

<b>Revising the voters' list</b>	City Clerk's Office – Toronto Elections
	<b>Procedure No.:</b> PRO-DVT-002-WBE

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**1. Purpose**

This document outlines the procedure for persons to add their name to or remove their name from the voters' list or to amend their information on the voters' list.

**2. Application**

This procedure applies to election officials designated by the City Clerk and persons requesting a change to the voters' list during Toronto 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 persons to apply to add their names to or remove their names 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.

Section 65 subsection (4) paragraph 5 of the Municipal Elections Act, 1996 outlines that in the case of a by-election, applications to revise the voters' list may be made under section 24 and 25 during the period that begins when the Clerk has made corrections as described in subparagraph iii of paragraph 4 and ends at the close of voting on voting day.

**4. Revision Period**

- (1) The time period where a person can make an application to the City Clerk requesting a revision to the voters' list is limited as follows:

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- (a) in the case of a regular election, the period begins on September 1 and ends on election day;
  - (b) in the case of a by-election or referendum, the City Clerk shall set the period that begins on the day the voters' list is publicly available and ends on election day.

**5. Adding names to or removing names from the voters' list or amending information on the voters' list**

- (1) For the by-election, a person may apply to add their name to or remove their name from the voters' list or to amend their information on the voters' list by:
  - (a) obtaining a Voters' 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 Voters' List Amendment Application to be mailed or emailed to them; or
  - (c) submitting the amendments using the online voters' list tool; or
  - (d) attending in-person at a voting place during advance vote and at the elector's voting place on election day.
- (2) To remove a deceased person's name from the voters' list, refer to the procedure for *Removal of deceased person's name from voters' list*.

**6. Completing a Voters' List Amendment Application**

- (1) The person shall provide all information necessary to complete a Voters' List Amendment Application, including acceptable identification showing their name and address.
- (2) When all information is complete and verified, the designated election official will notify the applicant of the approval of Voters' List Amendment Application either in-person or by phone, mail or email.

**7. Provisional status**

- (1) Any addition or amendment to the voters' list prior to election day that is made without the person providing acceptable identification to election officials shall be considered provisional.

- (2) Persons on the voters' list with provisional status who are not able to provide acceptable identification at the voting place will not be eligible to make a Declaration of Identity in order to receive a ballot.
  - (a) The person will be informed that they must return with acceptable identification in order to be issued a ballot.

## **8. Voters' list certification**

- (1) 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. Related Policies and Procedures**

*Identification requirements for electors*

*Voting during advance vote and on election day*

**Date Approved:    October 2023**