

At-Home Voting	City Clerk – Election Office
	Procedure No.: EO-26-012

1. Purpose

- 1.1 The purpose of this procedure is to outline the facilitation of at-home voting for eligible electors who, due to medical, mobility, accessibility, or other qualifying barriers, are unable to vote at a designated voting location or participate in online voting.

2. Application

- 2.1 This procedure applies to election officials designated by the City Clerk and electors during City of Cambridge municipal and school board elections or by-elections.

3. Legislative Authority

- 3.1 The Municipal Elections Act, 1996 (MEA) provides powers of the City Clerk, these include the power to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in the City Clerk's opinion, is necessary or desirable for conducting the election (MEA s.12(1)).

4. Definitions

- 4.1 **Homebound Elector** means an elector whose medical condition, injury, disability, or other qualifying barrier restricts their ability to participate in the election through standard voting methods, such that they cannot reasonably attend a voting location or independently access the online voting system.

5. Procedure

Application

- 5.1 Every eligible elector who wishes to vote through the At-Home Voting Program must:
- 5.1.1 Be listed on the voters' list;
 - 5.1.2 Attest that their mobility or functional ability is restricted to the extent that they are unable to attend a voting place in person and that they meet the

eligibility criteria for a Homebound Elector, as defined in the Definitions section of this procedure. *Note: Caregivers are not eligible to participate in this program solely by virtue of their caregiving role; and*

- 5.1.3 Present acceptable identification in accordance with EO 26-002
Identification Requirements: Electors, Candidates, and Third Parties.
- 5.2 A home visit may be requested through one of the following methods:
 - 5.2.1 By phone to (519) 513-6415; or
 - 5.2.2 By email to election@cambridge.ca
- 5.3 An elector requesting a home visit shall provide their name, contact information, qualifying City of Cambridge address, date of birth, and preferred date and time for the visit.
- 5.4 A designated election official shall verify that the elector is included on the Voters' List.
 - 5.4.1 If the elector is found on the Voters' List, the elector shall be asked to confirm their school support designation.
 - 5.4.2 If the elector is not found on the Voters' List, or if any of the elector's information is incorrect, the designated election official shall assist the elector in adding or updating their information on the Voters' List in accordance with Procedure EO 26-011 *Applications to Amend the Voters' List*.
- 5.5 A designated election official shall review the request and contact the elector to schedule the home visit. During this contact, the election official shall confirm that the elector possesses acceptable identification and determine whether any voting accommodations are required.

Candidates and Scrutineers

- 5.6 Candidates and their scrutineers shall not accompany election officials or attend any at-home voting.
- 5.7 Candidates and scrutineers may attend the opening and tabulation of sealed at-home voting ballots following the close of voting on Election Day, October 26, 2026. The City Clerk shall provide candidates with advance notice of the date, time, and location of the opening and tabulation process.

At-Home Voting Visit

- 5.8 Each home visit shall be conducted by a team of designated election officials.

- 5.9 Prior to entering an elector's residence to conduct at-home voting, a designated election official shall verify that the elector has not already been marked as having voted on the Voters' List.
- 5.10 The elector shall provide acceptable identification in accordance with procedure EO 26-002 *Identification Requirements: Electors, Candidates, and Third Parties*.
- 5.11 Election officials shall provide the elector with the appropriate ballot and shall mark the elector as having voted on the Voters' List.
- 5.12 Following the issuance of the ballot, election officials shall place the ballot in a secrecy sleeve and provide it to the elector for voting.
- 5.13 Once the elector has completed voting, the elector shall place the ballot in the secrecy sleeve and return it to an election official for deposit into the ballot box.
- 5.14 Upon completion of scheduled at-home voting appointments, the sealed ballot box shall be returned to City Hall and secured.

Tabulation and Results

- 5.15 Following the close of voting on Election Day, designated election officials shall attend at the date, time, and location established by the City Clerk to tabulate the secured at-home voting ballots.
- 5.16 Election officials shall remove each ballot from the ballot box and ensure that it remains concealed within a secrecy sleeve before being processed through the designated tabulator, thereby preserving the secrecy of the vote.
- 5.17 The tabulation of at-home voting ballots shall be conducted in accordance with procedure EO 26-007 *Alternative Voting Methods: Use of Optical Scan Tabulators, Marking Devices and Online Voting*.
- 5.18 The results of at-home voting shall be incorporated into the City's election results system on election night.
- 5.19 Where adjudication of a ballot is required during the tabulation of an at-home voting ballot, election officials shall follow procedure EO 26-008 *Ballot Casting and Adjudication*.

Recount

- 5.20 Where a recount is conducted, the votes cast through at-home voting shall be counted in accordance with procedure EO 26-009 *Recount*

6. Legislation

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

7. Related Policies/Procedures

EO 26-002 Identification Requirements: Electors, Candidates, and Third Parties.

EO 26-007 Alternative Voting Methods: Use of Optical Scan Tabulators, Marking Devices and Online Voting.

EO 26-008 Ballot Casting and Adjudication.

EO 26-009 Recount

EO 26-011 Applications to Amend the Voters' List

8. Revision History

Action	Date
Procedure Approved	July 2026