials shall then complete the tracking spreadsheet or statement in accordance with [section 55](#) and in duplicate of the number of:
- ballots received from the Clerk,
  - electors who voted,
  - unused ballots,
  - declined ballots, and
  - sign and obtain the signatures of all Designated Election Officials.
- 8.3 The Supervising Deputy Returning Officer shall then:
- place the original copy or copies of the statement(s) in the statement envelope,
  - attach the duplicate copy of the statement to a copy of the Voter's List, if applicable,
  - seal all envelopes,
  - place all supplies back into the home voting kit if necessary, seal it, and
  - return the sealed ballot box, the sealed home voting kit, and the tracking sheet or statement envelope to the secure location withing Election Headquarters.
- 8.4 The home voting service vote counting is completed in accordance with Part 12 of the By-law Authorized Voting and Vote Count Equipment procedures.
- 8.5 The total votes cast for each candidate at the advance vote shall only be made available after 8 p.m. on Voting Day in accordance with Part 14 of the By-law Authorized Voting and Vote Count Equipment procedures.

The Designated Election Officials shall return to the Election Headquarters to pick up required Home Voting Kit, as well as a new empty ballot box.

## **Roles:**

The Legislative Coordinator is responsible for drafting the home voting procedures

The Clerk is responsible for maintenance and revisions of these procedures in accordance with the Act, and for completing or designating for completion the relevant established procedures as prescribed.

The Legislative Coordinator and Deputy Clerk are responsible for peer reviewing drafted procedures, and any revisions to established procedures.

## **Reference and Related Documents:**

[Municipal Elections Act, 1996](#)

[By-law 2025-048](#) A By-law to provide for a home voting service during the advance voting period for the 2026 Town of Caledon Municipal and School Board Election

[By-law 2025-047](#) Clerks procedures and forms for By-law Authorized Voting and Vote Counting Equipment

Home Voting Acknowledgement Form

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR