

# 2014 Municipal Election

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## Guide and Information for Voters



# Table of Contents

1. Introduction.....	3
2. Who Can Vote? .....	4
3. Getting to the Voting Location.....	5
4. Getting into the Voting Location.....	5
5. Inside the Voting Location .....	5
6. Voting Methods for 2014.....	6
7. Vote Counting Equipment (Tabulation).....	6-7
8. What Happens to your Vote?.....	7
9. Internet Voting .....	7-8
10. What Happens to your Vote?.....	9
11. Telephone Voting.....	9-10
12. What Happens to your Vote?.....	10
13. Corrupt Election Practices—One Vote Only!.....	11
14. Accessible Voting Choices.....	12
15. Paddles .....	12-13
16. What Happens to your Vote?.....	13
17. Thumb Switch / Joystick Method.....	13-14
18. What Happens to your Vote?.....	14
19. Sip and Puff Method.....	15
20. What Happens to your Vote?.....	16
21. Contact Information .....	16

## 1. Introduction

The next regular municipal election will be held on October 27, 2014. The City Clerk is appointed the Municipal Returning Officer by statute and is responsible for the administration and management of municipal elections every four years. For that reason, the Clerk's department is responsible for accepting nominations of candidates running for office, preparing voters' lists, preparing ballots, selecting sites and staff for voting locations for advance voting days and voting day, and certification and distribution of election results.

Every four years, in accordance with the Municipal Elections Act, the City Clerk, acting as Returning Officer, conducts elections for the offices of:

- Mayor
- Regional Councillor
- Ward Councillor
- School Trustee for:
  - Waterloo Region District School Board
  - Waterloo Catholic District School Board
  - Conseil scolaire Viamonde
  - Conseil scolaire de district catholique Center-Sud

The City is composed of 8 wards, represented by Ward Councillors, plus the Mayor who is elected at-large. There are also 2 Regional Councillors also elected at large that attend the Region along with the Mayor.

For 2014, eligible voters will be able to vote at the polling site on Voting Day (October 27, 2014) or will be given a two week period using the internet or telephone leading up to Voting Day. In addition, there will be two advanced voting periods to accommodate residents of the City, on October 11 and 18, 2014 respectively.

**This guide is prepared for information purposes only.**

## 2. Who can Vote?

According to the Municipal Elections Act:

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 the spouse 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.



Persons prohibited from voting (subsection 3)

The following are prohibited from voting:

- 1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
- 2. A corporation.
- 3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- 4. 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. 1996

### 3. Getting to the Voting Location

- You will find an appropriate number of accessible parking spaces at the voting location identified on your Voter Identification Card. These are clearly marked with the International symbol of Accessibility
- You will also find that each voting location is also located on or near a bus route for easy use of public transportation.

### 4. 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

### 5. Inside the Voting Location

- Seating areas are provided throughout the voting location for voters needing a rest
- Voting booths shall be placed on tables. Election staff are available to assist if you require any assistance in reaching the voting booth
- If you require ballots in alternative format (braille, large print, audio) please notify the election staff when you register to vote
- 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 Doctor or a Nurse

## 6. Voting Methods for 2014

### 3 Ways to Vote!



Online



| By Phone



| In Person

The City of Cambridge uses three methods: Vote Tabulation (Ballot), Internet and Telephone as voting options. A qualified voter in the City of Cambridge can use anyone of the three choices to participate in the upcoming Municipal Election.

Please read information below to see how each voting method works!

## 7. Vote Counting Equipment (Tabulation)

This system employs machines to count votes. The electronic counting machines allow for greater accuracy in the counting of votes by removing any counting errors.

You will receive your Voter Information Package between October 1, 2014 and October 8, 2014. If you did not receive your Voter Information Package, please contact the City Clerk's Office at 519-740-4680 ext. 8683 or by email at [vote2014info@cambridge.ca](mailto:vote2014info@cambridge.ca) to verify if you are on the list of voters.

The Voter Information Package contains:

- Your Voter Notification Card and election information
- Overview of options on how to vote (Internet, Telephone, Advance Polls or Voting Day)
- Poll locations and times of where and when to place your vote either at the Advance Polls (October 11 and 18, 2014) or on Voting Day (October 27, 2014)

When you come in to vote, you will be asked to provide your name and appropriate identification (For the list of appropriate ID that you should bring with you, go to the City of Cambridge Election 2014 website.

