



Voting Without an Address and Ideas for Drop-in Engagement

**Federal Election
Monday, Sept. 20th, 2021**

TOOLKIT FOR DROP-INS

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INTRO

Elections are around the corner. Many people have already registered to vote. However, people with no fixed address can encounter barriers to registration. This is where you as a drop-in worker come in. This toolkit shares Election Canada's procedure for registration and voting with a temporary address, which can be provided by drops-ins or shelters ("Designated Establishments"). Resources and links are provided for where to find further information, as well as ideas for engaging and encouraging your drop-in participants to vote.

SECTIONS

The following links will help you navigate the document quickly. Whatever info you need, click the link below to take you straight there:

- 1) [Engaging Participants in the Voting Process](#)
- 2) [Authorizing a Drop-in as a Designated Establishment](#)
- 3) [Registering Participants for In-Person Voting](#)
- 4) [Registering Participants for Mail-In Voting](#)
- 5) Official Forms and Further Resources
 - a. [Electoral Riding Map](#)
 - b. [Confirmation of Residence Form](#) *(for participants)*
 - c. ["Ask Us" Poster](#)
 - d. [Important Elections and Party Websites](#)
 - e. [TDIN Elections Brochure 2021](#)

1. Engaging Participants in the Voting Process

1. Find out your drop-in's riding information.

This helps with discussions about the upcoming election and prepares you for the voting procedure. Click here to [find your riding, candidates, and local elections office information](#) by postal code.

- Which federal riding is your drop-in located in?
- Who are your Members of Parliament (MPs)?
- Where are the nearest voting stations?
- What are the advance polling dates?

2. Share information with your participants.

- Decide how to share information:
 - Are you going to print information to hand out?
 - Are you going to hang it 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?
- Keep your staff and volunteers up-to-date with information and resources.
- Make a schedule and plan for assisting participants on voting day; on advance polls dates; and with mail-in voting.

3. Programming Suggestions

Creating opportunities for discussion both amongst your participants and with election candidates can help encourage people to discover the issues important to them, who best represents them, and to get out to vote. This election is a tight timeline, and we are all under pressure, so these are just ideas. Here are some ways to create those opportunities:

Issue Ballot Box Exercise:

Have a ballot box present in the drop-in for participants to put in any election topics of interest such as housing, policing, food security, social assistance, workers' rights, etc. This gives the participant a way of communicating their passion for certain issues.

Ballots can be blank for participants to submit their own ideas, or can present a list of issues that participants can check off or rank. 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 party lines up with their issues.

Communicate Issues to Candidates:

Either as a group or individually, develop a petition for people to sign or write letters to candidates.

- Create an event when letters can be written or a general time when they can be submitted to the drop-in. Participants can both write the letters on their own and bring them in, or it can be a planned activity done together.
- 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.

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 and discuss relevant issues.

- [Find out your riding's candidates and their info.](#)
- Email invitations and follow up with phone calls.
- Have a message from your drop-in prepared about who you are and why you are doing this.
- If you are able, offer to show them around your drop-in.
- When a meeting is scheduled, confirm before the actual date.
- See if other drop-ins in your riding want to join this event. Perhaps offer more site visits.

Put up Posters:

Place simple posters to encourage the importance of voting alongside infographic-style posters that explain the process of voting. Use posters to encourage people to ask you questions about voting. The links below will help give you some potential ideas:

- [Elections Canada Infographics](#)
- [“Ask Us” Poster](#)

2. Authorize a Drop-In as a Designated Establishment

Participants with no fixed address, who regularly attend your drop-in for food and / or shelter, are able to use your drop-in as an address for voting registration either in-person or by mail. In order to accommodate this, your drop-in **must be registered** with Elections Canada as an administrator, or “Designated Establishment.”

Most TDIN agencies are already Designated Establishments. However, to confirm whether you are already registered or if you are a new agency, follow these simple steps:

- 1) [Find your local Elections Canada office](#) by entering your postal code.
- 2) Call your local Elections Canada office and press ‘0’ to speak to reception.
- 3) Ask to speak to a ‘returning officer’ for help with becoming a Designated Establishment if you are not one already.

3. Registering Participants for In-Person Voting

- 1) Ensure you are a [Designated Establishment](#) (*see above section for more details*).
- 2) Find out which of your participants wishes to vote and needs the use of an address (*use engagement ideas, posters, and resources in this toolkit to help*).
- 3) Fill out a [Confirmation of Residence Form](#) 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.

