



2020 Municipal By-Election

Guide and Information for Candidates

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

Table of Contents

Part A: Introduction	4
1. Overview	4
2. Important Dates	4
3. Elected Offices	5
Part B: Qualifications of Candidates	6
1. Member of Council	6
Part C: Nomination as a Candidate	8
1. Who May Be Nominated?	8
2. Nomination Procedure	8
3. Refund of Deposit	10
4. Certification of Nomination by Clerk	10
5. Withdrawal of Nominations	11
Part D: Campaign Information	12
1. Campaign Contributions	12
2. Campaign Expenses	17
3. Financial Reporting	19
4. Scrutineers	22
5. Election Signs	23
6. Prohibition of Canvassing in Voting Places	24
7. Access to Rented Premises by Candidates or Their Authorized Representatives	24
8. Access to Residential Premises by Candidates or Their Authorized Representatives	25
9. Do Not Call List	25
Part E: Third Party Advertisers	26
Part F: General Information	27
1. Definition of Residence	27
2. Enumeration	28
3. Revision of Preliminary List of Electors	28
4. Proxy Voting	28
5. Advance Voting Day	29
6. Voting Day	29
7. Vote Counting Equipment	30
8. Voter Notification	30

9. Voter Information Notices	30
10. Form of Ballot	30
11. Elector’s Absence from Work	30
12. Accessibility	31
13. Recounts	31
14. Usage of Candidate Information	31
Appendix A	32
Appendix B	36

Part A: Introduction

1. Overview

This guide has been prepared for the purpose of supplying information, which will be of assistance to persons intending to seek elected office.

It is most important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified and not disqualified by law to seek elected office. Candidates are responsible for ensuring they are familiar with the requirements of the [Municipal Elections Act, 1996](#), and should consult the Act for complete information and legislative requirements.

2. Important Dates

Date	Item
December 18, 2019	Nomination Period Commences Nomination papers for candidates for the 2020 municipal by-election may be filed during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m., weekends and statutory holidays excluded).
December 18, 2020 to May 7, 2020 at 2:00 p.m.	Campaign Period Begins December 18, 2019 or whenever a candidate files a nomination paper (whichever is later).
February 7, 2020	Nomination Day Nomination papers for candidates for the 2020 municipal by-election may be filed no later than 2:00 p.m. [MEA s. 31 s. 33(4)] Withdrawal of Candidate Candidates wishing to withdraw their nomination must do so no later than 2:00 p.m. [MEA s. 36(a)]
February 10, 2020	Certification of Nomination Papers Clerk to certify or reject nominations no later than 4:00

	p.m. [MEA s.35(1)]. A list of candidates to be posted.
March 7, 2020	<p>Advance Voting Opportunities</p> <ul style="list-style-type: none"> • March 7, 2020 the hours of 10:00 a.m. and 3:00 p.m. at Cambridge City Hall (Bowman Room)
March 17, 2020	<p>Emergency declared for the City of Cambridge</p> <ul style="list-style-type: none"> - As a result of the COVID-19 pandemic the city clerk evoked their right to declare an emergency pausing the by-election [MEA s.53] until a future date to protect the public.
September 26, October 2, and October 3, 2020	<p>Advance Voting</p> <ul style="list-style-type: none"> - September 26, October 2 & 3, 2020 the hours of 10:00 a.m. and 3:00 p.m. at Cambridge City Hall (50 Dickson Street).
October 5, 2020	<p>Voting Day</p> <p>Vote at Cambridge City Hall; voting location and methods of voting outlined on Voter Information Notices; polls open from 10:00 a.m. until 8:00 p.m.</p>

3. Elected Offices

At this election, the candidate will be elected for the period commencing October- TBD and ending November 14, 2022 for the following offices:

- One (1) Councillor to be elected for Ward 7

Meeting Information/Commitment

Candidates should make themselves aware of the obligations to holding office and must be available at all times (day and night) to attend various City functions. A copy of the most recent meeting calendar can be found on the City webpage at:

www.cambridge.ca.

Part B: Qualifications of Candidates

1. Member of Council

Section 256 and Section 257 of the *Municipal Act*, 2001 “Eligibility”.

256. Every person is qualified to be elected or to hold office as a member of a Council of a local municipality,
- (a) who is entitled to be an elector in the local municipality under section 17 of the *Municipal Elections Act*, 1996; and
 - (b) who is not disqualified by this or any other Act from holding the office.

Elector Qualifications (Council)

Section 17 of the *Municipal Elections Act*, 1996 “Qualifications of Electors”.

- 17(2) A person is entitled to be an elector at an election held in a local municipality if on Voting Day, he or she,
- (a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse or same-sex partner of such owner or tenant;
 - (b) is a Canadian citizen
 - (c) is at least 18 years old, and
 - (d) is not prohibited from voting under subsection (3) or otherwise by law (outlined below).

Persons Prohibited from Voting:

- 17(3) The following persons are prohibited from voting:
- (a) A person who is serving a sentence of imprisonment in a penal or correctional institution,
 - (b) A corporation,
 - (c) A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44,
 - (d) A person who was convicted of the corrupt practice described in subsection 90(3), if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.”

Ineligibility/Disqualification

Section 258 of the *Municipal Act, 2001*

- 258 (1) The following are not eligible to be elected as a member of a Council or to hold office as a member of a Council:
1. Except in accordance with Section (30) of the *Municipal Elections Act, 1996*,
 - i. an employee of the municipality, except during an authorized leave of absence
 - ii. a person who is not an employee of the municipality but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 or an investigator referred to in subsection 239.2 (1) of the municipality, or
 - iii. a person who is not an employee of the municipality but who holds any administrative position of the municipality.
 2. A judge of any court.
 3. A member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada.
 4. Except in accordance with Part V of the *Public Service of Ontario Act, 2006* and any regulations made under that Part, a public servant within the meaning of that Act.
- (2) A member of Council of a municipality is disqualified from holding office if, at any time during the term of office of the member, he or she,
- (a) ceases to be a Canadian citizen
 - (b) is not a resident in the municipality; the owner or tenant of land in the municipality or the spouse of an owner or tenant in the municipality; in the case of a member of Council of a local municipality; or
 - (c) would be prohibited under this or any other Act from voting in an election for the office of a member of Council of the municipality if an election was held at that time.