[View the Cambridge Votes 2014 Website \(http://www.cambridge.ca/vote2014\)](http://www.cambridge.ca/vote2014)).

If you fail to provide the appropriate ID, the poll worker has the right to turn you away. Election fraud is a serious offence, if false ID is provided in place of another voter at the polling location, this is deemed as election fraud and penalties may apply.

Once your identity has been confirmed and the offices that you are entitled to vote for are determined, you will be provided with a secrecy folder containing your ballot. Your ballot identifies the office(s) that you are entitled to vote for. If you require ballots in accessible format (braille, large print, audio) please notify the election staff when you register to vote. Magnifying sheets are also available.

Proceed to the voting booth and mark your ballot by filling in the square with the marker provided, as shown on the signage at the booth. Place your ballot back inside the secrecy folder with the Deputy Returning Officer's initial showing and proceed to the vote tabulator. Do not fold your ballot. Once at the vote tabulator, the election staff will insert your ballot into the vote tabulator.

## 8. What happens to your vote?

- 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 results will be printed and posted at the voting location. It will also be transferred from the memory data card to a central database. The voting results will then be combined and tabulated to produce the final results for the election for each office.

## 9. Internet Voting - Getting set up to Vote online

In this system voters are able to vote from the comfort of their homes through secured internet services. This method provides for easy voting for voters with any disabilities.

You will receive your Voter Information Package between October 1, 2014 and October 8, 2014. If you did not receive your Voter Information Package, please contact the City Clerk's Office at 519-740-4680 ext. 8683 or by email at [vote2014info@cambridge.ca](mailto:vote2014info@cambridge.ca) to verify if you are on the list of voters. If you are not on the list you cannot vote online. If you are on the list and have not received your package you can request a replacement Kit.

The Voter Information Package contains:

- Your Voter Notification Card and election information
- Overview of options on how to vote (Internet, Telephone, Advance Polls or Voting Day)
- A website address and an ID Number for access to the online voter register program – should the voter decide to select Vote by Internet



***Internet voter registration will begin on October 11, 2014 at 10:00 a.m. and will end on October 25, 2014 at 11:59 p.m.***

In order to vote online, you must first register as a **registered online voter**. Log on to the website as provided on the Voter Notification Card, enter your last name and the ID Number provided in your package and follow the instructions on this website. The ID Number is a randomly generated alphanumeric code using high encryption levels to provide proper secrecy and security of your information.

Once you register, a username and password will be generated – this will be emailed to you along with directions for voting. Log on the website that is provided and enter the username and password emailed to you and follow the instructions on the screen.

Prior to voting access, the voter will have to authenticate and declare that they are a qualified voter in the City of Cambridge. If another individual authenticates the identification in place of another voter, this is deemed as election fraud and penalties may apply. Once complete, you will now have voting access to all offices and candidates that you are qualified to vote for.

You will be prompted to move from one voting screen to the next until all offices have been voted for. You cannot **over vote** on any of the offices but can elect not to vote, or under vote, for an office.

You will have several opportunities to review your votes for each office before casting your ballot and will be able to change the vote for any of the offices at any time before finalizing the vote and transmitting the ballot. Once you have finalized your votes, cast your ballot by hitting insert command.

You will receive a confirmation page acknowledging that your vote has been successfully completed.



## 10. What happens to your vote?

- At the end of the voting period, the company overseeing the on-line voting known as Dominion Voting will tally the votes and provide the results to the municipality which will be combined with the ballot tally on Voting Day.

## 11. Telephone Voting

In this system voters are able to vote from the comfort of their homes through secured telephone services. This method provides for easy voting for voters with any disabilities.

