



<b>Identification Requirements for Third Party Advertisers</b>	City Clerk – Election Office
	<b>Policy No.:</b> EO-08-22

## 1. Purpose

- 1.1. The purpose of this policy is to specify identification requirements for persons filing a Notice of Registration on their own behalf or on behalf of an individual, corporation or trade union to become a registered third party advertiser in all City of Hamilton municipal elections and/or by-elections.

## 2. Application

- 2.1. This policy applies to election officials designated by the City Clerk, and to persons filing a Notice of Registration on their own behalf or on behalf of an individual, corporation or trade union to become a registered third party advertiser in all 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 of the person’s identity or qualifications, including citizenship or residency, or of any other matter.

## 4. Policy

### Acceptable forms of identification

4.1. The City Clerk requires the following documentation of an individual and/or an official representative of a corporation or trade union to establish a person's identity:

#### 4.1.1. Individual:

- (a) Individual registrants filing a Notice of Registration on their own behalf to become a registered third party advertiser must provide original or a certified or notarial copy of identification listed in Appendix "A" of this Policy that demonstrates proof of their name, qualifying address within the Province of Ontario. Alternatively, a person may complete a Declaration of Identity in the prescribed form.
- (b) In the case where an agent is acting on behalf of an individual registrant filing a Notice of Registration to become a registered third party advertiser, the agent must provide their own original or a certified or notarized copy of identification listed in Appendix "A" of this Policy as well as an original piece, or a certified or notarized copy, of identification listed in Appendix A" of this Policy belonging to the individual registrant for whom the Notice of Registration is being filed. Alternatively, a person may complete a Declaration of Identity in the prescribed form.
- (c) The individual registrant's last name or single name on the Notice of Registration must match the name shown on the identification provided. However, where the individual registrant'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.).

- (d) Exception – middle names  
If the individual registrant filing the Notice of Registration provides acceptable identification that demonstrates that 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 Notice of Registration.
- (e) The name of the individual appearing on the certified Notice of Registration is the legal name of the registered third party advertiser.
- (f) The name of the individual registrant will appear on the list of registered third party advertisers which is posted on the City of Hamilton website.

4.1.2. Official representative of a corporation or trade union:

- (a) An official representative filing a Notice of Registration on behalf of a corporation or trade union registrant to become a registered third party advertiser must provide their own original or a certified or notarized copy, of identification listed in Appendix “A” of this Policy that demonstrates proof of their name. Alternatively, an official representative may complete a Declaration of Identity in the prescribed form.
- (b) The name on the identification documents must match the official representative's name as it appears in the Notice of Registration.
- (c) The identification must also match the name of the official representative as set out in the board resolution.
- (d) The name of the corporation or trade union registrant appearing on the certified Notice of Registration is the legal name of the registered third party advertiser.

- (e) Along with the name of the registered third party advertiser, the official representative's name will appear on the list of registered third party advertisers, which is posted on the City of Hamilton website.

#### Retention of documents

- 4.2. 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.

#### Related Policies/Procedures/Guidelines/Information

Procedure No EO-09-22 Municipal Election Third Party Registration Procedure

### **5. Legislation**

- *Municipal Elections Act*, 1996, S.O. 1996, CHAPTER 32
- Ontario Regulation 304/13- Voter Identification (made under the *Municipal Elections Act*)

### **6. Revision History**

<b>Date</b>	<b>Description</b>
March 2022	Policy Approved
January 2026	Policy Reviewed

**APPENDIX "A"**

## Acceptable Identification

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

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.