



PROVINCIAL ELECTIONS

TOOLKIT FOR DROP-INS

Includes:

Voting without ID or a permanent address,

Ideas for Drop-in engagement and

TDIN Provincial Elections Brochure

Ontario Provincial Elections
Thursday, June 2nd, 2022

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with the **Toronto Drop-In Network Advocacy Committee**

INTRO

General info about this Toolkit and TDIN brochure

This toolkit and brochure provide Drop-in staff with information about how they can assist program participants and community members to cast their votes in the upcoming Ontario Provincial Elections, on June 2nd.

Why Bother? Well, elections are one of the many ways to become involved in addressing issues that are important to everyone involved with your Drop-in. Elections are also a great time to start up conversations and actions about the issues, and that involvement can keep going after the elections.

We've provided election resources and links for finding further information, as well as ideas about how to engage and assist Drop-in participants with the voting process.

Notes:

- *Elections Ontario* has jobs opportunities during the elections, for assisting at voting locations. (See page 3. Click on 'c' re. **Jobs at Elections Ontario** link)
- To be eligible to vote, you must be at least 18 years old, a Canadian citizen, and a resident of Ontario

How to vote without a permanent address or ID

The provincial elections are around the corner. Many people have already registered to vote. However, people with no fixed address or who only have limited ID can encounter barriers to registration. This is where you as a Drop-in worker come in.

This toolkit shares Elections Ontario procedures for Drop-Ins to register as '**Authorized Administrators**' and provide participants who lack a permanent address with a **temporary residence form** called a '**Certificate of Identity and Residence**'. This certificate will allow participants to vote in this election.

In the next section, **click on link #1** for detailed instructions about how to go about getting authorized as a temporary residence. Once you become a registered **Authorized Administrator**, you'll be able to give out certificates to participants, which they can then take to your agency's local polling station and cast their vote.

Regarding a lack of government ID: Additional options and links are provided in the **TDIN Brochure** to assist housed participants who have limited or no ID, so that they too can participate in the vote.

Provincial Government Responsibilities

There are three levels of government in Canada: Federal, Provincial and Municipal. For the upcoming provincial election, Ontario voters will be electing 124 Members of Provincial Parliament (MPPs.) The political party with the most MPPs will form the provincial government, and their party leader will become the Premier. At the Provincial Parliament in Toronto ('Queen's Park'), the MPPs vote on the provincial laws and programs that affect our lives. While the provincial government doesn't run city services, it does fund much of what happens in the city, including public transit. 2.

Provincial government decisions affect issues such as:

- HOUSING (Access, Rent geared to income, Supportive Housing, Tenants' Rights)
- HEALTHCARE (Hospitals, Public & Mental Health, Harm Reduction, Opioid Crisis)
- COMMUNITY & SOCIAL SERVICES (ODSP/OW, Indigenous supports)
- LABOUR AND EMPLOYMENT (Minimum wage, Workers Comp)
- HUMAN RIGHTS (Freedom from discrimination, O.H.R.C.)
- ADMINISTRATION OF JUSTICE (Legal Aid, Courts & prisons)

SECTIONS AND LINKS

The following links will help you navigate this 'Toolkit' doc quickly.

Click on the highlighted links below to go straight to these sections:

1) [Authorizing a Drop-in as a Temporary Residence](#)

2) [Engaging Participants in the Voting Process](#)

3) [Registering Participants for In-Person Voting and Mail-In Voting](#)

Official forms and further resources:

a. [GTA Electoral Districts Map](#)

b. ['Let's make our voices heard!' and 'Want to vote?'" Posters](#)

c. [Election Links, Political parties, Civic engagement, Other community toolkits, Accessible Voting, Jobs at Elections Ontario Links](#)

d. [TDIN Brochure \(2022 Ontario Provincial Election\)](#)

Engaging Participants in the Voting Process

TDIN can provide support to you and your Drop-in for activities that encourage discussion, involvement in campaigns around issues, and voting preparation for the election, including **honoraria for participants** who are actively involved.

