

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

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## **1. Purpose**

This document sets out modifications to the *Mail-in voting program* procedure for individuals remanded in correctional institutions, who are not serving a sentence of imprisonment in a penal or correctional institution.

## **2. Application**

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

## **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 § 53-2.B 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 qualifying Toronto address when signing the form.
- (4) The facility liaison officer will send all mail-in voting applications to Toronto Elections by a pre-determined date.

### **Mail-in voting package delivery process**

- (5) Mail-in voting package(s) will be delivered to the facility liaison officer and distributed to elector(s).

- (6) Elector(s) will return their completed mail-in voting package to the facility liaison officer.
- (7) Completed mail-in voting packages must be returned to Toronto Elections by the facility liaison officer by a date determined by the City Clerk.
- (8) All packages received 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:    June 2025**