

Mail-in voting program for individuals remanded in correctional facilities	City Clerk's Office – Toronto Elections
	Procedure No.: PRO-ELER-006

Table of Contents

1.	Purpose	1
2.	Application	1
3.	Authority/Legislative Reference(s)	1
4.	Requesting a Mail-in Voting Package	1
5.	Mail-in Voting Package Delivery	1
6.	Mail-in Voting Package Pick up	2
7.	Related Policies/Procedures/Guidelines/Information	2

Mail-in voting program for individuals remanded in correctional facilities	City Clerk's Office – Toronto Elections
	Procedure No.: PRO-ELER-006

1. Purpose

This document sets out the procedures for eligible electors on remand in correctional facilities identified by the City Clerk to vote by mail: how they will apply, receive and return their mail-in voting package. All other aspects of voting by mail will be the same as established in the City Clerk's procedure for the *Mail-in voting program*.

2. Application

These procedures apply to election officials designated by the City Clerk and electors during the 2022 Toronto municipal election.

3. Authority/Legislative Reference(s)

Section 42(1) (b) of the Municipal Elections Act, 1996 provides that a municipality may, by by-law, authorize electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote.

Section 2B of the City of Toronto Municipal Code, Chapter 53, Elections, authorizes the use of mail-in voting for municipal elections in the City of Toronto.

4. Requesting a Mail-in Voting Package

A mail-in voting package can be requested by an eligible elector on remand in a correctional facility by filling out the mail-in voting application provided by the correctional facility's designated liaison officer. Both the elector and the liaison officer must sign the declaration of identification verification form when requesting to vote by mail. The liaison officer will confirm the elector's Toronto address when signing the form.

Toronto Elections will pick up all mail-in voting applications from the liaison officer on a pre-determined date set by the City Clerk and will process the applications according to the City Clerk's *Mail-in voting program* procedure.

5. Mail-in Voting Package Delivery

Approved electors will have their mail-in voting packages delivered by Toronto Elections to the liaison officer at the correctional facility. The liaison officer will distribute them to the approved electors.

- (1) The elector will return their completed mail-in voting package to the designated liaison officer by the date determined by the City Clerk.

6. Mail-in Voting Package Pick up

Toronto Elections will pick up the completed mail-in voting packages from the liaison officer at the correctional facility on a date determined by the City Clerk. All packages will be processed in accordance with the City Clerk's *Mail-in voting program* procedure.

7. Related Policies/Procedures/Guidelines/Information

City Clerk's procedure for the *Mail-in voting program*.

Date Approved: May 2022