

# PARTICIPANT ELIGIBILITY CRITERIA



**IGNACE**  
Willingness Engagement Team

## **From a government or government agency:**

- band membership card
- Canadian Immigration Identification Card
- valid Ontario Photo Card
- Certificate of Canadian Citizenship (plastic card)
- Certificate of Indian Status (paper or plastic card)
- Confirmation of Permanent Residence (IMM 5292), if signature is shown
- birth certificate
- Permanent Resident Card, if signature is shown
- current professional association licence
- Canadian citizenship card or certificate
- Canadian Forces identity card
- Canadian passport (accepted only as proof of identity)
- Record of Landing (IMM 1000)
- Passport
- card issued by an Inuit local authority
- firearms licence
- government cheque or cheque stub
- government statement of benefits
- health card
- income tax assessment
- Indian status card or temporary confirmation of registration
- library card
- licence or card issued for fishing, trapping or hunting
- liquor identity card
- Métis card
- old age security card
- parolee card
- property tax assessment or evaluation
- public transportation card
- social insurance number card
- vehicle ownership
- Veterans Affairs health care identification card

## **From Elections Canada:**

- targeted revision form to residents of long-term care institutions
- voter information card

## **From an educational institution**

- correspondence issued by a school, college or university
- student identity card

## **From a health care facility or organization**

- blood donor card
- CNIB card
- hospital card
- label on a prescription container
- identity bracelet issued by a hospital or long-term care institution
- medical clinic card

## **From a financial institution**

- bank statement
- credit card
- credit card statement
- credit union statement
- debit card
- insurance certificate, policy or statement
- mortgage contract or statement
- pension plan statement
- personal cheque

## **From a private organization**

- employee card
- residential lease or sub-lease
- utility bill (e.g.: electricity; water; telecommunications services including telephone, cable or satellite)

## **Letters of confirmation**

- Additional pieces of ID may be added. We accept e-statements and e-invoices. Print them or show them on a mobile device.

This list of accepted ID is also available in multiple languages.

[www.yourchoiceignace.ca](http://www.yourchoiceignace.ca)

1-877-473-4090 | 807-697-0565 (local)

[yourvoice@withchela.ca](mailto:yourvoice@withchela.ca)

# PARTICIPANT ELIGIBILITY CRITERIA

## Participant Eligibility Criteria

To ensure that the voice of the residents of the Township of Ignace is clearly captured, criteria have been established and documented to define who can participate. An eligibility criteria and participation policy outlines the process for establishing identity and residency which is required to register and participate in the study. A full copy of this policy is available through the township office or by contacting WCI.

## Eligibility Criteria

Participants must currently own property or reside within the geographic borders of the Township of Ignace and be 16 or older as of March 23, 2024. Participants must demonstrate that they have lived in the community prior to November 1, 2023. The rationale for this date is that the intended participants are residents and owners who currently live in the community, and to restrict the plausibility of data being skewed by those moving to the community to participate. The study is specifically defined by the Township of Ignace geographic borders.

## Providing proof of identity and residence

There are three options for participants to prove their identity and residence. Under each option the consultant must be satisfied that the participant has established his or her identity as well as residence.

### Option 1: One piece of identification to establish proof of name and residence

Participants may prove their identity and residence with one piece of identification issued by a Canadian government or agency (federal, provincial, territorial, or local) that includes their name, address and photograph. A provincial driver's licence, a provincial identification card or a band membership card.

### Option 2: Two pieces of identification to establish proof of name and residence or ownership

Participants may prove their identity and residence or property ownership with two pieces of identification from the list authorized by the consultant, both of which must include the participant's name and at least one of which must include their address within the Township of Ignace. (Appendix 1 outlines the complete list of identification that can be used).

The pieces of identification authorized under the list aim to be broad enough to ensure accessibility for participants who may face barriers in providing documentary proof of their residence, while also protecting the integrity of the data collection.

### Option 3: Solemn declaration and vouching to establish identity and residence

Participants may prove their identity and residence by making a solemn declaration and being vouched for by another registered participant.

The person being vouched for does not require a piece of identification; however, the person vouching for them does. The voucher must have proven their own identity and residence using option 1 or 2. The voucher must also be registered within the Neuvote system, know the participant personally, and not have had their own identity and residence vouched for, and must also make a written solemn declaration.

## **Purpose**

This policy outlines the requirements to demonstrate identity and residency for participation in the Willingness Study being conducted by With Chela Inc. (WCI). Many of the requirements outlined in this policy are based upon existing data collection and public consultation policies including those that are used to plan and manage elections across Canada. The following pages explain the identity verification process for this study, how the Project Team (WCI) has established the process and the protocol for verification of identity, and list of authorized pieces of identification. The policy sets out the principles of inclusiveness, trust, transparency, and service that will be used to guide the process.

To contribute to the Ignace Willingness Study participants must register on the online Neuvote system. To register on the Neuvote system requires proof of identity as related to residency or demonstration of property ownership within the Township of Ignace.

## **Application**

This policy applies throughout the Willingness Study which is ongoing November 2023 through June 2024. Both quantitative and qualitative methodologies will be employed for this study and the policy applies for all data collection methods.

The policy is employed anytime throughout the Willingness Study when participants are required to prove identity and therefore residency within the legal boundaries of Ignace to register for the Neuvote system and provide any response to questions posed about Willingness.

