

<b>Revising the voters' list before election day</b>	City Clerk's Office – Election Services
	<b>Procedure No.:</b> PRO-GVD-002

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## 1. Purpose

This document outlines the City Clerk's procedure for adding or revising an elector's information on the voters' list.

## 2. Application

This procedure applies to election officials designated by the City Clerk and electors during City of Toronto municipal elections, by-elections, and/or referendums conducted by the City Clerk.

## 3. Authority/Legislative reference(s)

Section 23 of the Municipal Elections Act, 1996 (MEA) states that, on or before September 1 in an election year, the City Clerk shall have the voters' list reproduced and determine where and at what time applications for revisions to the list may be made.

Section 24 of the MEA allows for electors to apply to add or remove their name from the voters' list, or amend their information on the voters' list.

Section 28 of the MEA states that the City Clerk shall prepare and certify the voters' list for use in each voting place established under section 45.

## 4. Revision Period

- (1) The time period where an applicant can make an application to the City Clerk requesting a revision to the voters' list is limited as follows:
  - (a) in the case of a regular election, the period begins on September 1 and ends on election day;
  - (b) in the case of a by-election or referendum, the City Clerk shall set the period to begin the day the voters' list is publicly available and end on election day.

## 5. Adding, correcting or removing voter information on the voters' list

- (1) During the revision period an elector may apply to add, correct information or remove themselves from the voters' list by either:
  - (a) obtaining an amendment application in person from a location designated by the City Clerk during normal business hours; or
  - (b) contacting the election call centre or emailing the elections office to request an amendment be made, or for an amendment application to be mailed or emailed to them; or
  - (c) completing the amendment application using the City's online voters' list tool.

Note: The online tool cannot be used to remove an elector from the voters' list.

- (2) Prior to issuing or accepting an amendment application, the designated election official shall confirm whether or not the name of the elector is on the voters' list.
- (3) If the elector's name is not on the voters' list, an amendment application shall be completed.

To remove a deceased person's name from the voters' list, refer to the City Clerk's procedure for *Removal of deceased person's name from voters' list*.

## 6. Completing an amendment application

- (1) The elector shall provide all information necessary to amend the application.
  - (a) If the elector is applying to remove themselves from the voters' list, they must provide either an original or copy of their identification.
- (2) Once the designated election official has received the amendment application, they shall verify the information.

## 7. Approval or refusal of the amendment application

- (1) If satisfied that the applicant is entitled to have the requested change made, the designated election official shall contact the applicant to inform them of the approval.
- (2) If not satisfied that the applicant is entitled to have the requested change made, the designated election official shall contact the applicant to note the reason for refusal.

- (3) The applicant will be notified of the approval or refusal of their amendment application either in-person or by phone, mail or email, depending on the applicant's preferred method of communication.

## **8. Voters' list certification**

Each reproduced voters' list will include the City Clerk's certificate declaring that the list contains the names of persons entitled to vote in the Municipal Election.

## **9. Provisional status**

- (1) Any addition or amendment to the voters' list prior to election day that is made without providing identification to elections staff shall be considered provisional.
- (2) Electors on the voters' list with provisional status who are not able to supply acceptable identification at the voting place will not be eligible to take a Declaration of Identity in order to receive a ballot.

## **10. During the advance vote and on election day**

During the advance vote and on election day, the procedure for revising the voters' list is outlined in the City Clerk's procedure for *Voting place management during the advance vote* and in the City Clerk's procedure for *Voting place management on election day*, respectively.

**Date Approved: May 2018**