Contact Susan at tdin@tngcs.org

1.) Find out your Drop-in's Electoral District (or 'riding'); Candidates; Elections information for your district

Click here:

<https://www.elections.on.ca/en/voting-in-ontario/frequently-asked-questions/voter-information-service.html>

You can find out answers to questions such as:

- Which provincial riding is your Drop-in located in?
- Who are your Members of Provincial Parliament (MPPs)?
- Where are the nearest voting stations?
- What are the advance polling dates?

2.) Share information with your program participants.

- Keep your staff and volunteers up to date with information and resources
- Make a schedule. Plan for assisting participants on Voting Day, on Advance Polls dates, and/or with Mail-In Voting

Decide how to share information:

- Can you print flyers to hand out?
- Can you hang posters in the window, or on a bulletin board?
- Is your drop-in equipped for you to be able to provide information digitally to participants, through e-mail or social media?

3.) Programming Suggestions

Create opportunities for discussion, both amongst your participants and with election candidates – this may encourage people to:

- speak about the issues that are important to them
- learn about which candidate could best represent them
- get out to vote

***Here are some ideas about ways to create those opportunities for
Drop-in participants:***

Ballot Box Exercise about Current Issues:

Have a ballot box present in the Drop-in for participants to submit any election topics-of-interest such as housing, food security, policing, social assistance, ODSP/OW rates, workers' rights, etc. This exercise will give participants an opportunity to speak about their concerns regarding various issues.

- Ballots can be left blank so that participants can submit their own ideas, or can present a list of issues that participants can check off or rank in order of importance
- Pick a day and time for a group discussion and advertise it on the ballot box. Encourage participants to ask questions both before, during and after the day
- If possible, have accessible information available for participants to see which political party lines up with their issues of concern

Communicate Issues to Candidates:

Either as a group, or individually:

- develop a petition for people to sign
- write letters to candidates, from participants, about their concerns
- Create an event where these letters can be written, or a general time when they can be submitted to the Drop-in. Participants can either write these letters on their own and bring them in, or participate as part of a planned group activity
- Make posters explaining the event. Keep envelopes handy for the letters so that they can be enclosed privately. Provide names of candidates and pens
- Schedule a time for these letters to be mailed/emailed/delivered 5.

Invite Candidates to Your Drop-in:

Find out who your candidates are and invite them to the Drop-in or to a nearby outdoor venue to meet with participants to discuss relevant issues.

- Elections Ontario's *Contact Us Page* link:

<https://www.elections.on.ca/en/contact-us.html>

- Elections Ontario's *Frequently Asked Questions* link:

<https://www.elections.on.ca/en/voting-in-ontario/frequently-asked-questions/voter-information-service.html>

- Email invitations to candidates and then follow up with phone calls
- Include a message about your Drop-In's role in your community and why you are inviting candidates to spend time there
- If possible, offer to show them around your Drop-in
- When a meeting is scheduled, re-confirm the details well before the actual date
- Promote the event with posters and invite other Drop-ins in your riding

Put up Posters:

- Place plain-language posters in and around the Drop-in which encourage the importance of voting, and how staff can assist with preparing to vote
- Post infographic-style posters that explain the voting process
- Use posters to encourage people to ask you questions about voting
- These links below can be used for this election:
- [“Let's make our voices heard!” and “Want to vote?” Posters](#)

Have your Drop-in authorized as a Temporary Address
(for program participants without an address)
and become an
‘Authorized Administrator’

From Elections Ontario:

The Ontario provincial general election is scheduled for June 2, 2022. We are asking for your assistance to ensure that eligible Ontarians experiencing homelessness can participate.

Elections Ontario offers a temporary form called the Certificate of Identity and Residence that serves as proof of identity and residence for individuals who are without a permanent address and wish to vote. This form allows a shelter, food bank or community health centre to serve as the voter's residence. The certificate requires the signature of an authorized representative of the facility.

Attached are the Authorization for Administrators form, a copy of the Certificate of Identity and Residence, and instructions for how to complete both documents.

If you have any questions or require assistance, please contact Elections Ontario by phone at 1.888.246.3335 or email at outreach@elections.on.ca.

