

Identification requirements for third party advertisers	City Clerk's Office – Election Services
	Policy No.: POL-TPA-001

1. Policy

- 1.1. All persons filing a Notice of Registration on their own behalf or on behalf of an individual, corporation or trade union to become a registered third party advertiser must present current documentation that verifies their identity.
- 1.2. Individual registrants filing on their own behalf must present identification containing their name, qualifying Ontario address and signature to an election official at the time of filing.
- 1.3. Official representatives that are authorized to file on behalf of a corporation or trade union registrant must present identification that contains their name and signature.

2. Application

- 2.1. This policy applies to persons filing a Notice of Registration on their own behalf or on behalf of an individual, corporation or trade union to become a registered third party advertiser in City of Toronto municipal elections and/or by-elections.

3. Authority/Legislative reference(s)

- 3.1. Section 12(3) of the Municipal Elections Act, 1996 (MEA) provides the City Clerk with the power to require a person to furnish proof that is satisfactory to the election official of the person's identity or qualifications.
- 3.2. Sections 88.6 of the MEA outline the eligibility requirements for filing a Notice of Registration to become a registered third party advertiser.
- 3.3. Section 88 of the MEA outlines the requirements of the City Clerk in keeping and maintaining election records, including those collected through the registration process.

4. Acceptable forms of identification

- 4.1. The form(s) of identification presented may be an original, or a certified or notarized copy, of the document, or combination of documents. See Appendix "A" and "B" for a sample of acceptable identification.

- 4.1.1. For an individual registrant filing on their own behalf: The person may present one piece of identification showing name, qualifying address and signature. Alternatively, a person may present two pieces of identification, with one showing name and qualifying address and another showing name and signature.
- 4.1.2. For an agent filing on behalf of an individual registrant: The agent must present identification showing name and signature, and a copy of the individual registrant's acceptable identification as outlined in 4.1.1.
- 4.1.3. For a person filing as the official representative of a trade union or corporation registrant: An official representative must present one piece of identification showing name and signature. This person must also present a board resolution from the corporation or trade union authorizing them to act on behalf of the corporation or trade union, as the case may be.

5. Implementation

- 5.1. The City Clerk requires the following documentation of an individual and/or an official representative of a corporation or trade union to establish a person's identity:
 - 5.1.1. Individual:
 - (a) Individual registrants filing a Notice of Registration on their own behalf to become a registered third party advertiser must provide original identification that demonstrates proof of their name, qualifying address within the Province of Ontario, and signature.
 - (b) In the case where an agent is acting on behalf of an individual registrant filing a Notice of Registration to become a registered third party advertiser, the agent must provide their own original identification as well as an original piece, or a certified or notarized copy, of identification belonging to the individual registrant for whom the Notice of Registration is being filed.
 - (c) The individual registrant's last name or single name on the Notice of Registration must match the name shown on the identification provided. However, the individual registrant's first name may be shortened or modified subject to agreement by the City Clerk (e.g., Neethan for Navaneethan, Mike for Michael, or Pam for Pamela, etc.).
 - Exception – middle names
If the individual registrant filing the Notice of Registration provides acceptable identification that demonstrates that they are commonly

known by their middle name, then their middle name may replace their first name as the name to be displayed on the Notice of Registration.

- (d) The name of the individual appearing on the certified Notice of Registration is the legal name of the registered third party advertiser. The name of the individual registrant will appear on the list of registered third party advertisers which is posted on the City of Toronto website and the City Clerk's Election Services' public kiosk application.

5.1.2. Official representative of a corporation or trade union:

- (a) An official representative filing a Notice of Registration on behalf of a corporation or trade union registrant to become a registered third party advertiser must provide their own original identification that demonstrates proof of their name and signature.
- (b) The name and signature on the identification documents must match the official representative's name and signature as it appears in the Notice of Registration. The identification must also match the name of the official representative as set out in the board resolution.
- (c) The name of the corporation or trade union registrant appearing on the certified Notice of Registration is the legal name of the registered third party advertiser. Along with the name of the registered third party advertiser, the official representative's name will appear on the list of registered third party advertisers, which is posted on the City of Toronto website and the City Clerk's Election Services' public kiosk application.

6. Retention of identification

6.1. All documents and materials filed with or prepared by the City Clerk or any other election official under the MEA are public records and, until their destruction, may be inspected by any person at the City Clerk's Office when the office is open.

6.1.1. The City Clerk will retain copies of the identification in a secure manner that prevents unauthorized access for 120 days after declaring the results of the election.

6.1.2. The City Clerk will destroy the identification after the 120 day period has elapsed unless a court orders otherwise or in the event of a recount in accordance with sections 88(2) and 88(3) of the MEA.

Date Approved: April 2018

Appendix “A” – Acceptable identification for an individual registration

Acceptable Identification

1. One piece of ID showing Name, Ontario Address, and Signature

- Ontario driver’s licence
- Ontario Health Card (photo card with address)
- Ontario motor vehicle permit (plate portion)
- Cancelled personalized cheque
- Mortgage, lease or rental agreement
- Insurance policy
- Loan or financial agreement with a financial institution
- Document issued or certified by a court in Ontario
- Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada).

OR Two pieces of ID:

2. First piece of ID showing Name and signature	3. Second piece of ID showing Name and Ontario address
<ul style="list-style-type: none"> • Ontario driver’s licence • Ontario Health Card • Ontario motor vehicle permit (plate portion) • Canadian passport • Certificate of Canadian Citizenship • Certificate of Indian Status • Veterans Affairs Canada Health Card • Social Insurance Number Card • Old Age Security Card • Credit card • Debit card • Employee Identification card • Student Identification card issued by a post-secondary institution • Union Identification card or professional licence card • Cancelled personalized cheque • Mortgage, lease or rental agreement for property in Ontario • Insurance policy • Document issued or certified by a court in Ontario • Any other document issued by the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government • Any document from a Band Council in Ontario established under the Indian Act (Canada) 	<ul style="list-style-type: none"> • Ontario motor vehicle permit (vehicle portion) • Income tax assessment notice • Child Tax Benefit Statement • Statement of Employment Insurance Benefits Paid T4E • Statement of Old Age Security T4A (OAS) • Statement of Canada Pension Plan Benefits T4A (P) • Canada Pension Plan Statement of Contributions • Statement of Direct Deposit for Ontario Works • Statement of Direct Deposit for Ontario Disability Support Program • Workplace Safety and Insurance Board Statement of Benefits T5007 • Property tax assessment • Insurance statement • Mortgage, lease or rental statement for property in Ontario • Credit card, bank account, RRSP, RRIF, RHOSP or T5 statement • CNIB Card or a card from another registered charitable organization which provides services to persons with disabilities • Hospital card or record • Document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution • Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission • Cheque stub, T4 or pay receipt issued by an employer • Transcript or report card from a post-secondary school • Document issued or certified by a court in Ontario • Any other document issued by the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government • Any document from a Band Council in Ontario established under the Indian Act (Canada)

Appendix “B” – Acceptable identification for an official representative

Acceptable Identification

One piece of ID showing Name and Signature

- Any of the documentation listed in Appendix A, #1 and/or 2.
- Any government-issued identification.