

Appointment of Voting Proxy	City Clerk – Election Office
	Procedure No.: EO-26-013

1. Purpose

- 1.1 This procedure establishes the City of Cambridge's procedure for issuing, certifying, and processing a voting proxy application.

2. Application

- 2.1 This procedure applies to election officials designated by the City Clerk and electors during City of Cambridge municipal election and by-elections.

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 Municipal Elections Act, 1996 (MEA) provides eligible electors with the authority to appoint another person to act as their voting proxy should they be unable to attend a voting location or utilize alternatives methods of voting. Eligible electors are required to use prescribed forms to appoint a voting proxy, and the prescribed form must be certified by the City Clerk (MEA, s.44(1)).

4. Procedure

General

- 4.1 The appointment of a voting proxy can only be made after the City Clerk has certified all qualified candidates and remains in effect until election day (MEA, s.44(4)(b)(4.1)).
- 4.2 Copies of the proxy application are public documents, which may be inspected by any person upon request to the City Clerk. Documents will be retained and destroyed consistent with the Municipal Elections Act and as per Procedure EO 26-010 *Viewing and Retention of Election Documents* (MEA, s. 88(1)).

Eligibility

- 4.3 Any qualified elector in the City of Cambridge may appoint another qualified elector as their voting proxy (MEA, s.44(1)).
- 4.4 A person is entitled to be an elector in municipal election in the City of Cambridge, if on voting day they:
- i. Reside in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
 - ii. Are a Canadian citizen;
 - iii. Are at least 18 years old; and
 - iv. Are not prohibited from voting under subsection (3) or otherwise by law (MEA, s.17(2)).
- 4.5 An eligible elector may act as a proxy for:
- i. One other qualified elector who is not a relative; (MEA, s.44(2)) or
 - ii. One or more qualified elector who is a relative, defined in the Municipal Elections Act, 1996 as spouses, siblings, parent, children or grandparent and grandchild (MEA, s.44(3)).
- 4.6 If acting as a proxy for more than one qualified elector who is related, a separate proxy application must be used for each person.
- 4.7 Both the elector marking the proxy appointment and the voting proxy are required to provide identification proving that they are qualified electors in the City of Cambridge, consistent with procedure EO-002 *Identification Requirements: Electors, Candidates, and Third Parties*.
- 4.8 Both the elector making the proxy appointment and the voting proxy are required to be on the Voters' List.
- 4.8.1 If either elector is not on the Voters' List or their information requires amendments, the electors will need to ensure that their information is added or corrected as per Procedure EO 26-011 *Application to Amend the Voters' List*.

Requesting a Proxy Application

- 4.9 An elector who wishes to appoint a voting proxy may:
- i. Contact the election team by phone at 519-513-6415 or by email at election@cambridge.ca to request a Form 3: Appointment of Voting Proxy; or
 - ii. Download a copy of the Form 3: Appointment of Voting Proxy from the city's website.

4.10 The voting proxy may request a proxy application on behalf of the elector who is making the appointment.

4.11 Candidates may refer any proxy requests they receive to the City Clerk.

Completing a Proxy Application

4.12 The elector making the proxy appointment shall complete the required sections of the application. They must identify themselves, identify the voting proxy and attest to their relationship, if any.

4.13 The information of the voting proxy must be completed at the time the elector making the appointment signs the statement.

4.14 The elector making the proxy appointment shall provide their appointee with the completed proxy application, a completed amendment application (if required) and their identification or a photocopy of their identification, as identified in procedure EO 26-002 Identification Requirements: Electors, Candidates, and Third Parties, to the voting proxy.

4.15 The voting proxy shall present the completed proxy application, identification of the elector making the appointment and an original of the proxy's identification, in person, to the City Clerk or designate election official, at City Hall, 50 Dickson street, Cambridge:

- i. 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays, or
- ii. 8:30 a.m. to 5:00p.m., on any day of an advance vote occurring during regular business days, or
- iii. 12:00 p.m. to 5:00 p.m. on any day of an advance vote when the City Clerk's Office is normally not open. (MEA s.44(6)).

Certifying a Proxy Application

4.16 The City Clerk or designate shall:

4.16.1 Verify the names and qualifying addresses of the electors and the voting proxy, and verify that the identification matches the names and address on the proxy application;

4.16.2 Check the Voters' List to verify that both the elector making the appointment and the voting proxy are on the list;

- i. Where the elector and/or the voting proxy are not on the voters' list and are verified as eligible electors, they will have to be added to

the Voters' List by completing an Application to Amend the Voters' List.

- ii. Where either the elector or the voting proxy are not eligible electors, the appointment will not be certified.

4.16.3 Complete the ward numbers for both the elector making the appointment and the voting proxy, where required on the proxy application;

4.16.4 Have the voting proxy read and sign the declaration on the proxy application;

4.16.5 Date and sign the declaration;

4.16.6 Date and sign the certification;

4.16.7 Make a copy of the certified proxy form to be maintained at the Clerks' Office; and

4.16.8 Give the voting proxy the verified proxy application and instruct them to take the form with them to the voting place of the elector making the appointment where they are voting on behalf of the elector.

Process at the Voting Place

4.17 The voting proxy will take the certified proxy application to the voting place of the elector making the appointment.

4.18 The Managing Deputy Returning Officer shall ask the voting proxy to present the certified proxy application, along with their acceptable identification. The voting proxy is not required to present the identification of the elector making the appointment.

4.19 To be valid, the certified proxy application must be completed, signed by the City Clerk or designate.

4.20 The Deputy Returning Officer shall verify that the voting proxy's identification, as identified in procedure EO 26-002 Identification Requirements: Electors, Candidates, and Third Parties, matches the information on the certified proxy application.

- i. If the voting proxy's identification matches, they will be asked to take the oath on the proxy application affirming they are the appointed voting proxy. They will then be given a ballot and can proceed to vote.
- ii. If the voting proxy's identification does not match or the voting proxy does not present acceptable identification, they will not be issued a ballot. The voting proxy must return with acceptable identification.

- 4.21 If the voting proxy is an eligible elector entitled to vote in their own right at the same voting place as the elector making the appointment, the designated election official may issue both ballots at the same time.

5. Legislation

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

6. Related Policies/Procedures

EO 26-002 Identification Requirements: Electors, Candidates, and Third Parties

7. Revision History

Action	Date
Procedure Approved	August 2026