How to complete the Authorization for Administrators form

Authorized representatives at a shelter, food bank or community health care facility can issue a Certificate of Identity and Residence to serve as proof of identity and residence for individuals who are without a permanent address and wish to vote.

The administrator of the facility authorizes the representatives whose names appear on the Authorization for Administrators form to issue Certificate of Identity and Residence forms on behalf of the facility. These individuals will sign the Certificate of Identity and Residence for their clients.

To complete the Authorization for Administrators form:

1. The administrator prints the name and mailing address of the facility in the space provided in the attached document. Please include the city and postal code.
2. Each representative prints their first and last names and position in the appropriate fields.
3. Each representative signs the form in the appropriate field.

Please return the completed Authorization for Administrators form by **May 19, 2022** to Elections Ontario:

By mail: Attention: Outreach
 Elections Ontario
 51 Rolark Drive
 Toronto, ON
 M1R 3B1

By email: outreach@elections.on.ca



Authorization for Administrators form

By completing and issuing a Certificate of Identity and Residence form, you are confirming that you believe that the client named in each certificate you issue is a resident of the electoral district in which the facility is located, in accordance with the Election Act.

A client is an individual who returns to sleep or eat in your facility during the five-week period preceding election day.

Please return the completed form by **May 19, 2022** to Elections Ontario:

By mail: Attention: Outreach
 Elections Ontario
 51 Rolark Drive
 Toronto, ON
 M1R 3B1

By email: outreach@elections.on.ca

Facility Name:

Facility Mailing Address:

Facility Email:

Name:

Position/Title:

Email/Telephone #:

Signature:

Name:

Position/Title:

Email/Telephone #:

Signature:



Name:

Position/Title:

Email/Telephone #:

Signature:

Name:

Position/Title:

Email/Telephone #:

Signature:

Name:

Position/Title:

Email/Telephone #:

Signature:

Name:

Position/Title:

Email/Telephone #:

Signature:

Certificate of Identity and Residence (E0824)

Valid at the following voting location:

(Please visit voterinformation.service.elections.on.ca to find your voting location.)

Voter Information - To be completed by prospective voter

My name is:

The place where I most often return to eat or sleep five weeks before election day is at the facility address listed below.

I am or will be 18 years of age or older on election day and I am a Canadian citizen.

I certify that this information is true.

X _____
Voter's signature

Administrator Information - To be completed by the administrator

I am an authorized representative of the following facility (Facility name - please print):

Facility mailing address (please print):

By completing this section, you are certifying that you have witnessed the signature of the prospective voter above and confirm the information provided is true.

Administrator's name (please print)

X _____
Administrator's signature

Date (please print)

Administrator's email address

Instructions for Elections Ontario

The Certificate of Identity and Residence form (E0824) is considered a valid piece of ID for voting, and must be the original and not a copy. If the name of the voter does not appear on the List of Electors, the poll official will follow the documented process to add the elector to the List using the facility address on this form.

Elections Ontario Privacy Collection Statement

Elections Ontario (EO) is committed to respecting your privacy and protecting your personal information (PI) in accordance with our Privacy Policy. The PI on this form is collected under the authority of the Election Act, Election Finances Act, Employment Standards Act, 2000 and/or other legislation. This information will be used for electoral purposes and may be used to conduct election research. Your PI may be shared internally at EO for the purposes outlined above and will be securely destroyed one year after its last use or later, where legislatively required. Questions about the collection can be directed to: priv@elections.on.ca.

Registering Participants for Mail-In Voting

About mail-in Voting:

Shelters and Drop-Ins in Toronto are eligible to be a registered address to conduct mail-in voting for their participants. This can be done for an individual participant or for a group of participants together.

If you choose to conduct mail-in voting from your agency, it is recommended you conduct this ASAP. mail-in votes must reach Elections Ontario by Thursday, June 2nd at 6 pm.