Part C: Nomination as a Candidate

1. Who May Be Nominated?

A person must be qualified at the time of filing the nomination as provided in Section 29(1) of the *Municipal Elections Act*, 1996. A person may be nominated for an office only if, as of the day the person is nominated:

- (a) he or she is qualified to hold that office under the Act that creates it; and
- (b) he or she is not ineligible under the *Municipal Elections Act*, 1996 or otherwise prohibited by law to be nominated for or to hold the office.

Notwithstanding the above provision, some persons otherwise disqualified at the time of filing the nomination are entitled to file in accordance with Sections 29(1.1) and (1.2) and 30(1) of the *Municipal Elections Act*, 1996:

- 29(1.1) Despite subsection (1) and despite section 258 of the *Municipal Act*, 2001, section 9 of the *Legislative Assembly Act* and section 219 of the *Education Act*, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies but, if the person is a member of any of those bodies as of the close of nominations on Nomination Day of the election, the nomination shall be rejected by the Clerk under section 35.
- 29(1.2) Subsection (1.1) does not apply to a member of the Executive Council of Ontario or a Federal Minister of the Crown.
- 30(1) An employee of a municipality or local Board is eligible to be a candidate for and to be elected as a member of the Council or local Board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on Voting Day.

2. Nomination Procedure

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and prior to expending any funds on a campaign. A candidate may file papers as early as December 18, 2019 with respect to the 2020 by-election.

Filing of Nomination

- 1) A person may be nominated for an office by filing a nomination in the Clerk's office, in person or by an agent. Completed nominations will only be accepted by appointment. Please call or [email](#) the Clerks Division to book your appointment.

Note: Facsimile transmissions, emailed and/or mailed-in nomination forms will not be accepted.

Formal Requirements

- 2) The nomination shall,
 - (a) be in the [prescribed form](#);
 - (a.1) in the case of a nomination for an office on council, be endorsed by at least 25 persons and be accompanied by a [prescribed declaration](#) by each of the persons endorsing the nomination;

Note: It is the candidate's responsibility to inform all persons endorsing his/her nomination that the information provided will be made public.

- (b) be accompanied by the prescribed nomination filing fee (\$100.00 for Ward 7 Councillor) by cash, debit, certified cheque or money order payable to the municipality.

Note: Credit cards, personal cheques, and any other payment method not directly listed above will not be accepted.

Time for Filing

- 3) The nomination may be filed,
 - (a) between December 18, 2019 and any day that is before Nomination Day, at a time when the Clerk's office is open; or
 - (b) on Nomination Day up to 2:00 p.m.

Note: Nomination Day is February 7, 2020 for the 2020 by-election.

Completed nomination packages will be accepted by appointment only. Please e-mail byelection@cambridge.ca or call 519-740-4680 to book your appointment. Nominations will not be accepted without an appointment.

Exception for Additional Nominations

- 4) If the number of nominations filed for an office and certified under section 35 is less than the number of persons to be elected to the office, additional

nominations may be filed between 8:30 a.m. and 2:00 p.m. on the Wednesday following Nomination Day (February 12, 2020).

3. Refund of Deposit

Section 34 of the *Municipal Elections Act, 1996*

A candidate is entitled to receive a refund of the nomination filing fee if he or she files his/her financial statements with the Clerk by the filing date. For the 2020 municipal by-election, the filing date is before 2:00 p.m. on December 21, 2020.

4. Certification of Nomination by Clerk

Section 35 of the *Municipal Elections Act, 1996*

- (1) The Clerk shall examine each nomination that has been filed, in accordance with the following timetable:
 - (i) All nominations filed on or before Nomination Day shall be examined before 4:00 p.m. on the Monday following Nomination Day (February 10, 2020).
 - (ii) All additional nominations filed under subsection 33(5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day (Thursday, February 13, 2020).
- (2) If satisfied that a person is qualified to be nominated and that the nomination complies with this Act (*Municipal Elections Act, 1996*), the Clerk shall certify the nomination by signing the Nomination Paper.
- (3) If not satisfied that a person is qualified to be nominated or that the nomination complies with this Act, the Clerk shall reject the nomination.
- (4) When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.
- (5) The Clerk's decision to certify or reject a nomination is final.

Reasons for City Clerk to Reject a Nomination

Under the *Municipal Elections Act, 1996*, the Clerk is required to reject or certify nominations of candidates. The Clerk may consider the following criteria in his or her decision to reject or certify individual nominations:

- the candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;

- the candidate does not satisfy subsection 29(1) of the *Municipal Elections Act, 1996*, (the candidate is qualified to hold office, is not ineligible under the *Municipal Elections Act, 1996* or is not otherwise prohibited by law from being nominated);
- the Nomination Paper form and/or Endorsement of Nomination form is not complete in its entirety or the prescribed filing fee has not been paid; or
- the necessary financial statement was not filed for any office in the previous regular election or any new election in which the individual may have been a candidate.

There may be other circumstances in which a candidate is disqualified from being nominated or elected other than those identified above.

It is the responsibility of each candidate to ensure they are not disqualified from being nominated for the office.

Note: Since it is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers, each candidate should contact the Clerk to ensure that their nomination forms are in order. Since the Clerk may examine the nomination papers after the nomination period ends and may reject them, a candidate may find that their papers have been rejected and they are too late to file additional information or provide proof to the Clerk of their qualifications. Candidates may wish to contact the Clerk and determine the method to be used to certify nomination papers in order to prevent any misunderstanding. If nomination papers are filed early it will assist the Clerk in certifying the papers before nominations close.

5. Withdrawal of Nominations

Section 36 of the *Municipal Elections Act, 1996*

A person may withdraw his or her nomination by filing a written withdrawal in the Clerk's office,

- (a) no later than 2:00 p.m. on Nomination Day - Friday, February 7, 2020.
- (b) no later than 2:00 p.m. on Wednesday following Nomination Day (February 13, 2020), if the person was nominated under subsection 33(5).

