

Identification requirements for candidates	City Clerk's Office – Election Services
	Policy No.: POL-LCEF-002

1. Policy

All persons filing a nomination for office or changing qualifying information on their Nomination Paper must present current identification that verifies their name, qualifying address and signature to an election official.

All persons withdrawing a nomination or submitting a Change of Ward Notification form¹ must present current identification that verifies their name and qualifying address to an election official.

2. Application

This policy applies to candidates running for office in all City of Toronto municipal elections and/or by-elections.

3. Authority/Legislative reference(s)

Section 10(1) of the Municipal Elections Act, 1996 (MEA) extends the City of Toronto's 2018 nomination period for the offices of councillor and school board trustee and requires those wishing to continue as candidates to notify the City Clerk in writing of the ward in the office for which they want to be nominated.

Section 12(3) of the 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.

Sections 33 and 36 of the MEA outline the requirements for a person filing and withdrawing their nomination as a candidate.

Section 88 of the MEA outlines the requirements of the City Clerk in keeping and maintaining election records, including those collected through the nomination process.

Section 7(1) of Ontario Regulation 407/18 filed under the MEA states that notice provided shall be in the form established by the City Clerk under section 12(2) of the MEA.

¹ Candidates who filed for the office of councillor or school board trustee on or before July 27, 2018 and who wish to continue to be candidate in the election must submit a Change of Ward Notification form to notify the City Clerk of the new ward in the office for which they want to be nominated.

4. Acceptable forms of identification

A 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. The identification(s) presented may be an original, or a certified or notarized copy, of the document, or combination of documents.

To withdraw from office or submit a Change of Ward Notification form, a person may present one piece of identification showing name and qualifying address.

See Appendix "A" for a sample of acceptable identification.

5. Implementation

(1) To establish the person's identity, the City Clerk requires that:

- a) All persons filing a nomination for office or changing qualifying information on their Nomination Paper to provide original identification that demonstrates proof of their name, qualifying address within the City of Toronto or jurisdiction (as in the case of school trustees), and signature.
 - b) All persons withdrawing a nomination or submitting a Change of Ward Notification form to provide original identification that demonstrates proof of their name and qualifying address within the City of Toronto or jurisdiction (as in the case of school trustees).
 - c) In the case where an agent is acting on behalf of a person filing a nomination paper or Change of Ward Notification form on behalf of a candidate, the agent must provide their own original identification as well as an original or copy of identification belonging to the person for whom the form is being filed.
 - d) The person's last name or single name on the nomination paper must match the name shown on the identification provided. However, the person'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...).
- Nicknames, slogans, initials, occupations, degrees, titles, honours or decorations are not permitted to replace or to be added to the name when filing a nomination.
 - Exception – middle names

If the person filing the nomination provides acceptable identification that demonstrates 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 nomination paper.

- e) The name on the certified nomination paper will be the name displayed on the ballot.

(2) Exception - persons with no permanent lodging place

If a person is unable to provide identification because they do not have a permanent lodging place, an affidavit regarding the places to which they 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, for the purpose of filing a nomination as set out in section 2(3) of the MEA.

6. Retention of identification

- (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.
- (2) 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.
- (3) 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: August 2018

Appendix “A” – Acceptable identification for candidates

Acceptable Identification

One piece of ID: showing Name, Toronto 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:

First piece of ID showing Name and Signature	Second piece of ID showing Name and Toronto 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, RRIIF, 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)