



2020 Municipal By-Election – October 5, 2020 Guide and Information for Voters

**This guide is prepared for information purposes only.
Reference should always be made to the applicable legislation and regulation.**

1. Introductions

On November 5, 2019, Council considered [Report 19-297\(CRS\), re: Council Vacancy](#) and declared the office of Ward 7 Councillor vacant by resolution 19-218.

On November 19, 2019, Council considered [Report 19-309\(CRS\), re: Methods to Fill a Council Vacancy](#) and selected to fill the vacancy by way of by-election.

On March 17, 2020, the City Clerk declared an emergency under Section 53 of the *Municipal Elections Act*, 1996 as a result of the COVID-19 pandemic, immediately post-poning the ongoing campaign until a future date could be decided. All votes cast in the March 7, 2020 Advance Vote would be counted on this future date.

The municipal by-election will be held on **October 5, 2020**.

For the 2020 municipal by-election, eligible voters will be able to vote at any polling location within Ward 7 on Voting Day (October 5, 2020) or on advanced voting days held on September 26, October 2 & 3, 2020, respectively. If you already voted on March 7, 2020, you DO NOT vote again. Only eligible voters who did not vote on the March 7 advanced date are permitted to vote on the above dates.

The 2020 by-election will be conducted via in-person voting only. Eligible electors will be able to vote at any polling location.



1. Can I vote?

You can vote if:

- you are a resident of the City of Cambridge or you are the owner or tenant of land within the boundaries of Ward 7, or the spouse of such owner or tenant;
- you are a Canadian citizen;
- you are at least 18 years old; and
- you are not legally prohibited from voting under subsection 17 (3) of the [Municipal Elections Act, 1996](#) or otherwise by law.

2. Before Election Day

Make sure you're on the voters' list

To ensure you are registered to vote, visit: www.voterlookup.ca.

If your information needs to be updated or you would like to change your school support, please complete an [Application to Amend the Voters' List](#) or update directly on www.voterlookup.ca.

Watch for your voter information notice

By mid-to-late September, you will be sent a Voter Information Notice in the mail. Your Voter Information Notice will tell you:

- your options for how to vote (Advance Voting Day or Voting Day, Voting by Proxy, or Curbside Voting)
- The new single voting location, City Hall at 50 Dickson Street.
- when to vote
 - Advance Voting Day – September 26, October 2 & 3, 2020 – 10:00 a.m. to 3:00 p.m.
 - Voting Day – October 5, 2020 – 10:00 a.m. to 8:00 p.m.

Remember to bring this card to the polling place with you if you choose to vote in-person.

If you don't receive a Voter Information Notice by mid-to-late September, please contact the City Clerk's Office at 519-740-4680 [ext 4079](tel:519-740-4680) or by email at byelection@cambridge.ca.

3. What are the ways to vote?

On an Advance Voting Day

September 26, October 2 & 3, 2020 between the hours of 10:00 a.m. and 3:00 p.m. at Cambridge City Hall in the Bowman Room (50 Dickson Street).

Accessible voting devices will be available.

On Voting Day

October 5, 2020 between the hours of 10:00 a.m. to 8:00 p.m. at City Hall (50 Dickson Street) as listed on your Voter Information Notice. Curbside Voting will be available on Voting Day (October 5, 2020) for those directly affected by COVID-19 or for any reason can't vote in person.

Getting to the voting location

- You will find accessible parking spaces at each voting location clearly marked with the International Symbol of Access

Getting into the voting location

- An easily navigable route will be clearly marked for entry into the voting location and into the voting area within the location
- Appropriate signage will be displayed communicating with electors the entrance of the voting location as well as physical distance markings to allow voters to maintain 2M apart inside and outside the polling location.
- The voting location has been scouted using accessibility criteria

Curbside Voting

- An easily navigable route will be clearly marked to the curbside registration desk outside the Civic Square Lot at 40 Thorne Street
- Voters will be asked for proper ID to display in their window and confirmed to be on the Voter's List and directed to a designated spot where they will be approached by a masked Poll Clerk who will issue the ballot.
- Voters will vote in the secrecy of their vehicle and be asked to put on their hazards and wait patiently after they have voted, they will then be presented a ballot box that they can place their ballot into from their car window
- At the end of each voting day the ballots collected curbside will be fed into the optical scan tabulators by the Deputy Returning Officer.

Inside the voting location

- Seating areas in the polling station will be limited in order to reduce the number of electors in the polling station at a time. If you are bringing a support person to help you, please identify them to the election staff when you register. Your support person may be required to take an oath in order to assist you to vote in a secure manner
- If you are bringing a service animal with you, please remember to bring documentation to confirm its service animal status, if this is not readily apparent. Documentation can be a letter signed by a regulated health professional.

4. What ID should I take with me?

To vote, you need to prove your identity and address:

- **Show one piece of identification with your photo, name and address.**
For example, your driver's licence.

OR

- **Show two pieces of identification.** Both pieces must have your name, and one must also have your address.

