

Standard Operating Procedure



Voters' List Additions and Revisions

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	VL - Voters' List
SOP Number:	008
Effective Date:	January 1, 2022
Last Revision Date:	September 8, 2022

Purpose

To describe the process of adding and revising information on voters to the list.

Application

This procedure applies to all eligible electors, candidates, scrutineers and election officials.

Procedure

- a) The City of Guelph uses a database to manage the voters' list. The data is received by the Municipal Property Assessment Corporation (MPAC) who is responsible for the enumeration of elector information as per the Assessment Act, R.S.O. 1990.
- b) Voters' lists in the form of paper shall not be used in the election; instead, the voters' list database, in the form of a live voters' list, will be used to strike-off voters as they cast their ballot in real time.
- c) After the advanced voting period, an initial voters' list and supplementary voters' list will be made available to candidates.
- d) No person shall use the information obtained from the voters' list unless strictly used for election purposes. The use or sale of these lists for commercial purposes is strictly prohibited.

Additions or Revisions Before Voting Begins

- a) Electors will be able to add themselves or revise their information on the voters' list using the Application to Amend the Voters' List form.
- b) The Application to Amend the Voters' List form may be completed in a paper format and mailed to the City Clerk's Office or dropped off at the ServiceGuelph front desk. A copy of acceptable identification must be

provided with the form. Any copies of identification will be securely shredded after Election Day.

- c) Starting on September 12, this form may also be completed digitally using the City's voter registration tool on the [election website](#). Acceptable identification must be uploaded through the online voter registration tool in order for a revision to be approved. Any uploaded identification will be automatically deleted after Election Day.

Additions at a Voting Location

- a) An elector may also add themselves or update their information at any voting location during the advanced voting period and on voting day. They will need to show acceptable identification in order to be added to the list. A list of acceptable identification is available on the [election website and in accordance with Ontario Regulation 304/13 under the Act](#).

Definitions

"Act" means the [Municipal Elections Act, 1996, S.O. c 32](#) as amended.

"Advanced voting period" means the period of voting prior to voting day in accordance with the Act.

"Election official" means any individual appointed by the City Clerk, where powers and duties in relation to an election are delegated.

"Elector" means a person who meets the qualifications as determined under the Act and appears on the voters' list or is added to the list during the revision period.

"Live Voters' List" means a digital list maintained and managed via the VoterView application.

"Voters' list" means information prepared by the City Clerk, enumerating the names and voting entitlement of voters as provided by the Municipal Property Assessment Corporation (MPAC) and as amended in accordance with the Act.

"Voting location" means the physical location (building) and its surrounding property which has been designated by the City Clerk under Section 45 of the Act and where electors may attend to cast their vote using a vote tabulator in the Municipal Election.

References

[Municipal Elections Act, 1996.](#)