Part D: Campaign Information

The *Municipal Elections Act*, 1996 imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the funds expended.

1. Campaign Contributions

What is a campaign contribution?

A contribution means money, goods and services given to and accepted by or on behalf of a person for his or her election campaign, and includes the following:

- (a) an amount charged for admission to a fund-raising function,
- (b) if goods and services are sold at a fund-raising function for more than their market value, the difference between the amount paid and market value,
- (c) if goods and services used in a person's election campaign are purchased for less than their market value, the difference between the amount paid and market value, and
- (d) any unpaid but guaranteed balance in respect of a loan.

The following amounts are not considered contributions:

- (a) the value of services provided by voluntary unpaid labour,
- (b) the value of services provided voluntarily, under the person's direction, by an employee whose compensation from all sources for providing them does not exceed the compensation the employee would normally receive for the period the services are provided,
- (c) an amount of \$25 or less that is donated at a fund-raising function,
- (d) the amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less,
- (e) the value of political advertising provided without charge on a broadcasting undertaking as defined in Section 2 of the *Broadcasting Act* (Canada), if
 - i. it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - ii. it is provided equally to all candidates for office on the particular Council or local Board,
- (f) the amount of a loan.

What is the value of goods and services donated as contributions?

The value of goods and services provided as a contribution is

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods and services charges the general public for them in the same market area at or about the same time.

When may a candidate conduct fundraising and incur campaign expenses?

The candidate may incur campaign expenses and may accept donations on the day he or she files a nomination. This is the start of the campaign period. The campaign period ends:

- (a) on November 19, 2020; or
- (b) on the day the nomination is withdrawn or deemed to be withdrawn; or
- (c) on Nomination Day if the nomination is rejected; or
- (d) if the candidate has a deficit at the time the campaign period would otherwise end, and notifies the Clerk in writing on or before November 19, 2020, the campaign period is extended until the earliest of the following:
 - (i) May 19, 2021;
 - (ii) the day he or she is nominated in a subsequent election, for an office on the Council or local Board in respect of which the deficit was incurred;
 - (iii) the day the candidate notifies the Clerk in writing that he or she will not accept further contributions; or
 - (iv) the day A equals the total of B and C , where,
 - A = any further contributions.
 - B = the expenses incurred during the extension of the election campaign period.
 - C = the amount of the candidate's deficit at the start of the extension of the election campaign period.

Note: In the event of a recount, a compliance audit application or a court challenge to the validity of the election, a candidate's campaign period could be affected. See Section 68(5) of the *Municipal Elections Act*, 1996 for details.

What are the responsibilities of the candidate with respect to campaign finances?

It is the responsibility of the candidate to ensure that:

1. No contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election,
2. All contributions of money are deposited into the campaign accounts,
3. All funds in the campaign accounts are used exclusively for the purposes of the election campaign,
4. All payments for expenses are made from the campaign accounts (except for filing fee),
5. Contributions of good and services are valued,
6. Receipts are issued for every contribution and obtained for every expense,
7. Financial filings are made as required by the *Municipal Elections Act, 1996*,
8. Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions on behalf of the candidate,
9. Any contribution of money in contravention of this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention. Any such contribution that is not returned to the contributor must be paid to the Clerk,
10. Any anonymous contribution is paid to the Clerk,
11. Records are kept of the following:
 - receipts issued for contributions, the value of every contribution, whether a contribution was in the form of money, goods or services, and the contributor's name and address;
 - every expense including the receipts obtained for each expense;
 - any claim for payment of expenses that the candidate disputes or refuses to pay;
 - the gross income from a fund-raising function and gross amount of money received at a fund-raising function by donations of \$25 or less;
 - any loan and its terms,
12. The records described in clause 11 are retained for the term of office of the members of the Council or local Board and until their successors are elected and the newly elected Council or local Board is organized,

13. Each contributor is informed that a contributor shall not make contributions exceeding,
 - A total of \$1,200 to any one candidate in an election, and
 - A total of \$5,000 to two or more candidates for offices on the same council or local board.

Who can make contributions?

Contributions can only be made to candidates who are nominated and it is illegal to make a contribution to a candidate who is not nominated.

The following may make contributions:

- an individual who is normally a resident in Ontario;
- the candidate and his or her spouse.

Who cannot make contributions?

1. A corporation that carries on business in Ontario,
2. A trade union that holds bargaining rights for employees in Ontario,
3. A federal political party, a federal constituency association or a candidate at a federal election endorsed by a party,
4. A provincial political party, constituency association, registered candidate or leadership contestant,
5. The Crown in Right of Canada or Ontario, a municipality or local Board.

What limits are there on contributions?

Contributions under \$25 may be made in cash. Any contribution over that amount must not be cash.

No contributor may contribute in excess of \$1,200 to any one candidate in an election regardless of the number of offices for which the candidate has been nominated.

A contributor is limited to a maximum of \$5,000 in total contributions to candidates running for office on the same Council or Board.

The candidate and his or her spouse have a collective contribution limit. The formula to calculate the limit is:

- for council member: \$5,000 plus \$0.20 per eligible elector.

There is a cap of \$25,000, even if the formula results in a number greater than \$25,000.

The Clerk will inform candidates of their self-funding limit.

No person shall make contributions of money that does not belong to the contributor with the exception of loans granted by a lending institution, which are permitted under the Act.

What restrictions are there on fundraising events?

The legislation prohibits fundraising functions for a person who is not a candidate. In addition, fundraising events can only be held during the candidate's campaign period.

In order to ensure that fundraising expenses are exempt from their spending limit, candidates should make sure that fundraising is the **primary** purpose of the function. Events or materials promoting the candidate in which fundraising is incidental do not qualify as fundraising functions and are therefore not exempt from the spending limit.

Can I borrow money for my campaign?

The candidate or his/her spouse may borrow money for a campaign from any bank or other recognized lending institution in Ontario. The money must be paid into the candidate's campaign account. No person other than the candidate, or his or her spouse, may guarantee the loan.