1. Contact your local [Elections Ontario](#) to ensure your agency's registration as an Authorized Administrator.

2. For an individual –

- a. Complete the Confirmation of Residence form provided. Need Certificate of Identity and Residence Form (Elections Ontario to provide)
- b. They will also require a secondary ID with their name. [Accepted ID](#)
- c. Take pictures of the Confirmation of Residence and secondary ID.
- d. Register online for mail-in voting (application available from May 4th) See: [Elections Ontario](#) (search 'Mail-in voting')
- e. The voting kit and special ballot will be sent to your agency for the individual to complete. Postage-paid envelopes are provided for mailing back.

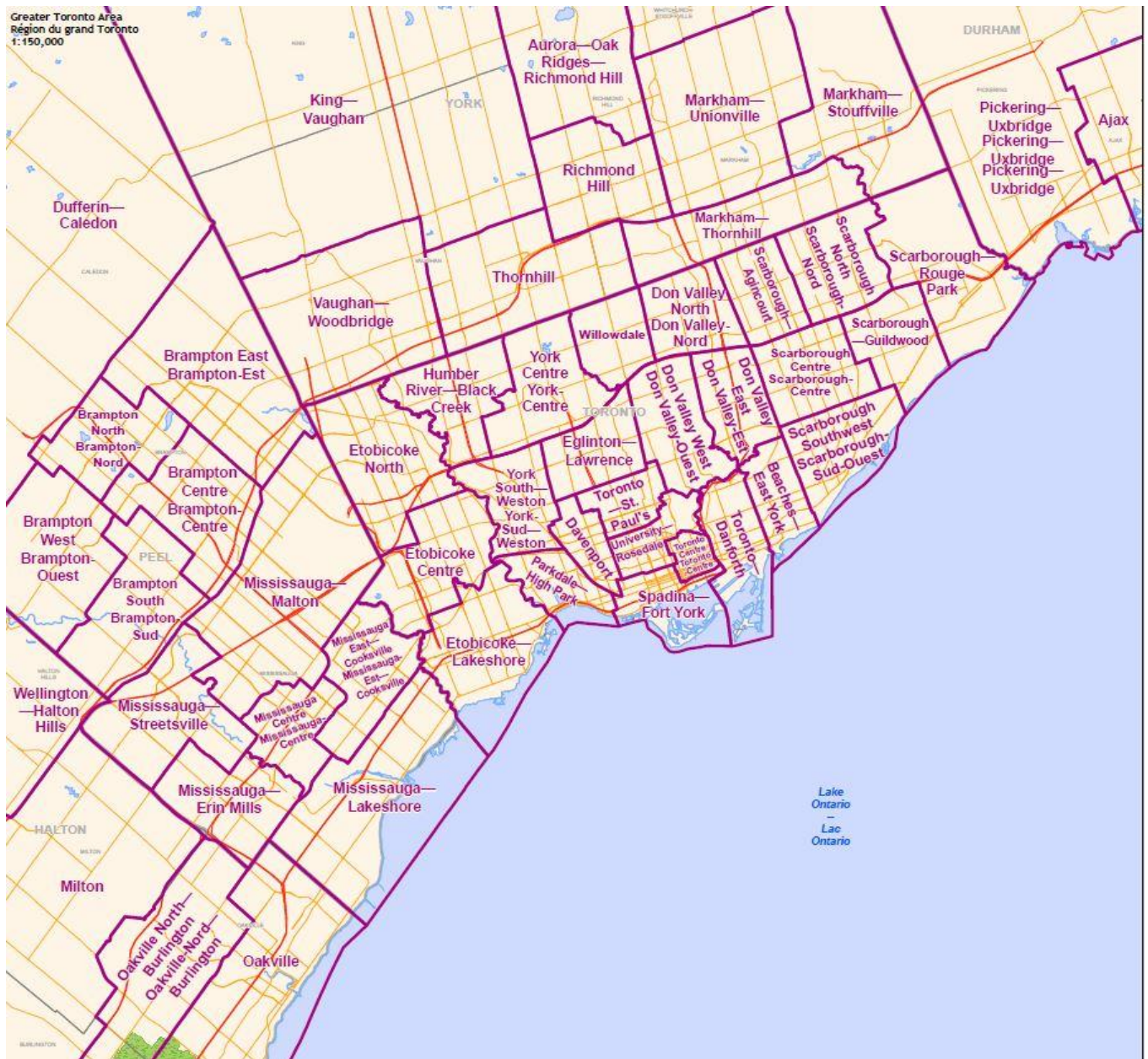
3. For groups –

- a. Complete Confirmation of Residence forms for each participant. They will require a secondary piece of [ID](#) as stated above.
- b. Contact Elections Ontario and ask to speak to the Service Point Supervisor.
- c. Tell them you wish to register as a Mobile Poll to conduct voting by mail for a group of participants.
- d. They will work with you to personally drop off multiple voting kits and confirm voters amongst your participants. Postage-paid envelopes to mail to Elections Ontario will be provided.

2. Registering Participants for In-Person Voting

- 1) Ensure your agency is an [Authorized Administrator](#)
- 2) Find out which of your participants wishes to vote and needs the use of a temporary address (*use engagement ideas, posters, and resources in this toolkit to help create interest and provide info about options for participating in the vote.*)
- 3) Fill out a Certificate of identity and Residence for each participant. **They will need to bring this as ID on Election Day.**
- 4) If you are organizing a group to attend together on Election Day, consider keeping these forms filed safely until then.

Greater Toronto Area



We demand better!

...**LET'S MAKE OUR
VOICES HEARD
ON ELECTION DAY!**

~

*Vote on
Thursday, June 2nd*



It's election time!

**...want to
vote?**

*We have information
available ~ just ask
Drop-In staff*



Election links, Civic engagement, Political parties, Other community toolkits, Accessible voting, Jobs at Elections Ontario

HOW-TO-VOTE LINKS AND PHONE NUMBERS:

- **QUESTIONS? CALL ELECTIONS ONTARIO**
