TORONTO

Voting during advance vote and on election day	City Clerk's Office – Toronto Elections
	Procedure No.: PRO-ELER-001-WBE

Table of Contents

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1. Purpose

This document outlines the procedure for voting during advance vote and on election day.

2. Application

This procedure applies to election officials designated by the City Clerk, electors, candidates and scrutineers during Toronto elections and/or by-elections.

3. Authority/Legislative reference(s)

Section 43 of the Municipal Elections Act, 1996 provides that each local municipality must hold an advance vote on one or more dates before election day, and provides discretion to the Clerk on the dates for advance vote, the number and locations of voting places, and voting hours.

4. The opening of voting

Voting places shall open at the time the City Clerk designates for advance voting and at 10:00 a.m. on election day.

5. Voters' list

Designated election officials shall use an electronic voters' list during advance vote and a hard copy voters' list on election day.

6. Issuing a ballot

(1) Electors will be issued a ballot in the following circumstances:

    (a) the elector is on the voters' list and presents identification;

    (b) the elector is on the voters' list, does not have identification and completes a Declaration of Identity;

    (c) the elector is on the voters' list with incorrect information, presents identification and completes a Voters' List Amendment Application to correct their information on the voters' list;

(d) the elector is not on the voters' list, presents identification and completes a Voters' List Amendment Application to add themselves to the voters' list; or

(e) the elector is not on the voters' list and is experiencing homelessness, is unable to provide identification because they do not have a permanent lodging place and completes a Voters' List Amendment Application to add themselves to the voters' list. Refer to the policy on *Identification requirements for electors, section 5(1).*

(2) An elector who has been issued a ballot may not:

(a) leave the voting place with the ballot; or

(b) return the ballot to a designated election official in order to leave the voting place and return to vote at a later time.

7. Removing a name from the voters' list

(1) A person may remove their name from the voters' list by presenting identification and completing a Voters' List Amendment Application.

8. The close of voting

(1) The voting place shall close at the time the City Clerk designates during advance vote and at 8:00 p.m. on election day.

(2) Any electors remaining in line at the close of voting are permitted to vote. A designated election official shall stand at the end of the line to prevent any additional electors from joining the line.

9. Related Policies and Procedures

Identification requirements for electors

Date Approved: October 2023