Helpful Hints

1. Unlike in past years, a campaign bank account does not have to be opened "in the name of the campaign." The bank account does still need to be used exclusively for campaign purposes.
2. A candidate who does not spend any money or accept any contributions does not have to open a campaign bank account.
3. Since it will be impossible to determine in advance whether the total contributions from any one contributor will exceed the limit of \$1,200, the candidate should record the name and address of each contributor and the amount contributed.
4. If a cheque for a contribution is drawn from a joint personal bank account, the receipt must be issued only to the person who signed the cheque. Where two people have signed a cheque drawn from the joint personal account, the candidate must determine who made the contribution and issue the receipt to that person.
5. Unincorporated groups, such as a law partnership, may contribute to a candidate's campaign, however the candidate should:
 - a. request a list of the names and addresses of the individual contributors that shared in the contribution and the amount contributed by each individual;

- b. issue receipts to the individual contributors, not the unincorporated group. The individual's portion of the group's contribution counts toward that individual's campaign contribution limit of \$1,200; and
 - c. report these contributions on the candidate's financial disclosure in the same manner as contributions.
6. Contributions received:
 - a. in an envelope postmarked prior to the end of the campaign period but received after the campaign period; or
 - b. on the last day of the campaign period which cannot be deposited because the financial institution where the account is held is closed, should be recorded in the accounting records as an outstanding bank deposit on the last day of the campaign period and receipts issued as of that date. Each outstanding deposit should be deposited on the next available banking day.
7. When it is necessary to issue a replacement receipt, write the word "Replacing" and indicate the serial number of the original receipt on the replacement receipt issued. All details on the replacement receipt should be the same as those shown on the original receipt.
8. To facilitate audit examination of the records, duplicate deposit slips should be prepared for all bank deposits listing the names of the contributors from whom cheques, money orders and credit card vouchers were received.
9. If an official receipt has already been issued, the candidate should not refund the contribution until the contributor's copy has been recovered.

2. Campaign Expenses

Expenses are considered to be costs incurred for goods or services by or on behalf of a person wholly or partly for use in his or her election campaign and, without restricting the generality of the foregoing, includes the following:

1. The replacement value of goods retained by the person from any previous election and used in the current election,
2. The value of contributions of goods and services,
3. Audit and accounting fees,
4. Interest on loans,
5. The cost of holding fundraising functions,
6. The cost of holding parties and making other expressions of appreciation after the close of voting,

7. Expenses relating to a recount,
8. Expenses relating to controverted elections,
9. Expenses relating to a compliance audit,
10. Expenses that are incurred by a candidate with a disability, are directly related to the disability and would not have been incurred but for the election to which expenses relate,
11. The cost of election campaign advertisements,
12. The nomination filing fee.

It is to be noted that the maximum campaign expense allowed for a candidate does not apply in respect of expenses described in items 3 and 5 to 10 inclusive above. (Section 88.20(8) of the *Municipal Elections Act*.)

Campaign expenses may only be incurred after a candidate is nominated and only incurred by the candidate or an individual acting on behalf of the candidate. It is the responsibility of the candidate to ensure that copies of receipts are kept for all expenses.

What Limits Are There On Campaign Spending?

1. In case of a candidate for the office of head of Council of a municipality, the amount shall be calculated by adding together \$7,500 plus 85 cents for each elector entitled to vote for the office.
2. In the case of a candidate for another office, the amount shall be calculated by adding together \$5,000 plus 85 cents for each elector entitled to vote for the office.

The Clerk must provide each candidate with an estimated spending limit upon filing of nomination papers. The estimate will be calculated based on the number of electors on the voters' list as of nomination day in the previous election.

On or before February 10, 2020 the Clerk must provide each candidate with a final spending limit. The final campaign spending limit will be calculated based on the number of electors on the voters' list for the current election.

The higher of the final limit or the estimate becomes the candidate's official spending limit.

There is a separate spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent (10%) of the amount of the general spending limit.

Helpful Hints

The candidate should determine the quantity of reusable campaign materials at the end of the campaign and the value of each item. A detailed list of reusable items and their value should be made and determined as follows:

1. if on hand at the start of the campaign, use the value determined at that time; or
2. if acquired during the campaign, value at invoice price.

3. Financial Reporting

On or before 2:00 p.m. on December 21, 2020 in the year following an election year, each candidate shall file the necessary financial reports with the Clerk. Financial statements must be submitted in person. Electronic submissions will not be accepted.

If you filed a nomination form, you must file a financial statement.

Expenses of \$10,000 and Under

If the candidate's campaign expenses and contributions were each equal to or less than \$10,000 he or she must file a financial statement on the prescribed [Form 4](#).

Expenses Over \$10,000

If the candidate's expenses or contributions were over \$10,000 he/she is required to have his/her financial statement audited and submit the auditor's report to the Clerk along with the financial statement, on the prescribed [Form 4](#). The auditor's report must be prepared by an auditor licensed under the *Public Accountancy Act, 2004*.

Campaign Surpluses

Any surplus in a candidate's campaign must be paid to the Clerk. The Clerk will hold that amount in trust for the candidate and will return it, with interest, to the candidate if the candidate incurs expenses related to a recount, an application for a controverted election, or a compliance audit. If the surplus is not needed for these expenses, the surplus becomes the property of the municipality.

Campaign Deficits and Extending Campaign Periods

If a candidate has a deficit in his/her campaign, he/she may extend the campaign period beyond November 19, 2020 to obtain additional contributions in order to eliminate the deficit, by notifying the Clerk in writing of the extension on or before November 19, 2020.

The campaign may be extended until:

- the deficit is eliminated, or
- the day the candidate notifies the Clerk that no further donations will be accepted, or
- May 19, 2021.