4. Registering Participants for Mail-In Voting

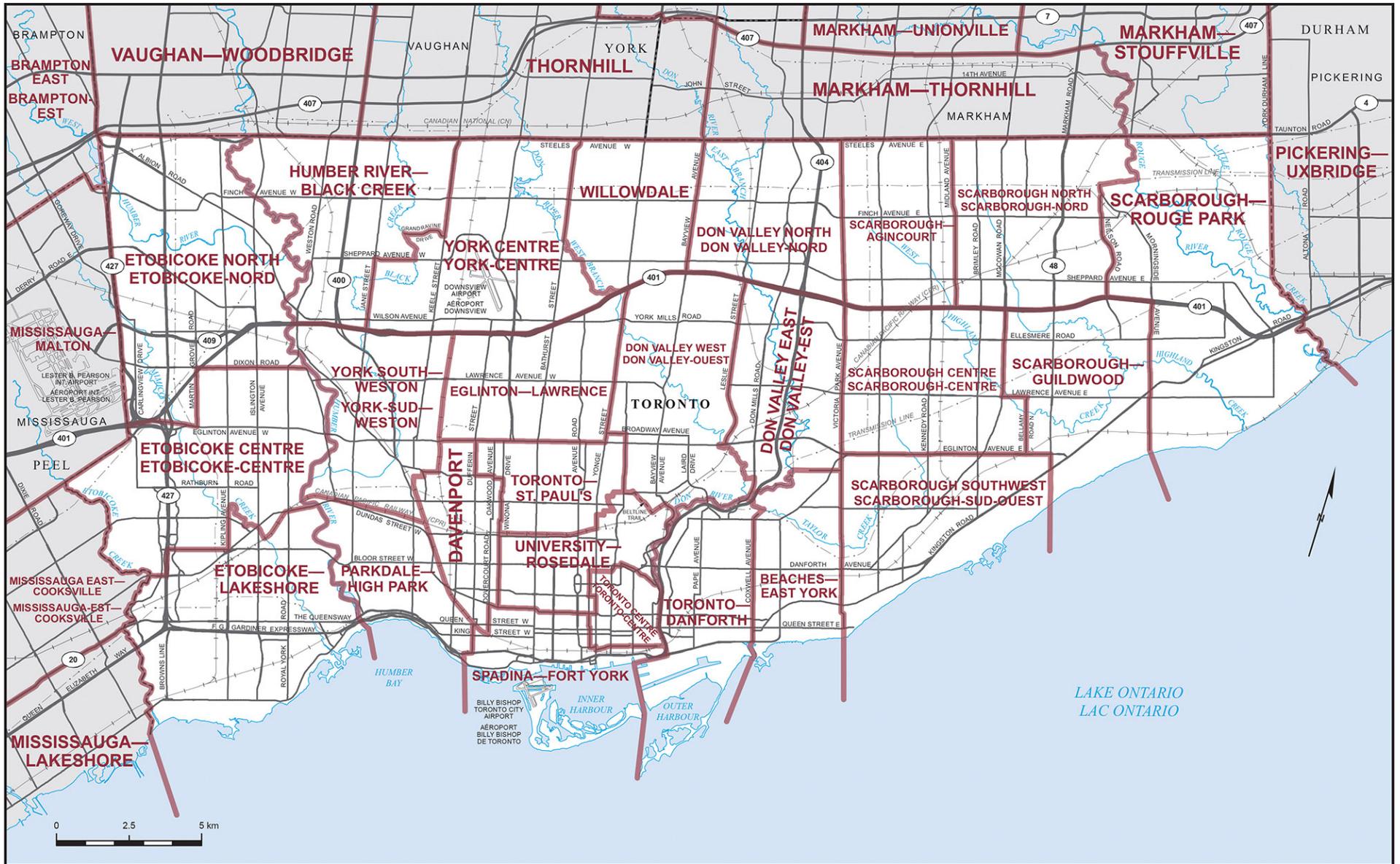
This could be a time saver! Your [local elections office](#) can help you to organize groups of individuals for mail-in voting to reduce trips to polling stations and avoid line-ups. **Be sure to get started early on this to allow time for mail to be returned to Elections Canada by September 20th.**

For Groups

- 1) Contact your ridings Elections Canada office and ask to speak to the Service Point Supervisor.
- 2) Tell them you wish to register as a Mobile Poll to conduct voting by mail for a group of participants.
- 3) 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 Canada will be provided.
- 4) Complete [Confirmation of Residence Forms](#) for each participant. They will require a [secondary piece of ID](#).

