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**CITY OF PETERBOROUGH**

**PROCEDURES FOR THE USE OF INTERNET  
VOTING - 2006**



**CITY OF PETERBOROUGH  
PROCEDURES FOR THE USE OF INTERNET VOTING**

**Declaration**

In accordance with Section 12(1) of the *Municipal Elections Act, 1996*, I hereby certify that the attached procedures shall be followed in conducting the 2006 Municipal Elections in the City of Peterborough.

August 25, 2006

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NANCY WRIGHT-LAKING  
CITY CLERK/RETURNING OFFICER



## CITY OF PETERBOROUGH PROCEDURES FOR THE USE OF INTERNET VOTING

### Definitions

1. In this procedure,

**“Act”** means the *Municipal Elections Act, 1996*, S.O., 1996, c. 32.

**“Code”** means a system or set of numbers and letters generated to facilitate the integrity of the Internet voting process.

**“Decrypt”** means the act of deciphering or decoding data that has been encrypted.

**“Elector”** means 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.

**“Election Reporting Manager (EPM)”** means the software used to accumulate and complete the raw election data, once it has been decrypted on election night.

**“Encrypt”** means the act of ciphering data using a secret Code so as to be unintelligible.

**“EID Number”** means the Elector Identification Numeric Code that is randomly generated and sent to every elector on the electors’ list by way of a Notification Registration Card. This Code will be used to log onto the site to utilize Internet Voting.

**“Internet Voting Registration”** means the preliminary process by which the elector must register for Internet voting. An EID Number is sent to every elector on the Notification Registration Cards and must be used to register for Internet voting. During this process, the elector must also select, from a list of four personal questions, a question and provide their answer that must be presented during their Internet voting experience.

**“PIN”** means one of two Codes necessary for use as a password on the Internet for Voting.

**“Adobe pdf”** means an encrypted letter/attachment containing the PIN which will be forwarded by email to the elector.



## CITY OF PETERBOROUGH PROCEDURES FOR THE USE OF INTERNET VOTING

### Introduction

2. Historically elector turn out in municipal elections in the City of Peterborough has been approximately 45%. The catalyst for the development of an Internet voting procedure was to increase elector awareness and elector turnout by providing easier access to vote.

Internet voting is not the only means for voting in the City of Peterborough, instead, Internet voting complements the traditional advanced voting process and will only be available during the advanced voting period of November 6, 2006 at 12:00 a.m. to November 11, 2006 at 12:00 a.m.

### Application of Procedure

3.
  - (a) This Internet voting procedure applies to an election conducted by the Clerk of the City of Peterborough By-law No. 2006-036, passed under the authority of Section 42 of the Municipal Elections Act, on March 20, 2006, authorizing the use of Internet voting as an alternative voting method and the use of optical scanning vote tabulators for the purpose of counting votes.
  - (b) Internet voting is a complement the traditional advanced voting process and will be continuously available during the advanced voting period of November 6 to November 11, 2006.
  - (c) Where this procedure does not provide for any matter, the election to which this procedure applies shall be conducted in accordance with the principles of the Act. These principles are generally recognized as:
    - i. the secrecy and confidentiality of individual votes is paramount;
    - ii. the election shall be fair and non-biased;
    - iii. the election shall be accessible to all electors;
    - iv. the integrity of the process shall be maintained throughout the election;
    - v. the certainty of the results of the election shall reflect the votes cast;
    - vi. electors and candidates shall be treated fairly and consistently.
    - vii. there shall be no interference with an elector who is marking the ballot;



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### Security and Integrity

4. (a) Dominion Voting Systems, (DVS) has provided the City's Information Technology Support (ITS) staff with detailed documentation on the security of their system and their data centre.
- (b) Security protocols documented by DVS for the Internet voting system are similar to secure online transaction systems used by banks and other organizations with similar privacy and confidentiality concerns.
- (c) DVS has submitted to a security audit by a company selected by the City of Peterborough.
- (d) The application for registration and voting will be hosted by the DVS data centre but will be linked through the Peterborough website [www.peterboroughvotes.ca](http://www.peterboroughvotes.ca).
- (e) Internet Voting eliminates the individual scrutiny of the voting process by the Deputy Returning Officer (the "D.R.O."), the candidates or their scrutineer. However, it in no way releases electors, candidates and others from acting in accordance with the requirements of the Act.

The Act provides that no elector shall show his or her marked ballot to any person, except in connection with obtaining assistance to vote, whereby, the D.R.O. may permit an elector to have such assistance as the D.R.O. considers necessary.

Only qualified electors are entitled to vote in the election and have only one vote in the municipality.

### Elector Registration

Elector Registration is a two-step process as outlined below.

5. (a) A package containing a Notification of Registration Card/Letter and election information will be mailed by first class mail to all electors who appear on the Voters' List. This mailing will commence during the second week of October 2006. This mailing initiates the first step of elector registration.

**Note:** Names can be added to the Voter's List at the City Clerk's Office between September 5 and November 3, 2006 for Internet Voting. Names can also be added at the voting station on November 13<sup>th</sup> Election Day in order to vote at the traditional poll.



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- (b) On-line (Internet) voting will begin 12:00 am November 6, 2006 and continue uninterrupted until 12:00 am on November 11, 2006 (midnight Friday, November 10, 2006)
- (c) The Voter Notification Card will include a website link and a EID Number for access to the on-line voter register program hosted by DVS through the City of Peterborough website ~ [www.peterboroughvotes.ca](http://www.peterboroughvotes.ca)
- (d) The elector, if they choose to register for internet voting, will go to the City of Peterborough election web site ([www.peterboroughvotes.ca](http://www.peterboroughvotes.ca)), enter their EID Number and their personal verification information as directed.

