



Identification Requirements for Candidates	City Clerk – Election Office
	Policy No.: EO-07-22

1. Purpose

- 1.1. The purpose of this policy is to specify identification requirements for all persons filing a nomination to become a registered candidate in all City of Hamilton municipal elections and/or by-elections.

2. Application

- 2.1. This policy applies to the City Clerk, election officials designated by the City Clerk, and to individuals wishing to register, or registered as a candidate for an office on council or a school board in City of Hamilton municipal elections, and/or by-elections.

3. Legislative Authority

- 3.1. Section 12(1) of the Municipal Elections Act, 1996 (“MEA”) outlines the powers of the City Clerk, including that they may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in the City Clerk's opinion, is necessary or desirable for conducting the election.
- 3.2. Section 12(2) of the MEA allows the City Clerk to establish forms, including forms of oaths and statutory declarations and the power to require their use.
- 3.3. Section 12(3) of the MEA allows the City Clerk to require a person, as a condition of doing anything or having an election official do anything under the MEA, 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.

4. Policy

The City Clerk requires that:

- 4.1. All persons filing a nomination for office, or changing any information on their previously-submitted Nomination Package, present a valid and an original, or a certified true copy signed by a commissioner of oath or notary, of a document that is listed in Appendix A of this Policy, which shows the person's name and qualifying address within the City of Hamilton or jurisdiction (as in the case of school trustees) to an Election Official. Alternatively, a candidate may complete a Declaration of Identity in the prescribed form.
- 4.2. All persons withdrawing a nomination must present a valid and an original, or a certified true copy signed by a commissioner of oath or notary, of a document that is listed in Appendix A of this Policy which shows the person's name and qualifying address within the City of Hamilton or jurisdiction (as in the case of school trustees) to an Election Official. Alternatively, a candidate may complete a Declaration of Identity in the prescribed form.
- 4.3. The person's last name or single name on the Nomination Paper must match the name shown on the identification provided. However, where the person's first name is shortened or modified, the City Clerk may accept the identification where satisfied that the person is one and the same. (e.g. Neethan for Navaneethan, Mike for Michael, or Pam for Pamela, etc.).
- 4.4. Nicknames, slogans, initials, occupations, degrees, titles, honours or decorations are not permitted to replace or to be added to the name when filing a nomination.
- 4.5. Exception – middle names
If the person filing the nomination provides acceptable identification that demonstrates they are commonly known by their middle name, then their

middle name may replace their first name as the name to be displayed on the nomination paper.

- 4.6. The name on the certified Nomination Paper will be the name displayed on the ballot.
- 4.7. An Election Official may accept an affidavit which sets forth the place where a person has occupied a room or part of a room as a regular lodger or to which they have habitually returned to eat or sleep during the previous five weeks as proof of residency, in the absence of evidence to the contrary, for the purpose of filing a nomination. *Reference: MEA s.2(3)*

Retention of Records

- 4.8. Copies of identification made to assist the City Clerk in verification of eligibility will be destroyed immediately following the City Clerk's review and certification of Candidates.

Related Policies/Procedures/Guidelines/Information

Procedure No. EO-06-22: Municipal Election Nomination Procedure

5. Legislation

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

Ontario Regulation 304/13 made under the Municipal Elections Act, 1996: Voter Identification – Schedule 1

6. Revision History

Date	Description
March 2022	Policy Approved
January 2026	Policy Reviewed

APPENDIX “A” Identification Requirements for Candidates

Ontario Regulation 304/13 made under the Municipal Elections Act, 1996

Voter Identification – 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.
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.