Toll-free in Canada: 1-888-668-8683
- **ELECTIONS ONTARIO HOMEPAGE**
<https://www.elections.on.ca/en.html>
- **VOTING**
<https://www.elections.on.ca/en/voting-in-ontario.html>
- **WAYS TO VOTE**
<https://www.elections.on.ca/en/voting-in-ontario/how-to-vote.html>
- **ID REQUIREMENTS**
<https://www.elections.on.ca/en/voting-in-ontario/id-requirements-for-voting.html>
- **VOTING RIGHTS**
<https://www.elections.on.ca/content/dam/NGW/sitecontent/2017/resources/Ontario%20Voter%20Rights%20poster.pdf>
- **DECLARATION OF RESIDENCE & IDENTITY** (to make an Oath; to be filled out at the voting place)
<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-10554PE>

CIVIC ENGAGEMENT and OTHER COMMUNITY ELECTION TOOLKITS:

Organizations active in advocacy issues related to this election include: ACORN (Rent relief), OFL (Gig workers' rights), ODSP Action Coalition (Reforms), WAC (Adequate paid sick days), ACTO (Tenants rights), OADA (Disability barriers), Dixon Hall (Indigenous housing), ISAC (Income security)

- **ENGAGED DEMOCRACY:**
<https://www.engagedemocracy.ca/ontario-election-2022>
- <https://theonncan.ca/wp-content/uploads/2022/03/Election-Advocacy-Toolkit-1.pdf> (Ontario NonProfit Network, 2022)
- <https://cfuwontcouncil.org/wp-content/uploads/2022/01/Ontario-Election-Toolkit-2022.pdf> (Canadian Federation of University Women, 2022)
- [Getting Involved in the Ontario Election: A toolkit for AOHC members](#) (Ass. Of Ontario Health Centres, 2018)
- [Advocacy Toolkit](#) (Ontario Library Association Advocacy Committee, 2019)

MAJOR POLITICAL PARTY WEBSITES (ONTARIO):

- NDP
<https://www.ontariondp.ca/>
- LIBERAL
<https://ontarioliberal.ca/>
- GREEN
<https://gpo.ca/>
- CONSERVATIVE
<https://ontariopc.ca/>

ACCESSIBLE VOTING:

Accessibility services at voting locations

- Availability of magnifiers
- Access to ballot templates with braille numbering and cut-outs
- Assistance from a friend or support person in marking your ballot
- Use of your mobile phone or device as an accessibility tool, including video remote interpreting applications

Voting locations

Elections Ontario works to ensure that voting locations meet our site accessibility standards, where possible. To confirm the accessibility of your voting location, visit voterinformation.service.elections.on.ca when the election is called.