Candidates with extended campaigns must still file a financial statement by June 19, 2021. If a candidate extends the campaign period, supplementary reporting period financial statements (and auditor's reports) will be required. The supplementary reporting period will end on May 19, 2021. There are no further extensions of any campaign period beyond May 19, 2021. The financial statements and auditor's reports must be filed by 2:00 p.m. on June 19, 2021. If, after May 19, 2021, the candidate incurs expenses relating to a recount, an application for a controverted election or a compliance audit, the Clerk shall refund, with interest, any surplus being held in trust for the candidate. The candidate may use this surplus to only pay for the expenses relating to a recount, an application for a controverted election or a compliance audit and cannot accept any contributions. The candidate must file the prescribed financial statement for every 90-day reporting period following the release of the surplus until the surplus is exhausted or the recount, controverted election or compliance audit is completed. The financial statement is due 10 days following the end of the 90-day reporting period.

Notice of Default

The Clerk is required to notify a candidate and Council or local Board in writing that the default has occurred.

Grace Period for Filing

If a candidate does not file his/her financial statement by the deadline, he/she may file within 30 days after the deadline if he/she pays the municipality a \$500 late filing fee. This grace period ends at 2:00 p.m. on January 20, 2021, 2020. No nomination fees will be refunded to candidates who file during the 30-day grace period.

Application to Extend the Time to File the Required Documents

A candidate requiring an extension to the filing deadline must apply to the Superior Court of Justice **prior to December 21, 2020**. If the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days.

A candidate who has applied for an extension to the filing deadline must inform the Clerk that they have done so prior to 2:00 p.m. on December 21, 2020. If the court

grants the extension, the candidate will receive the refund of his/her nomination fee if he/she files by the deadline given by the court.

Effect of Extension

If an extension for filing a document is granted, the penalties set out below apply only if the candidate has not filed the document before the end of the extension.

Penalties for Non-Compliance

There are three contraventions of the *Municipal Elections Act*, 1996 where penalties apply automatically:

1. if the candidate fails to file a financial statement by the end of the 30-day grace period or fails to apply to the court before December 21,, 2020 for an extension by the filing deadline
2. if the candidate's financial statement shows that he/she exceeded his/her spending limit
3. if the candidate fails to turn over a campaign surplus to the Clerk when he/she files the required financial statement.

In addition to any other penalty imposed under the *Municipal Elections Act*, a candidate is subject to the following penalties:

1. the candidate forfeits any office to which he or she was elected and the office shall be deemed to be vacant,
2. until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

When Penalties in Effect

The penalties will take effect on the deadline for the filing of the documents. If the candidate applies to the Superior Court of Justice for an extension of time to file the financial statement and fails to file the documents by the date established by the Court, the penalties will take effect at the end of the period of extension.

Compliance Audits

A joint Municipal Elections Compliance Audit Committee (MECAC) has been established by the Region of Waterloo, Cities of Cambridge, Guelph, Kitchener and Waterloo and Townships of North Dumfries, Wellesley, Wilmot and Woolwich. When an application for a compliance audit is received, a meeting is held in the applicable municipality.

An elector entitled to vote in an election may apply to the Clerk of the municipality or the secretary of a local Board for a compliance audit of the campaign of any candidate within ninety (90) days of the filing date of the financial reports of the candidate. Within 10 days after receiving the application, the Clerk of the municipality or the Secretary of a local Board shall forward the application to the Compliance Audit Committee of the Council or the local Board and provide a copy of the application to the Council or local Board. The Committee must consider the application and decide whether to grant or reject the application within thirty (30) days. A candidate may appeal the committee's decision to the Superior Court of Justice within fifteen (15) days after the decision is made.

4. Scrutineers

Each candidate may appoint in writing any number of persons as are necessary to act as a scrutineer and to be present at the voting location and during the counting of the votes.

Forms for the Appointment of Scrutineers by Candidates and guidelines are available from the Clerk's office.

Scrutineers must be appointed in writing and upon request shall show proof of his or her appointment to an election official.

Only one scrutineer may be present in a poll location for each candidate, and if the candidate enters the voting location, the number of scrutineers that may be present is reduced by one.

Candidates and Scrutineers have the Following Rights:

(These rights may not apply to the use of an alternative voting method.)

- to be present when ballot boxes and materials related to the advance voting and the ballot boxes and statement of the results are being delivered to the Clerk.
- to enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots, and all other election documents, but not so as to delay the opening of the voting place.
- to place their own seal on the ballot box before the opening of the voting place.
- to place his or her own seal on the ballot box after the close of voting on an advance vote so ballots cannot be withdrawn or deposited without breaking the seal.
- to object to a person voting.
- to sign the statement of the results of an election.

- to place his or her own seal on the ballot box after the counting of the votes so that ballots cannot be taken out or deposited.

Scrutineers and Candidates are Prohibited from the Following:

- while in the voting place attempting, directly or indirectly, to interfere with how an elector votes, and/or attempting to campaign or persuade an elector to vote for a particular candidate.
- displaying a candidate's election campaign material in a voting place.
- compromise the secrecy of the voting.
- interfere or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- communicate any information obtained at a voting place about how an elector intends to vote or has voted.

5. Election Signs

The City of Cambridge has the following regulations related to the usage of Election Signs:

- By-law 191-03 is the original by-law for prohibiting and regulating signs and other advertising devised within the City of Cambridge. Section 25 speaks directly to election signage;
- By-law 120-10 amends the original by-law to permit the erection of election signs 45 days prior to the election date;
- By-law 60-18 also amends the original by-law in relation to the usage of elections signs.

Please note that the Region of Waterloo By-Law No. 183-013 also regulates municipal election signs on Regional roads. For more information, visit www.region.waterloo.on.ca.

Further information can be found in the Sign Information for Candidates and Third Party Advertisers guide found on the [City's website](#).

6. Prohibition of Canvassing in Voting Places

The Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk does not permit electioneering of any nature in or on the premises used as a voting place on Voting Day or at Advance Voting. The premise is deemed to include the entire building and the property on which it is located.

Section 48(2) of the *Municipal Elections Act*, 1996 provides as follows:

“No person shall display a candidate’s election campaign material or literature in a voting place”

Section 48(3) of the *Municipal Elections Act*, 1996 provides as follows:

“For the purpose of this section,

‘voting place’ includes any place in the immediate vicinity of the voting place designated by the Clerk.”

Deputy Returning Officers are instructed to remove forthwith from any voting place any material or literature of any nature, which may be deposited therein.

