

<b>Identification Requirements: Electors, Candidates and Third Parties</b>	City Clerk – Election Office
	Procedure No.: EO-26-002

## 1. Purpose

1.1 The purpose of this procedure is to establish the steps for verifying identification during a municipal election, where required by the Municipal Elections Act, 1996 (MEA), and at the discretion of the City Clerk. This procedure ensures compliance with legislative requirements and maintains the integrity of the election by confirming identity, qualifications, and residency as necessary.

## 2. Application

2.1 This procedure applies to:

- Electors seeking to obtain a ballot;
- Individuals filing a nomination to become a candidate;
- Individuals, Trade Unions or Corporations filing a Notice of Registration to become a registered third-party advertiser;
- Scrutineers appointed by candidates;
- Persons acting as voting proxies; and
- Any other individual or circumstance where the City Clerk deems identification necessary.

## 3. Legislative Authority

3.1 The powers of the City Clerk, include the power to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in the City Clerk’s opinion, is necessary or desirable for conducting the election (MEA s.12(1)).

3.2 The powers referenced above include the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use (MEA s.12(2)).

3.3 The power requires a person, as a condition of doing anything or having an election official for anything under the MEA, to furnish proof that is satisfactory to the election official of the person’s identity or qualifications, including citizenship or residency, or of any other matter (MEA s.12(3)).

- 3.4 The City Clerk may delegate any of their power and duties in relation to an election to any other election official, as they consider necessary (MEA s.15(2)).

## **4. Procedure**

### **General**

- 4.1 Where an individual is required to present identification to an election official, the individual will be required to use the identification described by Ontario Regulation 304/13, set out in Appendix “A”, as proof of identity and residence.
- 4.2 Documents must be an original, or a certified true copy signed by a notary.
- 4.3 Documents received from the City of Cambridge to the elector (i.e. a Voter Notification letter) is not considered valid identification or proof of address.
- 4.4 Where an individual does not possess acceptable identification, as outlined in Appendix “A”, they shall complete a Declaration of Identity in the prescribed form.

### **Identification for Electors**

- 4.5 All electors (or their agents) seeking to obtain a ballot must present identification from Appendix “A” verifying their name and qualifying City of Cambridge address.
- 4.6 An elector who is the spouse of a non-resident owner or tenant of land in the City of Cambridge must provide:
- Acceptable identification showing their own name and address; and
  - A government-issued document confirming marital status; or
  - For common-law relationships, government documentation proving cohabitation for at least one-year, joint parenthood, or a formal cohabitation agreement.

### **Identification for Candidates**

- 4.7 All persons filing a nomination, changing information on a previously submitted Nomination Package, or withdrawing a nomination must present Valid ID from Appendix “A” showing their name and qualifying address within the City of Cambridge, or jurisdiction for school board trustees.
- 4.8 The last name, or single name, appearing on the Nomination Paper must match the name shown on the identification provided. Shortened or modified first names (e.g., *Mike* for *Michael*) may be accepted where the City Clerk is satisfied that the individual is one and the same person. Where acceptable identification demonstrates that an individual is commonly known by their middle name, the middle name may replace the first name on the Nomination Paper.

- 4.9 Nicknames, slogans, initials, occupations, professional designations, degrees, titles, honours, or decorations shall not be used or included as part of the name on the Nomination Paper.
- 4.10 The name appearing on the certified Nomination Paper shall be the name displayed on the ballot.
- 4.11 An Election Official may accept an affidavit setting out the location where an individual has occupied a room or part of a room as a regular lodger, or to which the individual has habitually returned to eat or sleep during the previous five weeks, as proof of residency for the purpose of filing a nomination, in the absence of evidence to the contrary.

### **Identification for Third Party Advertisers**

- 4.12 An individual filing a Notice of Registration as a third-party advertiser shall provide acceptable identification listed in Appendix "A" demonstrating their name and a qualifying address within the Province of Ontario.
- 4.13 Where an agent files a Notice of Registration on behalf of an individual registrant, the agent shall provide their own acceptable identification as well as acceptable identification for the individual registrant.
- 4.14 The name appearing on the Notice of Registration must match the name shown on the identification provided. Shortened or modified first names and middle-name substitutions may be accepted in accordance with the name requirements set out in Section 4.8.
- 4.15 The name appearing on the certified Notice of Registration shall be the legal name of the registered third-party advertiser and shall be published on the City's website.
- 4.16 An official representative, of a corporation or trade union, filing a Notice of Registration on behalf of a corporation or trade union shall provide acceptable identification listed in Appendix "A" demonstrating their name. The name on the identification must match the name of the official representative as it appears on the Notice of Registration and the corresponding board resolution.
- 4.17 The legal name of the corporation or trade union registrant, together with the name of the official representative, as shown on the certified Notice of Registration, shall be published on the City's website.

## **5. Applicable Legislation**

Municipal Elections Act, 1996, S.O. 1996, CHAPTER 32

Ontario Regulation 304/14 – Voter Identification (Made under the Municipal Elections Act)

## **6. Related Policies/Procedures**

Procedure EO-26-003 Candidate Nomination, Certification and Changes to Candidacy

Procedure EO-26-004 Third Party Advertiser Registration and Changes to Registration

## **7. Revision History**

Action	Date
Procedure Approved	April 2026

## Appendix A: Acceptable Documents for Identification

### O.Reg. 304/13

#### Proof of identity and residence

1. The following is prescribed as the proof of identity and residence that a person may present for the purposes of paragraph 1 of subsection 52 (1) of the Act:
  - An original, or a certified or notarial copy, of a document that is listed in Schedule 1 and shows the person's name and qualifying address. O. Reg. 304/13, s. 1; O. Reg. 151/18, s. 1.

#### Form for application and statutory declaration

2. The following is prescribed as the form that a person may complete for the purposes of paragraph 1 of subsection 52 (1) of the Act:
  - Form 9, entitled "Declaration of Identity" (application and statutory declaration under paragraph 1 of subsection 52 (1) of the Act), dated April, 2022 and available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs. O. Reg. 304/13, s. 2; O. Reg. 151/18, s. 1, 2; O. Reg. 58/22, s. 1.

### SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.

11. Any document from a Band Council in Ontario established under the Indian Act (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. 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.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.