**Note:** The EID Number is a ten digit, numeric code generated randomly. This process uses high levels of encryption to uphold the secrecy of the data.

- (e) The elector will be asked to enter an on-screen verification code (this is a randomly generated security code that prevents automated hacking) and submit.
  - i. If the EID is not accepted they will be prompted to contact the helpline at 1-866-862-4595.
- (f) The registration page will inquire whether or not the elector wants to register to vote via the internet. If they choose to proceed, the elector will then have to respond to one of four personal questions from a drop down menu. The elector will need to verify their secret answer to become a registered on-line elector.
- (g) DVS will generate a daily file containing those persons who register to vote on-line and release the data to the City of Peterborough election staff for processing of the on-line voting instructions.
  - i. Each elector will select how they wish to receive the PIN, (regular mail or email) and the type of ballot, (regular or visually impaired).
  - ii. The PIN is an alphanumeric case sensitive set of digits
- (h) The Clerk will accept or reject the request for a PIN. If accepted, the clerk will, by first class postage or by email provide each elector with their PIN. The elector's receipt of a PIN completes the two-step elector registration process.



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### On-line Voting Process

6. (a) Registered electors will have access to the Internet voting site starting at 12:00 a.m. November 6, and ending at 12:00 a.m. November 11, 2006.
- (b) The voting site is hosted by DVS and is accessible through the City of Peterborough web site ([www.peterboroughvotes.ca](http://www.peterboroughvotes.ca))
- (c) Registered on-line electors will enter the EID and PIN sent to them (either via e-mail or first class postage) and answer the personal question they established during the Internet voting registration process and enter the encrypted number on which will appear on the screen.
- (d) Electors shall make a Declaration that they are entitled to vote in the City of Peterborough Municipal Election and that they are a Canadian citizen. (See example in Appendix A).
- (e) The elector will have voting access to all offices and candidates for whom they are qualified to vote.
- (f) The elector will be prompted to move from one voting screen to the next until all offices have been voted for.

**Note:** An elector will be questioned if they attempt to overvote on any of the offices. An elector will be permitted to under vote, or elect not to vote, for any office. Before the final cast of the ballot the system will display the overvotes and will ask for confirmation of ballot selection(s).

- (g) The elector will be able to review his/her votes for each office before casting his/her ballot.

**Note:** The elector may change the vote for any of the offices at anytime before verifying the vote and submitting the ballot.

- (h) The elector will then cast his/her ballot (by submitting the ballot).
- (i) The system will acknowledge to the elector when the casting of the ballot vote has been successfully completed.
- (j) Once the ballot is submitted it cannot be reclaimed or re-voted (no additional ballots can be obtained in the event of error).
- (k) Once an internet ballot has been cast, that elector will not be able to vote in a traditional poll (and vice versa).



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### Disruption of Voting

7. (a) If at any anytime during the voting process there is a disruption the elector may contact the call centre help line for on-line technical support at 866-862-4595.

**Note:** On-line technical support staff do not have access to PIN information in the system. Electors using the support line will need to confirm their chosen secret question for verification purposes. Support staff can only reset a PIN if the status of the on-line voting system reads 'not voted'.

### Voters' List (ID Coding)

8. (a) After the last day for revision to the voters' list for Internet voting, a file of all qualified electors that are on the voters' list will be sent to DVS.
- (b) DVS will assign EID Numbers to the voters' list file to facilitate the registration process for on-line voting.
- (c) DVS will return the file to the Clerk with the user EID Numbers.

### Voters' List

(Real Time Voting List for both the Internet Advanced Voting and Vote Anywhere Election Day Technology)

9. (a) The Voters' List for advance voting during the Internet voting period will be on-line, hosted by DVS and shared with the City of Peterborough.
- (b) When a registered Internet elector votes on-line, the elector's name is flagged on the Voters' List as "voted".
- (c) When a registered elector votes in the traditional manner at a voting station with a paper ballot through vote tabulators on Election Day, the name is flagged on the list as "voted".

**Note:** This system will not allow an elector who votes on the Internet to go to a voting station and obtain a paper ballot (and vice versa).

- (d) A list of advance electors will be produced and made available for all candidates after the advance voting period.

### Verification of the System

10. Verification testing of the internet voting system will take place during October 2006. Candidates will be informed of this testing date in writing.



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### **Tabulation**

11. (a) When the polls close on November 13, 2006 at 8:00 pm, the internet advanced votes will be decrypted and reported, then all Election Day vote tabulating memory card results will be read as they arrive at City Hall.

### **Recounts**

12. (a) The Municipal Elections Act, as amended, states that a recount shall be conducted in the same manner as the original count.



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### Appendix A

#### Oath of Qualification

I am the person named on the Voters' List and I have not voted in the election now being held in the City of Peterborough. I am a Canadian citizen, at least 18 years of age and a resident of the City of Peterborough, or a non-resident owner or tenant of land in the City of Peterborough, or the spouse or same sex partner of such owner or tenant.

#### Notice Of Offence

#### Notice Of Corrupt Practice

Municipal Elections Act, 1996 (S. 89)

Section 89 of the *Municipal Elections Act, 1996* provides that a person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if he or she,

- (a) votes without being entitled to do so;
- (b) votes more times than the Act allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

Section 90 of the said Act provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for imprisonment for a term of not more than six months.

I confirm the above information by clicking "I agree" to proceed to the internet voting screen.