



Policy for Re-Issue of a Voter's Information Letter and Identification Requirements

1. Policy

- (1) Application for re-issue of a Voter's Information Letter may be made during the period that begins during normal office hours from Monday September 24 to Monday October 22, 2018 at 8:00pm.

All electors (or their agents) seeking to obtain a Voter's Information Letter must present identification that verifies their identity and residence.

2. Application

This policy applies to the 2018 Municipal Election.

3. Acceptable forms of identification

The Clerk has elected to use the identification prescribed by Ontario Regulation 304/13), made under the *Municipal Elections Act, 1996*, as amended (the *Act*), as proof of identity and residence that an elector must present Appendix "A" and forming part of this policy.

4. Authority

The Clerk is granted the power to determine mandatory identification requirements under subsection 12(3) of the *Act*, which states that the Clerk has the "power to require a person, as a condition of doing anything or having an election official do anything under this *Act*, to furnish proof that is satisfactory to the election official of the person's identity or qualifications including citizenship or residency, or of any other matter."

5. Implementation

Request for the re-issuance of a Voter's Information Letter

- (1) A person may make an application to the Clerk requesting the re-issuance of a Voter's Information Letter if the Letter was lost, unused, mailed to the wrong address or used by an impersonator.
- (2) Applications must be made in writing on the prescribed FORM HK101 or FORM HK102 and must include:
 - (a) the applicant's original identification, if filed in person by the applicant;
 - (b) the agent's original identification, as well as an original or a copy of the applicant's identification, if filed in person by an agent; or



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(c) a copy of the applicant's identification, if mailed or e-mailed by the applicant.

(3) Exception – persons in institutions and retirement homes

If a person does not readily have identification available, as described in Appendix A, because he or she is a resident of a retirement facility or an institution for the disabled, chronically ill or infirm, then a document issued by the facility confirming his or her identity, or the facility's administrator or designate confirming his or her identity is sufficient proof of identification for the purpose of re-issuing a voters information letter.

6. Retention of identification

(1) All copies of identification received by the Clerk's Office for the purpose of re-issuing a voters information letter must be:

- (a) returned to the elector and/or his or her agent, if submitted in person;
- (b) returned to the elector and/or his or her agent, if identification is provided in its original format and received by mail, or
- (c) destroyed upon verification of the elector's identity, if a copy of the identification is provided and received by mail.



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Appendix 'A' **Municipal Elections Act, 1996**

[ONTARIO REGULATION 304/13](#)

VOTER IDENTIFICATION

Consolidation Period: From April 3, 2018 to the [e-Laws currency date](#).

Last amendment: [151/18](#).

This is the English version of a bilingual regulation.

Proof of identity and residence

1. The following is prescribed as the proof of identity and residence that a person may present for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. An original, or a certified or notarial copy, of a document that is listed in Schedule 1 and shows the person's name and qualifying address. O. Reg. 304/13, s. 1; O. Reg. 151/18, s. 1.

Form for application and statutory declaration

2. The following is prescribed as the form that a person may complete for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. Form 9, entitled "Declaration of Identity" (application and statutory declaration under paragraph 1 of subsection 52 (1) of the Act), dated April, 2018 and available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs. O. Reg. 304/13, s. 2; O. Reg. 151/18, s. 1, 2.

SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.



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6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.

O. Reg. 304/13, Sched.1

OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 304/13, s. 3.

OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 304/13, s. 4.