

Appendix 10: Personation Procedure

Procedure Number: ELEC-13
Sub-Topic: Voter Assistance
Topic: Elections
Applies to: Municipal Elections and By-Elections

Purpose

This document provides the Town of Newmarket's procedures for the Election Official to manage issues of personation or accusations of voter fraud during the Town's Municipal Election.

Definitions

Personation (rather than impersonation) is a primarily-legal term, meaning 'to assume the identity of another person with intent to deceive'. It is often used for the kind of voter fraud where an individual votes in an election, while pretending to be a different elector.

Application

These procedures apply to the Voter Assistance Centre Managers and Revisions Officers.

An eligible elector may only vote once in Newmarket, regardless of the number of properties they may own and/or lease. Eligible electors who own more than one property and reside in Newmarket must vote where they reside.

These procedures apply to managing accusations of voter fraud or instances where voters have been struck off the list as voted but they have not in fact voted.

Procedures

1. Direct the voter who claims that they have not voted but are not able to access the online or telephone system because their Voting PIN has been used to a Revisions Officer.
2. Under the supervision of the Centre Manager, the Revisions Officer will check ID, verify that the elector is on the list, and that they have been recorded as voted.
3. If they have been struck off the list as voted, the Revisions Officer will check the date and time that they are recorded as voted and confirm verbally with the voter that they did not vote at that time.

4. Ask for their Voter Instruction Letter (if they do not have it you can still proceed).
5. Remind them that to vote twice is an offence.
6. If they remain adamant that they have not voted, have them take an oral oath of Qualification administered by the Centre Manager.
7. The Revisions Officer will add the voter into VoterView as a new voter, at the same address and school support (they will be flagged by VoterView as a duplicate elector, ignore that message). This will generate a new set of voting credentials. In the notes field – note the date, time, Centre Manager and Revisions staff names and that the voter was added due to personation.
8. The Revisions Officer will provide the new Voter Instruction letter to the elector.
9. The Centre Manager will complete the provided form for reporting personation and notify the Elections Management Team immediately.

Contact and Approval

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Procedure Version History

Version	Date Effective	Sections Updated
1	October 10, 2018	Original
2	May 31, 2022	Dates