



Ballot transfers	City Clerk's Office – Toronto Elections
	Procedure No.: PRO-DVT-003

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1. Purpose

This document outlines the Toronto Elections procedure for allowing an elector to transfer their ballot to another voting place within their ward in order to enable them to vote.

2. Application

This procedure applies to election officials designated by the City Clerk and electors in Toronto municipal elections.

3. Authority/Legislative Reference(s)

Section 12 of the Municipal Elections Act, 1996 states that the City Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in their opinion, is necessary or desirable for conducting the election.

4. Implementation

Requesting a ballot transfer

- (1) An elector may request to have their ballot transferred to another voting place within their ward to enable them to vote. Requests should be made as soon as possible to ensure sufficient time for processing.
- (2) An elector who wishes to transfer their ballot may:
 - (a) Contact the election call centre to request the ballot transfer form be mailed/emailed; or
 - (b) Obtain a ballot transfer form in person from a location designated by the City Clerk during normal business hours.

Where the ballot transfer request is approved

- (3) Designated election officials complete and issue a Ballot Transfer Request to the elector by mail, email or in person.
 - (a) If no amendments are required to the elector's information on the voters' list, the voter is identified as being on the voters' list as shown.
 - (b) If any amendments are required to the elector's information on the voters' list, a voters' list amendment form is completed and identified on the Ballot Transfer Request.
- (4) At the voting place, where possible, designated election official receives the Ballot Transfer Request.
- (5) At the originally assigned voting place, the designated election official strikes the elector from the voters' list and records "Ballot Transfer" where designated.
- (6) At the newly assigned voting place, the designated election official verifies that the elector is eligible to vote, then adds the elector to the voters' list, records "Ballot Transfer" where designated and issues a ballot to the elector.
- (7) The elector may be required to complete additional forms at the voting place to confirm eligibility to vote.
- (8) Designated election officials retain the documents relating to ballot transfers and file it where designated.

Where the ballot transfer request is denied

- (9) Where the request is denied, designated election officials notify the elector and, where appropriate, advise the Toronto Elections Manager responsible.

5. Retention of election documents

Designated election officials retain the documents relating to ballot transfers and file it where designated.

Date Approved: June 2022