



Correcting the Voters' List of Obvious Errors	City Clerk – Election Office
	Policy No.: EO-21-23

1. Purpose

- 1.1 This policy establishes the process for correcting obvious errors in the preliminary list of electors.

2. Application

- 2.1 This policy applies to election officials designated by the City Clerk during City of Hamilton municipal elections and/or by-elections.

3. Legislative Authority

- 3.1 The Chief Electoral Officer shall prepare and maintain a preliminary list of electors for each local municipality and make it available to the City Clerk.
Reference MEA s.19.
- 3.2 The City Clerk may correct any obvious error in the preliminary list using any information that is in the custody or control of the municipality and shall notify the Chief Electoral Officer of the corrections. *Reference MEA s.22(1)(2).*
- 3.3 The preliminary list with the Clerk's corrections constitutes the Voters' List.
Reference MEA s.23(1).
- 3.4 The City Clerk shall prepare and certify the Voters' List for use in each voting place established under section 45 of the MEA. *Reference MEA s.28.*

4. Policy

- 4.1 Upon receipt of the preliminary voters list from the Chief Electoral Officer, the City Clerk and/or their designate will review the list for obvious errors.
- 4.2 The term "obvious errors" includes, but is not limited to:
 - a. Errors respecting address (e.g., street address spelling, punctuation and abbreviations of street names);
 - b. Errors respecting Ward or subdivision (e.g., buildings assigned to incorrect subdivisions);
 - c. Errors respecting Elector name (e.g., duplicate names identified through data matching, names not listed correctly due to punctuation in the name field, blank name fields, data other than a name in name field).
- 4.3 The City Clerk will use discretion in updating the list to ensure that obvious errors are removed.
- 4.4 The City Clerk will use information that is in the custody or control of the municipality for the purpose of correcting obvious errors. *Reference MEA s.22(2).*
- 4.5 In the event of uncertainty regarding whether the error is "obvious", the City Clerk and/or their designate will not correct the list.
- 4.6 On or before September 1, in the year of a regular election, the clerk shall have the Voters' List reproduced and will determine where and at what time applications for revisions to add, correct or remove a person's name or information on the voters' list may be made. *Reference MEA s.24.*

5. Legislation

Municipal Elections Act, 1996, S.O. 1996, CHAPTER 32

6. Revision History

August 2023	Policy Approved
January 2026	Policy Reviewed