

Removal of deceased person's name from voters' list	City Clerk's Office – Toronto Elections
	Policy No.: POL-DVT-003-WBE

1. Policy

A person may make an application in writing to the City Clerk requesting that a deceased person's name be removed from the voters' list. The City Clerk shall remove the person's name if they are satisfied that the person has died. This policy specifies the types of documents that are considered acceptable by the City Clerk as proof of death for removal of a deceased person's name from the voters' list.

2. Application

This policy applies to applicants or agents making a request for removal of a deceased persons' name from the voters' list for Toronto elections and/or by-elections.

3. Authority/Legislative reference(s)

Section 25 of the Municipal Elections Act, 1996 provides the City Clerk with authority to remove a person's name from the voters' list if they are satisfied that the person has died, and allows for individuals to make an application to the City Clerk requesting that a deceased person's name be removed from the voters' list.

Section 65 of the Municipal Elections Act, 1996 outlines that in the case of a by-election, applications to revise the voters' list may be made during the period that begins when the Clerk has made corrections and ends at the close of voting on voting day.

4. Acceptable documents showing proof of death

To apply for removal of a deceased elector from the voters' list for Toronto elections and/or by-elections, the applicant must show proof of death and may provide one of the following documents to meet this requirement:

- Burial or death certificate
- Document/receipt issued by a cemetery/crematorium in Ontario that proves burial or cremation
- Life or Group Insurance claim along with a statement signed by a medical doctor
- Medical Certification of Death
- Memorandum of notification of death issued by the Chief of the National Defence Staff

- Notarial copy of Letters of Probate
- Statement of Verification of Death from the Department of Veterans Affairs
- Obituary from a newspaper
- Official notification from the Public Trustee
- Program or notice from a funeral ceremony
- Registration of Death
- Statement from a medical doctor, a coroner or a funeral director
- Any other applicable document from the Government of Canada, a Canadian province or territory, a municipality in Canada, or from its agency proving a person's death

5. Timing, form and manner of application

- (1) The application to request removal of a deceased person's name from the voters' list must be made during the period that begins on September 1 and ends at the close of voting on voting day in a regular election. During a by-election, the application period begins when the City Clerk first makes corrections to the voters' list and ends at the close of voting on election day.
- (2) Applications must be completed on the authorized form, accompanied by an acceptable document showing proof of death and filed in the following manner:
 - (a) in person, by the applicant or their agent; or
 - (b) by mail, by the applicant; or
 - (c) in any other format and manner that the City Clerk specifies.
- (3) Outside of these periods, requests to remove a deceased person's name is the responsibility of the Chief Electoral Officer.

Date Approved: September 2024