

Identification requirements for electors	City Clerk's Office – Election Services
	Policy No.: POL-LCEF-003

1. Policy

All electors (or their agents) seeking to have their name added to or removed from the voters' list or to have information relating to them on the voters' list amended, and electors wishing to appoint or be appointed as a voting proxy, must present identification that verifies their name and qualifying address.

2. Application

This policy applies to City of Toronto municipal elections and by-elections. This policy does not address identification requirements for obtaining a ballot; those are addressed in section 52 of the *Municipal Elections Act, 1996* (the "MEA") and Ontario Regulation 304/13 made under the MEA.

3. Authority/Legislative reference(s)

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.

4. Acceptable forms of identification

- (1) Where an elector is required to present identification to an election official for the purposes of this policy, the City Clerk has elected to use the identification described by Ontario Regulation 304/13, set out in Appendix "A", as proof of the elector's identity and residence.
- (2) In a regular election or by-election for Council, where an elector is the spouse—as defined in section 3(1) of the *City of Toronto Act, 2006*—of a non-resident owner or tenant of land in the City of Toronto, that elector must provide:
 - (a) acceptable identification showing their name and address; and
 - (b) one of the following:
 - (i) a government issued document confirming the elector's marital status to the non-resident owner or tenant of land in the City of Toronto; or

(ii) in the event that the elector is a person living outside marriage in a conjugal relationship, then a government issued document proving that the elector and their spouse:

(a) have cohabited for at least one year;

(b) are together the parents of a child; or

(c) have together entered into a cohabitation agreement under section 53 of the *Family Law Act*.

(3) A Voter Identification Card is not considered identification at the voting place.

5. Implementation

Request to change the voters' list

(1) During the revision period, a person may submit an amendment application to add, remove, or amend their name from the voters' list.

(a) The amendment application may be done in-person, by phone, by mail, online using the City's voters' list tool or by email.

(i) The online tool cannot be used to remove an elector from the voters' list.

(b) Any amendment application requests submitted during this period will be reflected on the voters' list for voting day.

(2) Applications made in person must be accompanied by the applicant's original identification.

(3) Applications made by phone, mail, email, or using the City's online tool do not require identification to be shown at the time of amendment and are therefore considered provisional.

(a) Electors who have made provisional amendment applications must show acceptable identification at the voting place in order to receive a ballot.

(b) If an elector who has made a provisional amendment application is not able to produce acceptable identification at the voting place, they will not be eligible to take a Declaration of Identity.

(i) The elector will be informed that they must return with acceptable identification in order to be issued a ballot.

Voting Proxy

- (4) A person who is qualified to be an elector in Toronto may appoint another person who is also qualified to act as their voting proxy.
- (5) The person who has been appointed as the voting proxy must complete the Voting Proxy Appointment form and present it in person along with their original identification and an original or a copy of the elector's identification to the City Clerk's Office to obtain a Voting Proxy Certificate.

6. Exceptions

Person with no permanent lodging place

- (1) If a person is unable to provide identification because they do not have a permanent lodging place, a declaration regarding the places to which they most frequently returned to eat or sleep during the previous five weeks may serve as proof of residency and qualification, in the absence of evidence to the contrary.

Persons in institutions and retirement homes

- (2) If a resident of a retirement facility or an institution (long-term care) does not have identification as described in Appendix "A" readily available, then any document issued by the institution can be accepted as identification, including the patient's chart or name on their bed, a wrist-bracelet and/or a list of residents provided by the institution. If an administrator of the facility is present, they can also confirm the identity of the resident.

Person with a disability

- (3) If a person is unable to provide identification with a signature because a disability prevents them from signing any document, they shall still be added to the voters' list and be provided a ballot upon providing acceptable identification as per Appendix "A".

7. Retention of identification

- (1) All copies of identification received by the City Clerk's Office for the purpose of adding to, removing from, or amending the voters' list or obtaining a Voting Proxy Certificate, must be:
 - (a) returned to the elector and/or their agent, if submitted in person;
 - (b) returned to the elector and/or their agent, if an original document is received by mail; or

(c) destroyed upon verification of the elector's identity, if provided as a copy and received by mail.

8. Special Circumstances

Where the Clerk deems necessary in special circumstances, which are not addressed in the legislation or this policy, the Clerk shall have full authority to accept other identification from an elector.

Date Approved: March 2018

Appendix “A” – Elector identification

In compliance with Ontario Regulation 304/13, made under the *Municipal Elections Act, 1996*, the following is prescribed as the proof of identity and residence that a person may present to show their name and address for the purposes of this policy.

Acceptable Identification

One piece of ID: showing Name and Qualifying Address

NOTE: The Voter Information Card cannot be used as Identification

- Ontario driver’s licence
- Ontario Health Card (photo card, showing name and address)
- Ontario Photo Card
- Ontario motor vehicle permit (vehicle portion)
- cancelled personalized cheque
- Mortgage statement, lease or rental agreement relating to property in Ontario
- Insurance policy or insurance statement
- Loan agreement or other 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 or such a government
- Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
- 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
- Credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- CNIB card or a card from another registered charitable organization that 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
- document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
- Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- Cheque stub, T4 statement or pay receipt issued by an employer
- Transcript or report card from a post-secondary school