

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

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1. Purpose

This document sets out the 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 Toronto municipal elections and by-elections, in respect of 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.

Toronto Municipal Code Chapter 53, Elections, Article 1, § 53-2B authorizes the use of mail-in voting for Toronto municipal elections.

4. Administration

Mail-in voting application process

- (1) An elector can request a mail-in voting package by filling out the application provided by the facility liaison officer.
- (2) Both the elector and the facility liaison officer will sign the application to verify voter eligibility.
- (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 from that correctional institution to Toronto Elections by a pre-determined date.

Mail-in voting package delivery process

- (5) Toronto Elections will deliver the mail-in voting package(s) to the facility liaison officer to distribute to the elector(s) at the correctional institution.
- (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 that Toronto Elections receives will be processed in accordance with the City Clerk's *Mail-in voting program* procedure.

5. Related policies and procedures

Mail-in voting program

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