In view of the use of school buildings used for voting purposes, the attention of candidates is also drawn to the policies of the School Boards and provisions of the *Education Act* which provide as follows:

- i) No agent or representative may canvass in the schools, nor exhibit advertising material in the schools or on the school property, without the approval in writing of the Director of Education.
- ii) All visitors to schools must report to the office.
- iii) It is the duty of a principal of a school, in addition to the principal’s duties as a teacher, to maintain a visitors’ book in the school when so determined by the Boards.

Thus, it should be noted from the foregoing that in connection with municipal elections, only persons attending a school building for the purpose of casting their ballot, duly qualified election officials, candidates or their authorized agents in, or going to or from the voting place, may be present on school premises.

7. Access to Rented Premises by Candidates or Their Authorized Representatives

Section 28 of the *Residential Tenancies Act*, 2006, provides that:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized

representatives, if they are seeking access for the purpose of canvassing or distributing election material.”

8. Access to Residential Premises by Candidates or Their Authorized Representatives

Section 88.1 of the *Municipal Elections Act*, 1996, provides as follows:

“No person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate and his or her representative from campaigning between 9 a.m. and 9 p.m. at the doors to the apartments, units or houses, as the case may be.”

9. Do Not Call List

Candidates for municipal office are exempt from the provisions of the National Do Not Call List.

The Canadian Radio-television and Telecommunications Commission regulates unsolicited telecommunications; all of their rules must be complied with.

Part E: Third Party Advertisers

Prior to 2018, third party advertising was not regulated for municipal council and school board elections. Those who wanted to advertise or distribute materials supporting or opposing a candidate did not have to identify themselves, were able to spend unlimited amounts of money, and did not have to report their advertising or financial activities to anyone.

Recent changes to the *Municipal Elections Act*, 1996 created a framework of rules for third party advertising.

A third party advertisement is an ad that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot.

Individuals, corporations and trade unions can register as third party advertisers and can also make contributions to third party advertisers. Third party advertisers are required to register with every municipality in which they wish to advertise.

Third party advertisers may register with the municipality starting on December 18, 2019, and until October 2, 2020 during regular office hours. Third party advertiser registrations will not be accepted after the deadline. Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for (Local Council, Regional Council, Regional Chair and School Board Trustee positions).

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is registered with the municipality when the expenses are incurred and advertisement appears. The expenses incurred in relation to third party advertisements cannot exceed the total expenses limits for the registered third party.

Third Party advertising must be done independently of candidates, who are not able to direct a third party advertiser. Candidates are not able to register as third party advertisers.

Financial statements of the third party advertisers are required to be submitted to the Clerk of each municipality the advertiser is registered in by 2:00 p.m. on December 21, 2020. There is a 30-day grace period for third party advertisers who miss the deadline to file a financial statement and auditor’s report, provided that the third party advertiser pays \$500 late filing fee to the municipality.

When do the rules apply?

The restricted period for third party advertisements in relation to an election in a municipality begins on December 18, 2019 and runs until the close of voting on October 5, 2020.

For more information related to third party advertising, see the City of Cambridge's Guide and Information for Third Party Advertisers found on the [City's website](#).

Part F: General Information

1. Definition of Residence

Section 2 of the *Municipal Elections Act*, 1996 reads as follows:

- 2(1) For the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.
- (2) The following rules apply in determining a person's residence:
 1. A person may only have one residence at a time.
 2. The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
 3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence.

Exception, students

- (2.1) Despite paragraph 1 of subsection (2), a person may have residences in two local municipalities at the same time if,
 - (a) The person lives in one of the local municipalities in order to attend an educational institution, but not with the intention of changing his or her permanent lodging place; and
 - (b) The person's permanent lodging place is in the other local municipality.

Section 2(3) of the *Municipal Elections Act*, 1996 reads as follows:

If a person has no permanent lodging place as described in subsections (1) and (2), the following rules apply in determining his or her residence:

1. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.
2. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.

3. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.
4. A person's affidavit regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

2. Enumeration

The Preliminary List of Electors for the City of Cambridge is prepared by the Municipal Property Assessment Corporation and contains the names and addresses and school support of each person who is listed in the Corporation's data and who meets the qualification of an elector. The list will be available February 2020.

3. Revision of Preliminary List of Electors

The Preliminary List of Electors will be available February 2020. It will be available to candidates in electronic format. Applications for amendments to the voters' list will be accepted by the Clerk or designate commencing on February 2020, and ending on Voting Day (October 5, 2020) during regular working hours. These applications will also be accepted at each voting location.

Copies of the Preliminary List of Electors may be viewed during regular working hours at Cambridge City Hall, 50 Dickson Street, 2nd floor.

The interim change to the voters' list will be provided to candidates beginning on February 2020.

4. 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 voting is encouraged for voters who are COVID-19 positive, experiencing symptoms of illness, immunocompromised, or otherwise uncomfortable physically voting at the voting location.**

Proxy forms are available only from the Clerk's Office and may be requested on the main floor of City Hall at 50 Dickson Street, Voters may pick them up prior to Advance Voting Day or Election Day. Candidates should refer any voter wishing to appoint a

proxy to the Clerk's Kiosk at City Hall for information and instructions. Voters may also contact byelection@cambridge.ca for questions related to proxy voting.

5. Curbside Voting

Curbside voting will be available on Voting Day due to COVID-19. Curbside voting will take place at City Hall in the parking lot. Electors will be encouraged to use this option for voting if they are experiencing symptoms of illness, immunocompromised, recently travelled, or within the last 14 days were exposed to or tested for COVID-19.

Electors will be receiving communications on how to vote curbside via their Voter Information Notices, in addition the City of Cambridge will be publishing this information on their website as well as postcards distributed to candidates on how voters can protect themselves at the polls. For detailed curbside procedures see Appendix B of this document.

6. Advance Voting Days

Advance Voting Day will be held for the purpose of receiving votes of electors who wish to vote ahead of time or expect to be unavailable to vote on Voting Day. As a result of COVID-19 and in an attempt to reduce traffic on Voting Day there have been three additional Advance Voting Days set. Those who voted on March 7 will have their ballots contribute to the final results on election day.