For an Individual

- 1) Ensure you are a [Designated Establishment](#).
- 2) Complete the [Confirmation of Residence](#) form provided.
- 3) They will also require a [secondary ID](#) with their name.
- 4) Take pictures of the Confirmation of Residence and secondary ID.
- 5) [Register online for mail-in voting](#)
- 6) 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.



It's election time!

Want to vote?

***We have helpful information
available, please ask.***



Letter of Confirmation of Residence

You can use this letter as your *proof of address*—along with a second piece of ID—to register and vote in a federal election.

What you need to know:

- This proof of address will be valid **only** if it is signed by the administrator of a student residence, seniors' residence, long-term care facility, shelter, soup kitchen, First Nations' band or reserve, Inuit local authority, or community-based residential facility (CCC/CRF).
- If you live in or receive services from one of the establishments listed above, print this letter and ask the administrator to complete and sign it.
- The administrator should contact the returning officer* to make sure the establishment is listed with Elections Canada†. If it is not on our list, this letter will not be accepted at the polls.
- When you go to register and vote, bring this letter and a second piece of ID with your name. Choose from the ID listed on our website.

I confirm that the person named below:

(Voter's first name and last name)

resides or receives services at:

(Full name and address of facility or establishment)

Administrator's full name, title, address and telephone number:

(Signature of establishment administrator)

(Date)

* Contact information for returning officers can be found on the Elections Canada website once the election has been called.

† The list refers to the *List of Designated Establishments* (EC 50054) and is only available once the election is called. Establishments can be added to the list once the election has been called.

Note: Any person who knowingly registers to be included on a list of electors for a polling division in which they do not ordinarily reside commits an offence under the *Canada Elections Act*, unless they are authorized to do so under the Act.

FEDERAL ELECTION LINKS & INFORMATION

[Monday, September 20th, 2021]

HOW-TO-VOTE LINKS:

- ELECTIONS CANADA HOMEPAGE:
<https://www.elections.ca/home.aspx>
- VOTER INFORMATION SERVICE:
<https://www.elections.ca/content.aspx?section=vot&document=index&lang=e>
- VOTER'S CHECKLIST:
<https://www.elections.ca/content2.aspx?section=spr&dir=voting&document=verlis&lang=e>
- HAVE YOUR I.D. READY (3 OPTIONS):
https://www.elections.ca/id/idLangs/EC90189_e.pdf
- CONFIRMATION OF RESIDENCE FORM:
https://www.elections.ca/id/EC50053_e.pdf
- QUESTIONS? CALL *ELECTIONS CANADA*:
Toll-free in Canada: 1-800-463-6868
- VOTING INFOGRAPHICS:
<https://www.elections.ca/content.aspx?section=res&dir=pca/ge2019/affiches&document=index&lang=e>

CIVIC ENGAGEMENT LINKS:

- C.P.A.C. (THE CABLE PUBLIC AFFAIRES CHANNEL) ELECTIONS WEBPAGE:
<https://cpac.ca/>
- CBC *VOTE COMPASS* (an online Interactive Civic Engagement Tool):
<https://votecompass.cbc.ca/canada>

PARTY WEBSITES:

- Liberal - <https://liberal.ca/our-plan/>
- NDP - <https://www.ndp.ca/>
- Conservative - <https://www.conservative.ca/>
- Green - <https://www.greenparty.ca/en>

MAIL-IN VOTING

Shelters and soup kitchens 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.** All mail-in votes **must** reach Elections Canada **before September 20th.**

- 1) Contact your [local Elections Canada office](#) to ensure your agency's registration as an Authorized Administrator.
- 2) For an individual –
 - a. Complete the Confirmation of Residence form provided.
 - 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](#)
 - 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 your ridings Elections Canada office 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 Canada will be provided.

A complete [list of candidates](#) by riding will be available on September 1, 2021 (candidate registration closes August 30th). A partial list is already available.