A person may present, as proof of identify and residence for the purposes of subparagraph 52 (1) 1 of the *Municipal Elections Act*, 1996, an original, or certified or notarized copy, of a document that is listed below and shows the person's name and qualifying address

Where any one of the below documents are not available for presentation at the voting place, the elector shall complete an application in the prescribed form (Declaration of Identity), including a statutory declaration that he or she is the elector shown on the voters' list.

1. An Ontario driver's licence
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A cancelled personalized cheque
6. A mortgage statement, lease or rental agreement relating to property in Ontario
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
11. Any document from a Band Council in Ontario established under the Indian Act (Canada)
12. An income tax assessment notice
13. A Child Tax Benefit Statement
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works
19. A Statement of Direct Deposit for Ontario Disability Support Program
20. A Workplace Safety and Insurance Board Statement of Benefits T5007
21. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
22. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
23. A hospital card or record
24. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
25. A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home
26. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
27. A cheque stub, T4 statement or pay receipt issued by an employer
28. A transcript or report card from a post-secondary school

6. What happens when I go to vote? (Due to COVID-19, there have been additional protocols put into place for voting in order to protect the safety of electors and staff)

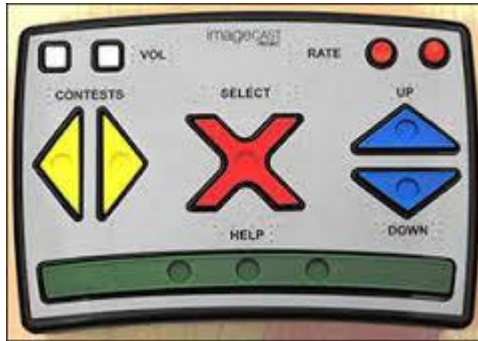
1. Signage and staff at the polling place will direct you to the entrance where you will be screened before entering. Staff at entrances will enforce face-covering requirements as per the by-law, masks will be provided for those who need them. Only 50 voters will be permitted in the voting location, if the limit is reached electors will line up outside the polling station following the physical distance markers. Sanitation stations will also be accessible to all voters as they enter and leave the polling location.
2. Before entering the polling station you will show your proof of identity and address at the poll while maintaining physical distance with staff and electors.
3. The election worker will give you a secrecy folder containing your ballot and a pen to mark the ballot with.
4. Proceed to the voting booth, mark your ballot, place your ballot back in the secrecy folder and proceed to the vote tabulator. All voting booths will be 2 metres apart and separated with plexiglass barriers.
5. Election staff will insert your ballot in the vote tabulator. You will keep the pen you voted with.
6. If you are feeling unwell, experiencing any symptoms of COVID-19, waiting on COVID-19 test results, or in the last 14 days travelled outside of Canada or tested positive for COVID-19 please make use of voting by proxy or requesting curbside voting.



What happens to your vote when you vote in-person?

- The vote tabulator keeps a running total of votes cast
- This total is maintained on the memory data card stored in the vote tabulator
- Upon close of voting, the memory data card will be transferred to a central database. The voting results will then be combined and tabulated to produce the final results for the election for the office.

7. Accessible Voting Options



The City of Cambridge provides voting tools and services to make voting accessible.

Accessible voting devices will be available on Advance Voting Day and at Forward Baptist Church (55 Franklin Boulevard) on Voting Day.

a) Paddles

This system involves electronic ballot cards that are inserted into counting machines. The list of candidates and the question on the ballot will be indicated on the screen and voters press on paddles to indicate their choice to vote.

b) Thumb-switch / Joystick Method

This system involves electronic ballot cards that are inserted into counting machines. The list of candidates is read out in the audio device and allows ease of use for voters with visual disabilities.

c) Sip-and-Puff

This system involves electronic ballot cards that are inserted into counting machines. The list of candidates is indicated on the screen and voters sip or puff on a tube device to indicate their choice to vote.

d) Proxy Voting

A person who is not able to attend the voting place to vote may appoint another person as a voting proxy to vote on their behalf. The person acting as a proxy must also be an eligible elector in the City of Cambridge. No person shall appoint more than one voting proxy and no person can act as a proxy for more than one person unless the persons they are voting for are the spouse, a sibling, parent, child, grandparent, or grandchild.

The appointment of a voting proxy can be made between

Proxy forms are available only from the Clerk's Office.

Voter Checklist

- Make sure you're on the voters' list by visiting www.voterlookup.ca
- Check the list of the candidates running in the 2020 municipal by-election
- Watch for your Voter Information Notice in the mail (delivered by mid-to-late February)
- Choose how you plan to vote (either at the Advance Voting Days on September 26, October 2 and 3, 2020 or Voting Day on October 5, 2020))
- Check that you have the right ID

8. Contact Information

For more information about the 2020 municipal by-election, please contact the City Clerk's Office as follows:

Telephone: 519-760-4680 ext. 4079

Email: byelection@cambridge.ca

Internet: www.cambridge.ca/byelection

In-person: 50 Dickson Street, Second Floor

PO Box 669

Cambridge, ON

N1R 5W8

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City of Cambridge