The locations, dates, and times for advance voting are:

- March 7, 2020 between the hours of 10:00 a.m. and 3:00 p.m. at 50 Dickson Street, Cambridge City Hall (Bowman Room) **Completed.**
- September 26, October 2 and October 3, 2020 between the hours of 10:00 a.m. and 3:00 p.m. at 50 Dickson Street, Cambridge City Hall.

7. Voting Day

Voting Day is Monday, October 5, 2020, with the polling location open from 10:00 a.m. to 8:00 p.m., with the optical scan tabulation of the votes to take place after the closing of the poll. Both in-person and curbside voting will be available on Voting Day. Due to COVID-19, safety measures will be in place for electors and election workers at all voting places. These include frequent cleaning of voting booths, screening electors before they enter the polling location, requiring masks, limiting the number of electors permitted in a voting place, plexiglass barriers, hand sanitizer, and individual pens for each elector to minimize common surfaces used.

8. Vote Counting Equipment

City of Cambridge will be using Optical Scanning Vote Tabulators for the purpose of counting votes at the 2020 City of Cambridge Municipal By-Election.

Further information is available in the Election Policies and Procedures Manual, and the Alternate Vote Procedures guide.

9. Voter Notification

The Clerk will mail to new Voter Information Notices to each eligible elector on the voters' list who has not already voted on March 7, 2020 advising of the dates and time of Voting Day, including Advance Voting Days. The Voter Information Notice will advise of the options of proxy voting, curbside voting as well as in-person voting with the advanced safety measures in place for pandemic planning.

10. Voter Information Notices

In addition to the Voter Information Notices provided to each elector on the voters' list, the Clerk will place an advertisement on the [City's website](#) and in the newspaper providing notice to all residents of the municipality of the dates and times on which the voting places will be open, including advance voting, and the manner in which electors may use voting proxies. Additional social media will also assist in ensuring that advertising of the Advanced and Voting days are provided to the public.

11. Form of Ballot

The City of Cambridge uses a fully composite ballot. Each elector receives one ballot, which contains each candidate in the running for the Ward 7 Council seat. Electors are only entitled to vote once in the City of Cambridge regardless if they own more than one (1) property.

12. Elector's Absence from Work

An elector is entitled to have three (3) consecutive hours to vote on Voting Day (October 5, 2020). If an elector's normal hours of employment are such that they would not have three consecutive hours to attend the voting place, the employer must allow them to be absent and the absence shall be timed to suit the employer's convenience as much as possible. The employer shall not make a deduction from the employee's pay or impose any other penalty for the absence from work.

13. Accessibility

The goal of the City of Cambridge is to ensure that electors in Cambridge who have a disability or an issue with accessibility are provided with the best opportunity to vote as independently as possible. The City of Cambridge adopted a [2018 Municipal Election Accessibility Plan](#), which will be used for conducting the 2020 municipal by-election to have regard for the needs of electors and candidates with disabilities. All voting locations will be physically accessible to all electors and candidates with disabilities. On site election officials will be available to provide additional assistance as required.

14. Recounts

If necessary, the Clerk may be required to conduct a recount for a particular office if directed by Council or a Local Board or if two or more candidates cannot be declared elected due to a tied vote. Should a recount be required, the City will follow the guidelines set out in the *Municipal Elections Act*, 1996, and the Clerk will hold the recount within 15 days after the declaration of the results of the election.

The recount process shall follow the same process as used in the election and the count will be conducted in the same manner as the original count. A recount of ballots cast via the internet shall be conducted in the same manner as outlined in the recount procedures.

15. Usage of Candidate Information

Once a nomination is filed in the Clerk's office, the municipality will post the full name of the individual, qualifying address and one of: candidate's official website or a social media link of the candidate's choosing.

Appendix A

Comprehensive Review of 2020 Municipal By-Election Timelines

NOTE: MEA refers to the *Municipal Elections Act*

DATE(S)	ACTION ITEM
December 18, 2019 to February 7, 2020 at 2:00 p.m.	<p>Nomination Period Commences</p> <p>Nomination Papers for candidates for the 2020 Municipal By-Election may be filed during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m., weekends and statutory holidays excluded). [MEA s.33]</p>
December 18, 2019	<p>Clerk To Prepare Information Packages For Candidates</p> <p>Calculate preliminary maximum campaign expense limit based on the number of electors on the list on nomination date in the 2020 by-election. (Note: going forward, September 15 of the previous election year). [MEA s.33.0.1 (1)]</p>
December 18, 2019	<p>Clerk To Give Candidate Preliminary Maximum Expense Limit [MEA s.33.01]</p> <p>Registrations For Third Party Advertisers Commences [MEA s.88.6 (7)]</p>
December 18, 2019	<p>Campaign Period</p> <p>Begins December 18, 2019 or whenever a candidate files a nomination paper (whichever is later).</p>
January 17, 2020	<p>Preliminary List of Electors (PLE)</p> <p>MPAC to provide Clerk with PLE. Clerk then corrects for errors and prepares voters' list.</p>
January 23, 2020	<p>Public Notice Of Nomination Period [MEA s.31 s.33(4)]</p>
February 7, 2020	<p>Nomination Day</p> <p>Nomination Papers for candidates for the 2020 Municipal By-Election may be filed no later than 2:00 p.m. MEA S. 31 S. 33(4)</p> <p>Withdrawal of Candidate</p> <p>Candidates wishing to withdraw nomination must do so no later than 2:00 p.m. [MEA s.36(a)]</p>