Election officials can bring the ballot outside the voting location to make the process more accessible. You can also apply to transfer your voting location if another one better meets your accessibility needs by contacting your returning office before election day. Service animals are allowed.

Contact Information

- To book an accessible voting service, contact your returning office. Find your returning office contact information at <https://voterinformation.service.elections.on.ca/en/election/search> or by calling our office at 1-888-668-8683 (TTY: 1.888.292.2312) when the election is called
- For general information, visit elections.on.ca, email info@elections.on.ca or call 1.888.668.8683 (TTY: 1.888.292.2312).

JOBS at Elections Ontario:

From Elections Ontario: *Come work for us! We are recruiting election officials to come work for us during the election.* To work as an Information Assistant, you must:

- be at least 16 years of age; and
- have a social insurance number
- **Apply here:** <https://jobs.elections.on.ca/en/apply>



TDIN BROCHURE

Ontario Provincial Election

Thursday, June 2nd, 2022

The Ontario Government is responsible for many of the things that impact daily life. Let's vote for candidates who will fund and support development of:

- *Housing* – affordable, more of it, and a full range of housing options
- *Public transit* – affordable, accessible, in all neighbourhoods
- *Health* – full range of free health services and able to get everything we need to stay healthy, including Harm Reduction supports
- Other Provincial issues such as *Social Assistance* - ODSP and OW; *Food Security & Accessibility*; *Workers Rights* - Sick days, Minimum Wage, Safe workplaces

For questions about voting in the provincial election, visit: www.elections.on.ca or call 1-888-668-8683

GET READY TO VOTE:

Make sure you're registered

Check your registration if you've moved or never voted before. Go to www.elections.on.ca/voter-registration. It's easy and will save you time when you go vote in the upcoming provincial election.

Watch for your voter information card

If you're registered, you will get a voter information card in the mail after the election is called. It tells you when and where to vote. Check your name and address on the card. If there are errors, or if you don't receive a card, go to <https://eregistration.elections.on.ca/en/home> or [call](#) to update your information.

Voters Who Do Not Have a Permanent Residence:

When a person has no permanent residence or dwelling, the person's temporary quarters at the time of registration are considered to be the place where the person usually lives.

Voters Who Do Not Have a Permanent OR Temporary Residence:

If a voter does not have a permanent or temporary residence, then he may consider Drop-Ins, shelters or hostels that provide food, lodging or other social services as their place of ordinary residence however they must request a **Certificate of Identity and Residence** from the agency's staff, and show this document at their Polling Station. Drop-in's must be registered as **Authorized Administrators** to give out this certificate (see TDIN Toolkit for details.)

WHAT DROP-INS CAN DO TO PROMOTE THE VOTE:

1. Print, sign & give out the Certificate of Identity and Residence right until the end of the Election.
2. Help participants gather their **ID** to vote.

3. Encourage people to vote at the Advanced Polls so any problems can be addressed early.

4. Hold a **vote ‘pop up’** at your Agency:

Read the Democratic Engagement Exchange’s [PROVINCIAL ELECTION HANDBOOK: THE POWER IS YOURS](#).

This handbook is a non-partisan guide that equips first-time and infrequent voters with the knowledge to make a confident vote in the election. The workbook-style handbook is engaging, easy to read & most importantly, fun!

5. Print & display Elections Ontario materials. [Click here](#) to order materials

HOW DROP-INS CAN ASSIST PARTICIPANTS TO VOTE:

To Drop-in staff:

Follow these steps to ensure your **Certificates of Identity and Residency** are accepted:

- 1) Telephone your local Riding Office in advance to confirm that your agency is on the **list of agencies** (**‘Authorized Administrators’**) that can give out **Certificates of Identity and Residence** to their program participants.

Note: Your agency’s name should already be on file at your local polling station. They will be expecting your agency’s participants to arrive with their Certificate so that they can vote.