If you require your Voter Information Package in an accessible format, contact the City Clerk's Office at 519-760-4680 ext. 8683 or by email at [vote2014info@cambridge.ca](mailto:vote2014info@cambridge.ca)

You will receive your Voter Information Package between October 1, 2014 and October 8, 2014. If you did not receive your Voter Information Package, please contact the City Clerk's Office at 519-760-4680 ext. 8683 or by email at [vote2014info@cambridge.ca](mailto:vote2014info@cambridge.ca)

The Voter Information Package contains:

- Your Voter Notification Card and election information
- Overview of options on how to vote (Internet, Telephone, Advance Polls or Voting Day)
- Instructions on how to place your vote by phone with the phone number to call – should the voter decide to select Vote by Telephone



***You must ensure that you call the correct phone number as indicated on your Voter Notification Card (e.g. local, long distance, rotary or TTY) when calling to cast your vote.***

Telephone voting will be available from October 11, 2014 at 10:00 a.m. to October 25, 2014 at 11:59 p.m. During this time period, you will be able to call and cast your vote from anywhere in the world, 24 hours a day from any kind of phone.

When voting opens, please call the telephone number that pertains to your telephone type. The interactive voice system will ask you to enter your personal identification number and confirmation number.

Prior to voting access, the voter will have to authenticate and declare that they are a qualified voter in the City of Cambridge. If another individual authenticates the identification in place of another voter, this is deemed as election fraud and penalties may apply. Once complete, you will now have voting access to all offices and candidates that you are qualified to vote for.

The system will use these numbers to identify which ward and school board you are entitled to vote for. You will be asked to confirm if this information is correct. Once you confirm this, you will be able to move to the next step.

If you cannot confirm whether the information is correct, please call the City Clerk's Office at 519-760-4680 ext. 8683 or by email at [vote2014info@cambridge.ca](mailto:vote2014info@cambridge.ca).

Once you have confirmed the information on the telephone, follow the instructions given by the interactive voice system to place your votes. The system is tailored to allow you the opportunity to abstain from voting for any office. The system will also repeat your choice and ask you to confirm your choice. You will not be able to move to the next step until you confirm your choice. Once you have confirmed your choice, the system will move to the next office. You will not be able to return to change your vote for this office.

Once you have completed voting for all the eligible offices, and exited the system, you will be counted as having 'voted'.



Q. What makes telephone voting accessible?

A. This method provides for easy voting for voters with any disabilities

## 12. What happens to your vote?

- At the end of the voting period, the company overseeing the telephone voting known as Dominion Voting will tally the votes and provide the results to the municipality which will be combined with the ballot tally on Voting Day

## 13. Corrupt Election Practices – One Vote Only!

In order to vote during the Municipal Election, a voter must ensure that they are properly qualified and will be asked to declare that they are a qualified voter regardless if they choose to vote in-person, by telephone or by internet.

Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

Although the municipality will be using alternative-voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

Section 89 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- Votes without being entitled to do so
- Votes more times than this Act allows
- Induces or procures a person to vote when that person is not entitled to do so
- Before or during an election, publishes a false statement of a candidate's withdrawal
- Furnishes false or misleading information to a person whom this Act authorizes to obtain information
- Without authority, supplies a PIN/ballot to anyone
- Deals with a PIN/ballot, without having authority to do so
- Attempts to do something described above

No person(s) shall solicit a Voter Information Letter, containing a PIN, from an eligible voter. All valid complaints or knowledge of solicitation shall be reported immediately to the Police for investigation of corrupt practices.

In addition, under the provisions of Section 90(1) of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence constitutes a corrupt practice.

Although many provisions of the Municipal Elections Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the "alternative form" of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000 and or a maximum imprisonment of six (6) months.

Notification of the voting process and how voters can access the voting system will be provided in the Voter Information Letter and will be provided to voters by first class mail. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such, in order to ensure the integrity and confidence of the voting process for all voters and the candidates, the Clerk in this alternative form of voting has agreed that all complaints and actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written will be reported to the Police.

## 14. Accessible Voting Options



## 15. Paddles

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

When you come in to vote, you will be asked to provide your name and appropriate identification. For the list of appropriate ID that you should bring with you, go to visit the Cambridge Votes 2014 website.

[View the Cambridge Votes 2014 Website \(http://www.cambridge.ca/vote2014\)](http://www.cambridge.ca/vote2014)

Once your identity has been confirmed and the offices that you are entitled to vote for are determined, election staff will insert the electronic ballot card into the machine. The information on this ballot card will only be visible once it has been inserted into the voting machine.

A hand-held device (with braille labels, and buttons with different shapes and colours) is attached to the voting machine.