FEDERAL ELECTION September 20, 2021

The Federal Government is responsible for many of the things that impact daily life. 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
- Other Federal issues e.g. Immigration and Refugee Process; Employment Insurance, CPP, CPP - Disability and other income supports; International Relations; Trade and Economic Policies

For more information on voting in the federal election visit <https://www.elections.ca>

WHAT DROP-INS CAN DO TO PROMOTE THE VOTE

1. Print, sign & give out the **letters of confirmation of residence** right until the end of the Election.
2. Help participants gather their **ID to vote**.
3. Go as a group to the **advanced poll days** or to the **polling station on Election Day, Sept 20th**, with participants your Agency issued letters of confirmation of residence to.
4. Encourage people to vote at the **advanced polls** so any problems can be addressed early.
5. Hold a **vote popup** at your Agency. Democratic Engagement Exchange – Federal Election Handbook: [THE POWER IS YOURS](#). The 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 and most importantly fun!
6. Print and display **Elections Canada** materials. Click [here](#) to order material's.

HOW DROP-INS CAN ASSIST DROP-IN PARTICIPANTS TO VOTE

To drop-in staff:

Follow these steps to ensure your Letters are accepted:

- 1) Make sure you telephone your local **Riding Office**, to get your Agency on the **List of Facilities-Letter of Confirmation of Residence List**.
- 2) Let TDIN know when your Drop-In is authorized to do **Letters of Confirmation of Residence**, so we can help direct people.

- ◇ Shelter
- ◇ soup kitchen
- ◇ A community-based residential facility

Additional pieces of ID may be added. Elections Canada accept e-statements and e-invoices. Print them or show them on a mobile device.

IMPORTANT INFORMATION ABOUT ID

- Elections Canada accept pieces of ID in their original format. If your document was issued electronically, like an e-statement or an e-invoice, bring a printout or show it on a mobile device.
- Election Canada accept different pieces of ID from the same source if the documents serve different purposes. For example, they accept an invoice and a transcript from the same school.
- Your name and address must be printed on the ID. This cannot be hand written, unless they are added by the issuer of the document, like a residence administrator or a guardian.
- Elections Canada accept expired ID, as long as it has your name and current address.
- The pieces of ID listed above are authorized by the Chief Electoral Officer. No other forms of ID will be accepted.

Electors 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 is ordinarily resident.

Electors Who Do Not Have a Permanent or Temporary Residence

If an elector does not have a permanent or temporary residence, then he may consider soup kitchens, shelters, hostels or other similar facilities that provide food, lodging or other social services as their place of ordinary residence.

ACCEPTED ID TO PROVE YOUR IDENTITY & ADDRESS

(option 2)

From a health care facility or organization

- Blood donor card
- CNIB card
- Hospital card
- Label on a prescription container
- Identity bracelet issued by a hospital or long-term care institution
- Medical clinic card

From a financial institution

- Bank statement
- Credit card
- Credit card statement
- Credit union statement
- Debit card
- Insurance certificate, policy or statement
- Mortgage contract or statement
- Pension plan statement
- Personal cheque

From a private organization

- Employee card
- Residential lease or sub-lease
- Utility bill (e.g.: electricity; water; telecommunications services including telephone, cable or satellite)

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

GET READY TO VOTE

Make sure you're registered

Check your registration if you've moved, never voted before or are a student living away from home.

Go to elections.ca/register now. It's easy and will save you time when you go vote in the upcoming federal 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 elections.ca or call us to update your information.

Check that you have the right ID

Here are your options:

Show one piece of government-issued ID with your photo, name and address. For example: your driver's license.

OR

Show two pieces of ID. Both pieces must have your name, and one must also have your address. For example: your health card plus a utility bill, or your student card plus a bank statement.

OR

Take an oath. Show two pieces of ID with your name and have someone who knows you attest to your address. This person must show proof of identity and address, and be registered in the same polling division. This person can attest for only one person.

See the [full list of accepted ID](#), details on accessibility, and learn about the many ways you can vote.

PROOF OF IDENTITY AND ADDRESS NEEDED TO VOTE

To vote in the federal election you have to prove your identity and address. There are three ways to do this:

Option 1: Show one of these pieces of ID

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

Option 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

Don't have these? No problem!

See the [list of accepted ID](#) to prove your identity and address under Option 2.

Option 3: If you don't have ID

You can still vote if you declare your identity and address in writing and have someone who knows you and who is assigned to your polling station vouch for you.

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

To Agencies issuing Letters of confirmation of residence: Use organization's letterhead and clearly identify your name, role and name of organization and contact information. State full name of person and confirm drop in address as residence. The individual takes the Letter to the polling station.

ACCEPTED ID TO PROVE YOUR IDENTITY & ADDRESS

(option 2)

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 licence
- Government cheque or cheque stub
- Government statement of benefits
- Income tax assessment
- Indian status card or temporary confirmation of registration
- Library card
- Licence or card issued for fishing, trapping or hunting
- 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

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