

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

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1. Purpose

This document sets out the modifications to the *Mail-in voting program* procedure, for individuals remanded in correctional facilities.

2. Application

This procedure applies to election officials designated by the City Clerk and electors remanded in correctional facilities.

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 Toronto municipal elections.

4. Administration

Mail-in voting application process

- (1) A mail-in voting package can be requested by filling out the mail-in voting application provided by the facility liaison officer.
- (2) Both the elector and the facility liaison officer will sign the declaration of identification verification form.
- (3) The facility liaison officer will confirm the elector's Toronto address when signing the form.
- (4) Toronto Elections will collect all mail-in voting applications from the facility liaison officer on a pre-determined date.

Mail-in voting package delivery process

- (5) Mail-in voting packages will be delivered to the facility liaison officer and distributed to electors.
- (6) Electors will return their completed mail-in voting package to the facility liaison officer by a date determined by the City Clerk.

- (7) Completed mail-in voting packages will be returned to Toronto Elections.
- (8) All packages will be processed in accordance with the City Clerk's *Mail-in voting program* procedure.

5. Related policies and procedures

Mail-in voting program

Date Approved: September 2023