



# 2023 Ward 1 By-Election Guide and Information for Voters

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

Revised: October 2023

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## Introduction

Due to the passing of the previous Ward 1 Councillor (Donna Reid), on August 29, 2023 Cambridge City Council directed staff to fill the vacant seat through a by-election using a combination of internet voting and in-person voting with paper ballots and a manual count. [By-law 23-069](#) was passed requiring a by-election and [By-law 23-070](#) was passed to authorize the use of internet voting as an alternative voting method. The Ward 1 By-Election will be held on **November 13, 2023**.

The City is comprised of eight (8) wards, represented by Ward Councillors, plus the Mayor who is elected at-large. The Mayor represents the City of Cambridge on Regional Council, along with two (2) Regional Councillors.

For the 2023 Ward 1 By-Election, eligible voters will be able to vote at any of the four designated polling sites on Election Day (November 13, 2023) or online beginning at 12:01 am on October 30, 2023, until 7:59 p.m. on November 13, 2023. In addition, there will be advanced voting on November 1 and November 4, 2023. More information about the locations can be found below.

## Can I Vote?

You are a qualified elector in the 2023 Ward 1 by-election if:

- You are a resident of Ward 1 in the City of Cambridge, you are the owner or tenant of land in Ward 1, or the spouse of such owner or tenant;
- You are a Canadian citizen;
- You are at least 18 years old; and
- You are not prohibited from voting.

To check if you are a resident of Ward 1 visit [Which Ward Am I In? - City of Cambridge](#)

## Before Election Day

Prior to the election, you will be sent a Voter Notification Letter in the mail. The letter will contain:

- Voting Options (in-person or online)
- How to vote via Internet voting methods
- Polling locations, times and hours
- Candidate information

## How Can I Vote?

### Option 1: Advanced Voting Days (November 1<sup>st</sup> & 4<sup>th</sup>)

Voters can attend the following advanced polling days:

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- Langs Community Health Centre, November 1, 2023, from 10 a.m. to 6 p.m.
- Allen Reuter Centre, November 4, 2023, from 10 a.m. to 6 p.m.

### Option 2: Election Day (November 13<sup>th</sup>)

Voters can attend any of the following locations on Election Day, November 13<sup>th</sup> from 10 a.m. to 8 p.m.:

- Allen Reuter Centre
- Langs Community Health Centre
- W.G. Johnson Centre
- City Hall

### **Getting to the Voting Location**

You will find accessible parking at each voting location clearly marked with the International Symbol of Access. All voting locations are accessible from a nearby bus stop.

### **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 and voting locations have been assessed using accessibility criteria.

### **Inside the Voting Location**

Seating areas will be provided throughout the voting location. If you require a seat while waiting to vote, please ask the nearest election official.

If you are bringing a support person or require the assistance of an election official to vote, please let election staff know when you register. Your support person or election official will be required to take an oath to assist you in a secure manner.

Service animals are welcome at all polling locations, election officials may ask for proof that the animal is a service animal.

### Option 3: Internet Voting (October 30<sup>th</sup> to November 13<sup>th</sup>)

Online voting will be open from October 30<sup>th</sup>, 2023, at 12:01 a.m. until November 13<sup>th</sup>, 2023, at 7:59 p.m. Register to online vote at the website provided on your Voter Notification Letter and follow the instructions provided on the letter to cast your vote.

If you have not received your Voter Notification Letter or required assistance with internet voting, please contact 519-623-1340, ext. 4561.

## Do I Need Identification to Vote?

Identification will be required when you attend one of the Advance Voting or Election Day Voting. Remember to bring one (1) or more piece(s) of identification showing your name **and** qualifying address.

### **Remember, your Voter Notification Letter cannot be used as a piece of ID**

As per [Ontario Regulation 3034/13 under the Municipal Election Act](#), you must present one of the following documents showing your name and address:

- An Ontario driver's licence.
- An Ontario Health Card (photo card).
- An Ontario Photo Card.
- An Ontario motor vehicle permit (vehicle portion).
- A cancelled personalized cheque.
- A mortgage statement, lease or rental agreement relating to property in Ontario.
- An insurance policy or insurance statement.
- A loan agreement or other financial agreement with a financial institution.
- A document issued or certified by a court in Ontario.
- Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
- An income tax assessment notice.
- A Child Tax Benefit Statement.
- A Statement of Employment Insurance Benefits Paid T4E.
- A Statement of Old Age Security T4A (OAS).
- A Statement of Canada Pension Plan Benefits T4A (P).
- A Canada Pension Plan Statement of Contributions.
- A Statement of Direct Deposit for Ontario Works.
- A Statement of Direct Deposit for Ontario Disability Support Program.
- A Workplace Safety and Insurance Board Statement of Benefits T5007.
- A property tax assessment.
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.

- A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
- A hospital card or record.
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
- A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home.
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
- A cheque stub, T4 statement or pay receipt issued by an employer.
- A transcript or report card from a post-secondary school.

## What Happens When I Go to Vote?

1. You will be greeted by an election official and asked to prepare your identification and voter notification letter, and directed to the next election official;
2. An Election official will use your identification to search for your name on the voters list, strike you as voted and issue you a ballot in a secrecy folder;
3. You will proceed to the voting booth, mark your ballot (as instructed) and place your ballot back in the secrecy folder;
4. You will then place your ballot into the ballot box.

## How are Paper Ballots Counted?

Upon the closing of the voting, in the presence of any Candidates or their scrutineers, election officials will administer the Manual Ballot Count. Once the count is completed, the ballots will be securely transferred to the City Clerk (Returning Officer). The City Clerk will then conduct the Final Ballot Count Verification and certify the final results. Results will be posted to the City of Cambridge website.

**Please note, all ballots cast in advanced voting, at-home voting and special locations will be counted after the close of the City Hall poll on Election Day, November 13<sup>th</sup>.**

## How are Online Votes Counted?

At the end of the voting period, the City Clerk will run a results report which will tally all votes cast during the online voting period. These results will be added to the paper ballot count results, certified by the City Clerk and will be available on the City of Cambridge's website.

## Special Voting Locations

The City of Cambridge has made arrangements to hold special hours of voting for retirement homes and long-term care homes located in Ward 1.

## Accessible Voting Options

### Proxy Voting

If you are unable to vote in person or online, you may appoint a proxy to vote on your behalf. An application to appoint a proxy must be submitted to the Clerk's office by 4:00 p.m. on November 10, 2023.

### At-Home Voting

A City of Cambridge staff member will come to your home from November 6<sup>th</sup> to 10<sup>th</sup>, with a paper ballot and electronic method to assist you with voting. To book At-Home voting please contact 519-623-1340, ext.4561 or email us at [election@cambridge.ca](mailto:election@cambridge.ca).

## Voter Checklist

- Check the list of Certified Candidates for the 2023 Ward 1 By-Election at [cambridge.ca/byelection](https://cambridge.ca/byelection)
- Watch for your voter notification letter in the mail
- Plan your method of voting
- Check that you have the right ID (refer to page 3 of this guide)
- Mark your calendar with the key dates

## Contact Information

For more information about the 2023 municipal by-election, please contact the following:

Telephone: 519-623-1340 ext.4561

Email: [election@cambridge.ca](mailto:election@cambridge.ca)

Website: [Cambridge.ca/byelection](https://Cambridge.ca/byelection)

In-person: Cambridge City Hall  
50 Dickson Street, First Floor  
Cambridge, ON N1R 5W8