

Applications to Amend the Voters' List	City Clerk – Election Office
	Procedure No.: EO-26-011

1. Purpose

- 1.1 This procedure sets out the City of Cambridge's requirements for adding, revising or removing 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 Cambridge municipal and school board elections or by-elections.

3. Legislative Authority

- 3.1 The Municipal Elections Act, 1996 (MEA) provides powers of the City Clerk, these include the power to 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 (MEA s.12(1)).
- 3.2 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 (MEA, s.23).
- 3.3 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 (MEA, s.24(1)).
- 3.4 The City Clerk has the authority to determine the process of updating and adding voters' information to the Voters' List (MEA, s.24(2)).
- 3.5 The City Clerk is responsible for preparing and certifying the Voters' List for use in each voting place (MEA, s.28).
- 3.6 Section 25 of the MEA provides the City Clerk with authority to remove a person's name from the Voters' List if they are satisfied that the person has died and allows for individuals to make an application to the City Clerk requesting that a deceased person's name be removed from the voters' list.

4. Procedure

Revision Period

- 4.1 The period during which an elector may submit an application to the City Clerk requesting a revision to the Voters' List is limited as follows:
- i. In a regular election, the application period begins on September 1 and closes at the end of voting on Election Day;
 - ii. In a by-election, the application period begins on the date the Voters' List is made publicly available, as determined by the City Clerk, and closes at the end of voting on Election Day.
- 4.2 Outside of these time periods, requests to add, correct or remove a person from the Voters' List must be directed to Ontario's Chief Electoral Officer.

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

- 4.3 During the revision period, an elector may request to add, update, or remove their own information on the Voters' List through one of the following methods:
- i. By accessing and submitting a request through the City of Cambridge's Voter Registration Portal available on the City's website;
 - ii. By attending any advance voting location and completing an Application to Amend the Voters' List with the assistance of an election official; or
 - iii. By attending City Hall during regular business hours and completing an Application to Amend the Voters' List with the assistance of an election official.
- 4.4 Applications requesting the removal of a deceased elector from the Voters' List may only be submitted at City Hall during regular business hours.

Completing and Submitting an Application to Amend the Voters' List

- 4.5 The applicant shall provide all information required to process the requested amendment to the Voters' List.
- 4.6 An elector submitting an Application to Amend the Voters' List in person to add, correct, or remove their own information shall provide acceptable identification in accordance with Procedure EO 26-002, *Identification Requirements: Electors, Candidates, and Third Parties*.
- 4.5.1 The designated Election Official receiving the application shall review it for completeness and verify the elector's identity in accordance with Procedure EO 26-002.
- 4.6 An elector submitting an Application to Amend the Voters' List through the Voter Registration Portal shall provide acceptable identification in accordance with Procedure EO 26-002

- 4.6.1 The designated Election Official receiving the application shall review it for completeness and verify the elector's identity using the identification provided.
- 4.7 An elector applying to remove a deceased elector from the Voters' List must provide proof of death and may provide one of the documents in Appendix "A" of this procedure.

Voters' List Updates Processing and Approval

- 4.8 A designated Election Official shall review each Application to Amend the Voters' List for completeness and verify the applicant's identity in accordance with Procedure EO 26-002.
- 4.9 For application made in person, once an application has been verified and approved, the Election Official shall update the Voters' List in accordance with the information provided on the application.
- 4.10 For applications submitted through the Voter Registration Portal, the Election Official shall approve and process the requested amendment if satisfied that the identification provided adequately verify the elector's identity.
- 4.10.1 If the Election Official is not satisfied that the identification provided adequately verifies the elector's identity, the application shall be rejected. The elector may submit a new application with satisfactory documentation.

5. Legislation

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

6. Related Policies/Procedures

EO 26-002 Identification Requirements: Electors, Candidates, and Third Parties.

7. Revision History

Action	Date
Procedure Approved	August 2026

Appendix “A” Acceptable Documents Showing Proof of Death

To apply for removal of a deceased elector from the Voters’ list for the City of Cambridge municipal elections or by-elections, the applicant or their agent must show proof of death and may provide one of the following documents:

- i. A burial permit or death certificate;
- ii. A Medical Certificate of Death;
- iii. A document/receipt issued by a cemetery/crematorium in Ontario that proves burial or cremation;
- iv. A statement from a medical doctor, coroner or funeral director;
- v. A Registration of Death;
- vi. A notarial copy of Letters of Probate;
- vii. A Life or Group Insurance claim along with a statement signed by a medical doctor.
- viii. An official notification from the Public Trustee;
- ix. A memorandum of Notification of Death issued by the Chief of Defence Staff of National Defense;
- x. A Statement of Verification of Death from the Department of Veterans Affairs;
- xi. Registration of Death;
- xii. A program from a funeral ceremony;
- xiii. An obituary from a newspaper;
- xiv. Any other applicable document from the Government of Canada, a province or territory, a municipality in Canada, or from its agency proving a person’s death.