

Alternative Voting Procedure Internet and Telephone June 1, 2022

subject to revision

On March 28, 2022, Wilmot Council passed By-law No. 23-2022 authorizing:

- internet and telephone voting from October 14 to October 24, 2022

Voting Period and Voting Hours

The Voting Period allows for continuous voting between Friday, October 14, 2022, at 10:00 a.m. and Monday, October 24, 2022, at 8:00 p.m.

Voting Options - Internet, Telephone and Paper Ballot

Voters may vote using one of the following methods:

1. by internet on the Wilmot Election website, or
2. by cellular or land line, touch-tone telephone
 - if a voter has a rotary phone but wishes to vote using the phone method, they may do so at a designated Election Help Centre
3. paper ballot in person at designated voting locations on dates to be determined by the Clerk

No Voting Proxy in this Election

Proxy voting, or assigning another person to vote on your behalf, will not be offered this election.

System Integrity, Testing and Activation

The Clerk will conduct a logic and accuracy test of the voting system well in advance of the voting period. The test will ensure that the results reflect the ballots cast.

Prior to activation the Clerk shall generate the confirmation report that contains all candidate names running for an office. The report displays, in real-time, the sum total of votes cast for

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each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins.

The system will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by the Clerk.

After confirming the system's integrity, the Clerk shall activate the voting system at 10:00 a.m. on October 14, 2022.

Voting system testing and activation will be open to candidates or their scrutineers, provided they sign in and attest that the system is functioning using the appropriate form.

Voter Information Letters and PIN Numbers

The Clerk shall preserve the integrity of the voting process by ensuring:

- the election system can only be accessed by eligible voters using their unique Voting Credentials (PIN number) and year of birth,
- all eligible voters are sent a sealed Voter Information Letter with their unique PIN
- eligible voters can be added or amend their information on the Voters List up to and including Election Day, October 24, 2022, at 8:00 p.m.
- Voters will have an additional option to verify their vote using an end-to-end verifiability and auditability mechanism called "voting receipt", which allows voters to anonymously verify that their vote was recorded by the system as cast (this voter verifiability feature maintains voter privacy).
- Should a Voter Information Letter be returned to the Clerk unopened, the PIN status will be disabled by the Clerk in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996.
- Should a Voter Information Letter be returned to the Clerk that has been opened but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed.

Duplicate Voter Information Letters

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If an elector receives more than one Voter Information Letter, they may only vote once and must return the other Voter Information Letter to the Municipal Office or an Election Help Centre where the duplicate name will be removed. Voter Information Letters returned to the Election Help Centre shall have the PIN number disabled immediately so it cannot be used to vote.

Anyone who votes more than once or who improperly uses a Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Invalid PIN Numbers

In the case an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the following steps must be taken:

- the voter must attend the location determined by the Clerk, bringing satisfactory identification, and have an election official confirm that the PIN has been used by an impersonator.
- The Clerk shall determine the validity of the complaint
- Once satisfied that impersonation may have occurred, the eligible voter must take a prescribed oath.
- The Clerk will then issue the voter a Voter Information Letter and PIN.

Where an eligible voter has received an incorrect Voter PIN in terms of ward or region, and/or school support, the voter can contact the Clerk and have the proper information applied to the existing PIN. The voter may re-access the system and vote for all races not yet completed.

New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person unless satisfactory identification is provided and the individual has taken the required oath if required, as administered by an election official.

Audit Trail – Voter Information Letters

The Clerk shall ensure a complete audit trail is maintained of all Voter Information Letters:

- that were sent to voters on the voters' list;
- that were undeliverable and returned from the Post Office;
- that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
- that were re-issued to an eligible elector;
- whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.

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- Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the clerk, bringing satisfactory identification, and have an election official confirm that the PIN has been used by an impersonator.

Voting

Voters may log into the voting system using their PIN number (included in the Voter Information Letter), and their year of birth.

Voters must accept an oath of qualification for the system to provide their ballot. The ballot will show all contests they are entitled to vote for and the maximum number of per office.

Acclaimed Candidates are not on the ballot. Voters cannot vote for more than the maximum number shown. Voters may cast a blank ballot or a ballot where one or more races are blank and their votes for other races will be cast.

Once a voter has selected for all contests, the system will indicate the voter's choice and ask the voter to either confirm their selections and cast ballot or allow the voter to return to a contest to change their selections. Once the ballot is cast and confirmed, the Voter's identification number and PIN cannot be used again to access the voting system.

Completing a Ballot Later, Timeout and Lost Connections

If a voter logs in to the voting system and wishes to complete their ballot later, they may exit the system. After no action for a set time, voters will receive a notice and shortly after the system will timeout and exit automatically.

If a voter exits the voting system or a connection is lost because of a timeout or any other reason, the ballot will not be cast, and the elector may log in again with the same voting credentials to restart their vote. Previous selections will not be saved to ensure secrecy.

PIN Questions or Trouble Voting

If an elector has tried their PIN and cannot access the voting system, they may call or visit an Election Help Centre. The Election Official will determine the status of the PIN number and:

- if the PIN is valid and has not been used, suggest the voter try again using an alternate method (telephone, internet, or paper) or attend at an Election Help Centre to obtain assistance in voting, or
- if the PIN has already been used, they may follow the replacement PIN procedure.

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Voting Security

Wilmot Township will never call or email an eligible voter asking for login or PIN. To ensure secrecy, confidentiality and privacy while voting, please:

- ensure no one else is listening on the same phone line while voting,
- do not use public WiFi if you are unfamiliar with the security settings.

Close of Voting System

At 8:00 p.m. on October 24, 2022, the Clerk shall authorize the close and deactivation of the voting system for the public.

The Clerk may permit Candidates or their scrutineers to be present when the results report is produced. However, no electronic devices are permitted, so results are not available to the public before 8:15 p.m. The Clerk may remove anyone who is creating a disturbance.

Release of Unofficial Results

Unofficial results shall be released once all votes counted electronically are merged with votes counted for paper ballots.

Notice of Official Results (s. 55 (4), (4.1))

As soon as possible after Voting Day, the Clerk shall declare the candidates with the highest number of votes to be elected and post official election results at the Municipal Office and on the election website. Where possible, the Clerk will provide additional information on voter turnout and results by poll or ward.

Notice of the final number of voters and results will be provided by email to:

- the Region of Waterloo for the positions of Mayor (Regional Councillor) and Regional Chair, and
- the responsible Municipal Office for each school board for school board trustees

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