- 2) Let TDIN know when your Drop-In is authorized to give out **Certificates of Identity and Residence**, so we can help direct people.

3.

Assist participants to check if they have the right ID

PROOF OF IDENTITY AND ADDRESS NEEDED TO VOTE:

To vote in the provincial election, you need to prove your identity and address.

There are three ways to do this:

1.Show one of these pieces of ID:

- Your driver's license
- Any other card issued by a Canadian government (federal, provincial/territorial or local) with your photo, name and address

2.Show two pieces of ID:

Both must have your name, and at least one must have your current address.

Examples:

- Voter information card and bank statement
- Utility bill and student ID card

3.If you don't have ID:

Take an oath.

You can still vote if you declare your identity and address in writing and have someone with you who knows you, is registered to the same polling station and can vouch for your current address.

This person must be able to prove their identity and address. A person can vouch for only one other person (except in long-term care institutions).

Don't have these? No problem!

- ***See the list of Accepted ID to Prove Your Identity and Address, under ‘Option 2’***

OR see Elections Ontario’s [full list of accepted ID](#), with details on Accessibility, and learn about the many ways you can vote.

4.

ACCEPTED ID TO PROVE YOUR IDENTITY & ADDRESS:
(Option 2)

Note: ALL OPTIONS WITH A * ALSO REQUIRE *PROOF OF ADDRESS DOCUMENTS*

From a government or government agency:

- Birth certificate *
- Health card *
- Canadian citizenship card or certificate *
- Canadian Forces identity card *
- Canadian passport *
- Card issued by an Inuit local authority
- Firearms license
- Government cheque or cheque stub
- Government statement of benefits
- Income tax assessment
- Indian status card or temporary confirmation of registration
- Liquor identity card
- Métis card
- Old age security card *
- Parolee card
- Property tax assessment or evaluation
- Public transportation card
- Social insurance number card *
- Band membership card
- Vehicle ownership
- Veterans Affairs health care identification card *
- Debit card
- Insurance certificate, policy or statement
- Mortgage contract or statement
- Pension plan statement
- Personal cheque

From a healthcare facility or organization:

- Blood donor card
- CNIB card
- Hospital card

From Elections Canada:

- Targeted revision form to residents of long-term care institutions
- Voter information card

From an educational institution:

- Correspondence issued by a school, college or university
- Student identity card *
- Credit union statement

From a private organization:

- Employee card
- Residential lease or sub-lease
- Utility bill (e.g.: electricity; water; telephone, cable or satellite)
- Identity bracelet from a hospital or long-term care institution
- Medical clinic card

From a financial institution:

- Bank statement
- Credit card
- Credit card statement

Letters of confirmation:

- Letter from a public curator, public guardian or public trustee
- Letter of confirmation of residence from a First Nations band or reserve or an Inuit local authority
- Letter of confirmation of residence, letter of stay, admission form, or statement of benefits from one of the following designated establishments:
 - ◇ Student residence
 - ◇ Seniors' residence & Long-term care institution.
 - ◇ Shelter
 - ◇ Drop-ins
 - ◇ A community-based residential facility

Extra pieces of ID may be added. Elections Ontario accepts e-statements and e-invoices. Print or show them on a mobile phone. **6.**

Mail-in Voting:

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 - b. They will also require a secondary ID with their name. [Accepted ID](#)
 - c. Take pictures of the **Certificate of Identity and Residence Form** and secondary ID.
 - d. Register online for mail-in voting (application available from May 4th) See: [Elections Ontario](#) (search 'Mail-in voting')
 - e. The voting kit and special ballot will be sent to your agency for the individual to complete. Postage-paid envelopes are provided for mailing back.
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 - b. Contact Elections Ontario and ask to speak to the Service Point Supervisor.
 - c. Tell them you wish to register as a Mobile Poll to conduct voting by mail for a group of participants.
 - d. They will work with you to personally drop off multiple voting kits and confirm voters amongst your participants. Postage-paid envelopes to mail to Elections Ontario will be provided.

7.

NOTES:



8.