February 10, 2020	<p>Certification of Nomination Papers</p> <p>Clerk to Certify or Reject nominations no later than 4:00 p.m. [MEA s.25(1)]</p> <p>Declare Election/Acclamations</p> <p>Clerk to post list of Candidates and Acclamations [MEA s.37(1)]</p> <p>Issue Certificate of Maximum Campaign Spending Limits</p> <p>Clerk to provide candidates with certificate of maximum campaign spending limits [MEA s.88.20(13)]</p>
February 12, 2020	<p>Additional Nominations (if necessary)</p> <p>If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m. [MEA s.33(5)]</p>
February 13, 2020	<p>Certification of nomination papers before 4:00 p.m. [MEA 2.35(1)2] – Acclamation(s) after 4:00 p.m. [MEA s.37(7)]</p>
February 2020 to March 23, 2020	<p>Amend Voters' List</p> <p>Applications (including acceptable identification) may be made to the Clerk to make additions, corrections or deletions of own information on the voters' list. [MEA s.65 (4) 4 and 5]</p>
March 7, 2020 +	<p>Advance Poll</p> <p>Cambridge City Hall (Bowman Room) between the hours of 10:00 a.m. and 3:00 p.m.</p>
September 26, October 2, October 3 2020	<p>Advance Poll</p> <p>Cambridge City Hall (50 Dickson Street) between the hours of 10:00 a.m. and 2:00 p.m.</p>
October 5, 2020	<p>Voting Day</p> <p>Final day that qualified electors may cast their vote up to 8:00 p.m. Unofficial results will be released after 8:00 p.m. following the close of voting.</p>
October 6, 2020	<p>Election Results</p> <p>The Clerk will declare the official election results as soon as possible after Voting Day. [MA s.55(4) s.44(4.1)]</p>

	<p>Recount</p> <p>In the event of a tied vote a recount must be held within 15 days of the declaration of the results by the Clerk.</p> <p>A recount on request from Council/Board/Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request. [MEA s.27(2)]</p>
TBD	Ward 7 Councillor Sworn In by City Clerk- TBD
October 20, 2020	Ward 7 Councillor first special electronic council meeting
November 19, 2020	<p>Campaign Period Ends</p> <p>Deadline for candidates to provide Clerk with written notification of deficit and continuation of campaign period. This also applies to third party advertisers. [MEA s.88.24]</p> <p>Notice to Candidates of Filing Requirements</p> <p>The Clerk shall provide notice of all the filing requirements and of the penalties under subsection 88.23(2) and 92(1), to every candidate at least 30 days before the filing date. Last day for notice of the filing requirements of the financial statements covering the reporting period ending May 7, 2020. [MEA s.88.25(9)]</p>
December 21, 2020	<p>Deadline For Filing Financial Statements</p> <p>Financial statements must be filed. Documents will be available for public viewing on the City of Cambridge website as soon as possible after the documents are filed.</p>
January 4, 2021	Final Day For An Elector To Commence An Application For Controverted Election. [MEA s.83] A copy of the application must be provided to the Clerk within 5 days.
January 11,2021	Last Day For Applicant To Serve A Copy Of “Application For Controverted Election” To The Clerk [MEA s.83(3.1)]

<p>January 20, 2021</p>	<p>Last Day For Candidate Who Violated The Deadline For Filing Their Financial Statements, To File Along With A \$500 Fee To Avoid Penalties. [MEA s.88.23(9)]</p> <p>Last Day For Clerk To Review Financial Statements And Report On Any That Exceeded The Limits. [MEA s.88.34]</p>
<p>January 21, 2021</p>	<p>First Day The Clerk Shall Publish Which Candidates Complied With MEA s.88.23 (4,5)</p>
<p>February 2, 2021</p>	<p>Earliest Date For The Disposition Of Election Records (if result declared March 24, 2020 are unchallenged) [MEA s.88(1)].</p> <p>Ballots and other election records shall be destroyed.</p>
<p>May 19, 2021</p>	<p>Last Possible Date Of Supplementary Reporting Period. [MEA s.88.24(4ii)].</p> <p>Last Day For Compliance Audit Request For Supplementary Reporting Period.</p> <p>The Clerk must forward the application to the Compliance Audit Committee within 10 days of receiving the application. Within 30 days, the committee must consider the application and decided whether it should be granted or rejected. [MEA s.88.33]</p>

Appendix B

Curbside Voting

What to Expect How to Vote Without Leaving Your Vehicle

1. Street Closures and Traffic Signs

- a. There will likely be street closures around City Hall for Voting Day (October 5, 2020) to help streamline and control traffic around the building.
- b. Please follow the signs near and around City Hall for “Curbside Voting” until you reach the curbside registration desk.

2. Curbside Registration Desk

- a. The Curbside registration desk will be clearly marked with signs and staff in bright coloured shirts.
- b. Electors will be greeted by masked staff from a distance and asked to present their I.D.
- c. Upon confirming the elector(s) in the vehicle they will be directed to a parking spot in one of four clearly marked rows labeled A-D. More than one elector per vehicle will be permitted.

3. Poll Clerks

- a. One poll clerk will be assigned to each of the curbside rows.
- b. Once parked the elector’s vehicle will be met with by a Poll Clerk who will have a cart with sanitation products, a copy of the Voter’s List, Ballots, Election Forms, and a garbage can.
- c. From a distance electors will once again be asked to present their necessary identification so they can be confirmed to be on the Voter’s List. Electors can do this by placing it up against their driver side windows if they prefer to minimize contact. Poll Clerks will be required to sanitize or put on new gloves for every new interaction.

4. Ballot Experience and Voting

- a. Once confirmed on the Voter’s List the Poll Clerk will provide one ballot per voter in a single-use privacy sleeve as well as a pen to mark the ballot with that the elector will keep to reduce contact.
- b. Once the ballot is received by the voter the Poll Clerk will leave the area so the elector can fill out their ballot in secrecy in their vehicle.
- c. Once the ballot is filled electors are asked put their hazards on and wait patiently for the Poll Clerk to return to their vehicle and present a ballot box for the voter to put their ballot into through the windows of their vehicle. At no time will an elector need to exit their vehicle.

- d. The secrecy sleeve used for the elector's ballot will not be reused during the by-election.
- e. At the end of each voting day the ballots collected curbside will be fed into the optical scan tabulators by the Deputy Returning Officer.

Things to Remember:

- 1. Look for signage directing you to the curbside registration desk.
- 2. Bring your mask to keep yourself and the election staff safe.
- 3. Don't exit your vehicle!