## **Effective Date**

This policy takes effect on October 16, 2023, and may be reviewed at the discretion of the Consultant.

## **Expected Results**

Residents demonstrate their identity and residence in accordance with this policy.

Residents have various alternatives for proving their identity and residence to register and participate. The Consultant effectively and efficiently follow the process of identification and residence requirements under the Policy.

## **Context**

The purpose of the Willingness Study is to provide an opportunity for the community of Ignace to indicate their opinion related to the creation of a Deep Geological Repository (DGR) near the Township of Ignace. This process of data collection constitutes much more than a vote or a referendum. The purpose of this study is to provide the community with a number of opportunities to express their positions verbally during interviews and discussion groups and in writing through a secure online communication. In order to ensure that the voice of Ignace is clearly captured, criteria have been established to define who the participants are. This document outlines the process for establishing identity and residency which is required to register for participation.

In October of 2023, A Residency Working Group was established to determine the parameters of participation and identity verification. The Group included members of the consultant team (WCI), external advisors, who participated in previous stages of this process including preparing previous studies related to this willingness study, and client team met to discuss the criteria that would be used to determine participant eligibility parameters for the Willingness Study.

The purpose of this working group was to accomplish the following three objectives;

- Define who is eligible to participate in the Willingness Study
- Define the process for demonstrating proof of eligibility
- Produce a short decision document explaining the process and rationale behind the conclusions for the first two objectives

### **Guiding Principles**

The following principles guided the process of determining eligibility: Inclusiveness, Trust, Transparency, and Service to the Community

**Inclusiveness:** Eligible residents have equal access to participate. The majority of participants will have sufficient identification, but some may face barriers due to lack of identification, or may have difficulty proving their residence in Ignace. WCI is committed to facilitating participation by all eligible residents. To do this we have set the participation parameters within this document and will communicate throughout the study, where and ways to register, and how to prove identity and residence when registering.

**Trust and Transparency:** Public confidence in data collection is important to the integrity of the study. Residents must have trust in how the data has been collected and incorporated into the report to support the legitimacy of the outcome.

**Service to participants and the community:** Data collection and reporting will be administered efficiently and that the rules applied consistently and fairly. While the identification requirements contribute towards protecting data integrity, administration within the process should not interfere with participation of as many eligible residents as possible.

### **One source for two pieces of identification**

Two different pieces of identification from the same source can be used, if the documents serve different purposes. For example, a student may present a bill for services and a transcript of their marks, even if they have been issued by the same school, college or university.

Two pieces of identification from the same source cannot be used, if both documents serve the same purpose. For example, a participant may not provide two telephone bills from the same provider for the same telephone line, even if both documents are for different billing cycles.

### **Identification that does not prove residence**

In some cases, the address on a piece of identification is insufficient to prove residence. For example, the piece of identification could indicate a post office box or other mailing address. If the residential information is nevertheless consistent with information related to the resident that appears on the list of participants, the participant's residence is deemed to have been proven.

The consultant determines consistency based on all information available to them. If the consultant is satisfied that the identification documents prove the participant's identity and residence in accordance, the participant shall be allowed to contribute to the study.

Where the Consultant has reasonable doubts concerning the participant's residence they may be asked to make a solemn declaration.

### **Consistency between name, address and the list of participants**

In some cases, there may be a discrepancy between the name, address on the list of participants

and on the piece(s) of identification presented by the participant. For example, the list may contain a "Robert Smith" while the piece of identification presented says "Bob Smith". Or, the list may have "2400 Saint-Laurent Street" and the piece of identification may have "2400 St-Laurent Boulevard". In such cases, the consultant will determine consistency based on all information available to them. The participant will not be allowed to contribute unless he or she makes a solemn declaration. The participant may also need to complete a registration certificate or a correction certificate before being allowed to participate.

### **Resolving doubts about participant identity or residence**

Where the Consultant is not satisfied that a document presented by a participant establishes their identity or residence, the Consultant may request that the participant provide an additional document, or be vouched for by another registered participant.

### **Oath of qualification**

In order to be qualified to participate, a participant must be a resident of the Township of Ignace and 16 years of age or older on March 23, 2024. Where the Consultant has reasonable doubt about the participant qualification, they may ask the participant to make a solemn declaration.

### **Definitions**

**Consultant:** Refers to the individual responsible for data security and consistency on the With Chela Inc. (WCI) team. This individual is appointed to exercise powers or perform duties under this policy to prepare for and conduct the registration of participants. This individual is assigned to verify that a resident meets the participant identification requirements.

**Participant event:** Refers to a federal general election, by-election or referendum.

**List of participants:** Refers to the lists produced that includes all eligible participants in accordance with this policy. These include the preliminary list of participants, the revised list of participants, and the official list of participants. They are produced from the data existing in the Neuvote system during the 2022 Municipal Election and other associated databases, such as the Municipal Roll created by MPAC.

**Local Consultant office:** A place where participants may attend to register and submit responses.

**Proof of identity and residence:** Refers to a participant providing the Consultant with satisfactory proof of their name and address.

**Piece(s) of identification:** Refers to all pieces of identification that are accepted as proof of identification and residence under this policy. Used interchangeably with identification.

**Verification of identity and residence:** Refers to the consultant verifying that the name and address contained on the piece(s) of identification provided by a participant match the information on the participant list.