

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

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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.

Section 12(3) of the Municipal Elections Act, 1996 provides the City Clerk with the power to require a person to furnish proof that is satisfactory to the election official of the person's identity or qualifications.

Section 52(1)1 of the Municipal Elections Act, 1996 outlines the voting procedure to follow when a person enters the voting place and requests a ballot. Ontario Regulation 304/13 of the Municipal Elections Act, 1996 prescribes the proof of identity and residence requirements for voter identification.

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) Where an elector is required to present identification to an election official for the purposes of this procedure, the City Clerk has elected to use the identification described by Ontario Regulation 304/13, set out in Appendix "A" to this procedure, as proof of the elector's identity and residence.

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- (2) Electors will be issued a ballot by a designated election official 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)*.
- (3) 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. 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.

8. Related Policies and Procedures

Identification requirements for electors

Revising the voters' list

Date Approved: August 2025

Appendix “A” – Elector identification

In compliance with Ontario Regulation 304/13, made under the Municipal Elections Act, 1996, the following is prescribed as the proof of identity and residence that a person may present to show their name and address for the purposes of this policy.

Acceptable Identification

One piece of ID: showing Name and Qualifying Address

NOTE: The Voter Information Card cannot be used as Identification

- Ontario driver's licence
- Ontario Health Card (photo card, showing name and address)
- Ontario Photo Card
- Ontario motor vehicle permit (vehicle portion)
- Cancelled personalized cheque
- Mortgage statement, lease or rental agreement relating to property in Ontario
- Insurance policy or insurance statement
- Loan agreement or other financial agreement with a financial institution
- Document issued or certified by a court in Ontario
- Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government
- Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
- Income tax assessment notice
- Child Tax Benefit Statement
- Statement of Employment Insurance Benefits Paid T4E
- Statement of Old Age Security T4A (OAS)
- Statement of Canada Pension Plan Benefits T4A (P)
- Canada Pension Plan Statement of Contributions
- Statement of Direct Deposit for Ontario Works
- Statement of Direct Deposit for Ontario Disability Support Program
- Workplace Safety and Insurance Board Statement of Benefits T5007
- Property tax assessment
- Credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- CNIB card or a card from another registered charitable organization that provides services to persons with disabilities
- Hospital card or record
- Document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- Document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home
- Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- Cheque stub, T4 statement or pay receipt issued by an employer
- Transcript or report card from a post-secondary school