

Revising the voters' list before voting day	City Clerk's Office – Toronto Elections
	Procedure No.: PRO-DVT-002-BE

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This procedure has been revised from the general election procedure approved June 2022.

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 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 provides that, on or before September 1 in the year of a regular election, the City Clerk shall have the voters' list reproduced and determine where and at what time applications for revisions to the voters' list may be made.

Section 24 of the Municipal Elections Act, 1996 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 Municipal Elections Act, 1996 provides that the City Clerk shall prepare and certify the voters' list for use in each voting place established under section 45.

A French-language rights holder is defined in the Education Act, 1990 and refers to the right of citizens whose first language is French to receive educational instruction in French.

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 voting 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 ends on voting 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 a voter list amendment application in person from a location designated by the City Clerk during normal business hours; or
 - (b) contacting Toronto Elections to request an amendment be made, or for a voter list amendment application to be mailed or emailed to them.
- (2) Prior to issuing or accepting a voter list 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, a voter list 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 a voter list amendment application

- (1) The elector shall provide all information necessary to submit a voter list amendment application.
- (2) If the elector is applying to remove themselves from the voters' list they must provide either an original or copy of their identification.
- (3) Electors that voted in the 2022 general election for the office of an English public or separate school board trustee are not eligible to submit a voter list amendment application for the January 23, 2022 by-election.
- (4) Once the designated election official has received the voter list amendment application, they shall verify the information.

7. Approval or refusal of a voter list 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 voter list amendment application either in-person or by phone, mail or email.

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 election.

9. Provisional status

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

10. During the advance vote and on voting day

During the advance vote and on voting day, the procedure for revising the voters' list is outlined in the City Clerk's procedure for *Voting place management during the 2023 by-election*.

11. Related Policies/Procedures/Guidelines/Information

City Clerk's policy on *Identification requirements for electors*.

City Clerk's procedure for *Voting place management during the 2023 by-election*.

Date Approved: December 2022