



Revising the Voters' List Prior to Election Day	City Clerk – Election Office
	Procedure No.: EO-03-22

1. Purpose

- 1.1. This document outlines the City Clerk's procedure for adding or revising an elector's information on the Voters' List.

2. Application

- 2.1. This procedure applies to election officials designated by the City Clerk and electors during City of Hamilton municipal elections, by-elections, and/or referendums conducted by the City Clerk.

3. Legislative Authority

- 3.1. On or before September 1 in an election year, the City Clerk shall have the Voters' List reproduced and will determine where and at what time applications for revisions to the list may be made. *Reference: MEA s.23*
- 3.2. Electors may apply to add or remove their name from the Voters' List or amend their information on the Voters' List during the revision period. *Reference: MEA s. 24(1)*
- 3.3. The City Clerk has the authority to determine the process of updating and adding voter's information to the Voters' List. *Reference: MEA s. 24(2)*
- 3.4. The City Clerk is responsible for preparing and certifying the Voters' List for use in each voting place. *Reference: MEA s.28*

4. Policy

Revision Period

- 4.1. The time period where an applicant can make an application to the City Clerk requesting a revision to the Voters' List is limited as follows:
 - (a) in the case of a regular election, the period begins on September 1 and ends on election day;
 - (b) in the case of a by-election or referendum, the City Clerk shall set the period to begin the day the Voters' List is publicly available and end on election day.

Adding, Correcting or Removing Voter Information on The Voters' List

- 4.2. During the revision period an elector may apply to add, correct information or remove themselves from the voters' list by either:
- (a) obtaining an Application to Amend the Voter's List form in person from one of the City's Municipal Service Centres or from the Office of the City Clerk during the regular business hours of 8:30 am to 4:30 pm; or
 - (b) contacting the City Clerk's office to request that an Application to Amend the Voter's List application to be mailed to the Elector.
 - (c) by obtaining an Application to Amend the Voters List at www.hamilton.ca/elections and emailing the completed form to elections@hamilton.ca.

Completing and Submitting an Application to Amend the Voter's List

- 4.3. The elector shall provide all information necessary to amend the application.
- 4.4. Once completed, the application can be submitted:
- (a) in person to one of the City's Municipal Service Centres or at the office of the City Clerk between the hours of 8:30 am to 4:30 pm; or
 - (b) via mail, addressed to the Office of the City Clerk, 71 Main St. W, Hamilton Ontario L8P 4Y5; or
 - (c) Via email to elections@hamilton.ca.
- 4.5. If the elector submits their Application to Amend the Voter's List in person, the elector applying to add themselves or update their information in person will be required to provide appropriate identification to verify their identity.
- 4.5.1. The Designated election official receiving the Application to Amend the Voter's List in person will review the document for completeness and verify the elector's identity consistent with Ontario Regulation 304/13.
- 4.6. If the elector submits their Application to Amend the Voter's List to the City Clerk via the mail, the document will be directed to a designated election official who will review the document for completion.

- 4.6.1. Applications made by mail do not require identification to be included in the mail package at the time of amendment and are considered provisional.
 - 4.6.2. Electors must show acceptable identification consistent with Ontario Regulation 304/13 or complete a Declaration of Identity at the voting place in order to receive a ballot.
- 4.7. Applications sent by email for the purposes of updating Voters' List information where the elector will be voting at a poll will not require identification to be included in the email.
- 4.7.1. Electors must show acceptable identification consistent with Ontario Regulation 304/13 or complete a Declaration of Identity at the voting place in order to receive a ballot.

Approval of the Application to Amend the Voter's List

- 4.8. If the designated election official is satisfied that information on the Application to Amend the Voters' List form is complete and accurate and that the applicant is entitled to have the requested change made, the designated election official will sign the form and retain one copy of the form for addition into the voters' list.
- 4.9. A second copy of the Application to Amend the Voters List will be provided to the elector. The elector will be advised to maintain their copy and to bring the copy with them to the poll location at a voting date.
- 4.10. If not satisfied that the applicant is entitled to have the requested change made, the designated election official shall advise the elector of the decision.

Revisions Made During the Advance Vote and on Election Day

- 4.11. During any voting day, the procedure for revising the Voters' list is outlined in the City Clerk's procedure EO-12-22 Voting Place Management for Voting Days.

5. Legislation

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

6. Revision History

Date	Description
December 2022	Policy Approved
June 2022	Policy Updated
September 2022	Policy Updated to include email submission of Applications to Amend the Voters List
January 2026	Policy Reviewed