Paddles are provided near the machine and can be used to indicate your choice.

Follow instructions on the screen and vote by pressing the appropriate paddle for the candidate you wish to vote for.

Once voting has been completed, press the appropriate paddle to indicate "Cast Ballot". Your ballot will be cast and the ballot card will eject from machine. All election staff at each voting location shall be trained on any assistive voting devices and shall have taken an Oath of Secrecy. At any time during your voting experience, an election official will be available to assist you when necessary.



Q. What makes Paddles accessible?

A. This method provides ease of use for voters with mobility disabilities

## 16. What happens to your vote?

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

## 17. Thumb switch / Joystick Method

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

When you come in to vote, you will be asked to provide your name and appropriate identification. For the list of appropriate ID that you should bring with you, go to visit the Cambridge Votes 2014 website.)

[View the Cambridge Votes 2014 Website \(http://www.cambridge.ca/vote2014\)](http://www.cambridge.ca/vote2014)

Once your identity has been confirmed and the offices that you are entitled to vote for are determined, election staff will enter the code for the appropriate ballot face for the office(s) you will be voting for. Please note that paper ballots may be processed through the vote tabulator simultaneously as votes are cast by thumb switch.

Put on the ear phones provided to you. Follow instructions in the audio and vote by pressing a thumb switch for the candidate you wish to vote for. You will be prompted to press the thumb switch to confirm your selections. If you decide your selections are not the people you want to select, you may cancel your selection(s) by pressing the thumb switch and choosing your candidates once again. You will have the ability to under vote, but not to over vote.

All election staff at each voting location where there are accessible features shall be trained on any assistive voting devices and shall have taken an Oath of Secrecy. At any time during your voting experience, an election official will be available to assist you, where necessary.



Q. What makes thumb switches / joysticks accessible?

A. This method provides for audio instructions and an easy to use apparatus for voters with visual disabilities. Less pressure is required to press the thumb switch / joystick than is required to mark with a writing utensil.

## 18. What happens to your vote?

- The thumb switch records your selections on the same card reader that records the votes from the paper ballots. Your selections are saved in a digital format.
- This total is maintained on the memory data card stored in the touch screen voting unit.

Upon close of voting, the results will be transferred from the memory data card to a central database. The voting results will then be combined and tabulated to produce the final results for the election for each office.

## 19. Sip-and-Puff

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

When you come in to vote, you will be asked to provide your name and appropriate identification. For the list of appropriate ID that you should bring with you, go to visit the Cambridge Votes 2014 website.

[View the Cambridge Votes 2014 Website \(http://www.cambridge.ca/vote2014\)](http://www.cambridge.ca/vote2014)

Once your identity has been confirmed and the offices that you are entitled to vote for are determined, election staff will insert the electronic ballot card into the machine. The information on this ballot card will only be visible once it has been inserted into the voting machine.

A hand-held device (with braille labels, and buttons with different shapes and colours) is attached to the voting machine.

If you are unable to use the touch screen or a hand-held device, disposable mouth pieces are provided near the machine and an election staff person will be available to assist you.

Follow instructions on the screen and vote by sipping/puffing for the candidate you wish to vote for.

Once voting has been completed, touch the "Cast Ballot" button. Your ballot will be cast and the ballot card will eject from the machine.

All election staff at each voting location shall be trained on any assistive voting devices and shall have taken an Oath of Secrecy. At any time during your voting experience, an election official will be available to assist you when necessary.



Q. What makes sip-and-puff machines accessible?

A. This method provides for ease of use for voters with mobility disabilities.

## 20. What happens to your vote?

- The touch screen voting equipment keeps a running total of votes cast.
- This total is maintained on the memory data card stored in the touch screen voting unit.

Upon close of voting, the results will be transferred from the memory data card to a central database. The voting results will then be combined and tabulated to produce the final results for the election for each office.

## 21. Contact Information

For more information about the 2014 Municipal Election, please contact the City Clerk's Office as follows:

Telephone: 519-760-4680 ext. 8683

Email: [vote2014info@cambridge.ca](mailto:vote2014info@cambridge.ca)

Internet: [www.cambridge.ca/vote2014](http://www.cambridge.ca/vote2014)

In-person: 50 Dickson Street, Second Floor

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