



Town of Georgina

Procedures for the Use of Online Voting

These are the certified Rules and Procedures for the use of Online Voting in the 2026 Municipal Election for the Town of Georgina.

A handwritten signature in blue ink, appearing to read "Rachel Dillabough", is positioned above a horizontal line.

Rachel Dillabough
Town Clerk/Returning Officer

TOWN OF GEORGINA
MAY 31, 2026



TOWN OF GEORGINA Procedures for the Use of Online Voting

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1. AUTHORITY

The *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched., as amended (the “Act”) in subsection 42(3) requires that the Clerk establish procedures for any voting and vote-counting equipment authorized by bylaw. The Council of The Corporation of the Town of Georgina passed Bylaw Number 2021-0030 (EL-1) and Bylaw Number 2022-0028 (EL-1) authorizing the use of voting and vote-counting equipment, including optical scanning vote tabulators and online voting, for the 2026 Municipal Election.

Section 12 of the Act gives the Clerk as Returning Officer the authority to provide for any matter or procedure for which there is otherwise no provision in statute or regulation, but which is, in the Clerk’s opinion, necessary or desirable for conducting the Municipal Election.

2. APPLICATION OF PROCEDURES

- (1) These procedures apply to the October 26, 2026 Municipal Election in accordance with Section 42 of the Act.
- (2) In accordance with Section 12 of the Act, the Clerk may provide for any matter or procedure that is not otherwise provided for in the Act or regulation, and, in the opinion of the Clerk, is necessary or desirable for conducting the Election.
- (3) Where these procedures do not specifically address a matter, the Election to which these procedures apply will be conducted in accordance with the principles of the Act. These principles are generally recognized to include the following:
 - (a) The secrecy and confidentiality of individual votes is paramount;
 - (b) The Election should be fair and non-biased;
 - (c) The Election should be accessible to all eligible voters;
 - (d) The integrity of the process should be maintained throughout the Election;
 - (e) There should be certainty that the results of the Election reflect the votes cast;
 - (f) Voters and candidates should be treated fairly and consistently; and
 - (g) A proper majority vote decides the Election by ensuring, so far as reasonably possible, that valid votes be counted and invalid votes be rejected.
- (4) The Clerk has the right to amend these procedures and will circulate such amendments to candidates.



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- (5) These procedures are subject to change in the case of an emergency as prescribed in Section 53 of the Act.
- (6) The Clerk shall appoint Election Officials in writing for the purposes of implementing these procedures and may designate their duties and titles.

3. DEFINITIONS

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

“Advance Voting Period” refers to the period between 10:00 a.m. on October 10, 2026 and 12:00 p.m. (noon) on October 23, 2026, during which time an eligible voter may cast an online ballot in the Town of Georgina 2026 Municipal Election.

“Candidate” refers to a person whose nomination has been certified by the Clerk under Section 35 of the Act.

“Clerk” refers to the Town Clerk/Returning Officer for the Town of Georgina who is responsible for conducting this Election under the authority of the Act, or their designate.

“Declaration of Qualification and Acknowledgement of Offences Statement” refers to the declaration Eligible Voters must take prior to voting online; it confirms they are eligible to vote in the Town of Georgina and advises them of the penalties prescribed by the Act.

“Denial of Service Attack (DOS)” is an action that prevents or impairs the authorized use of networks, systems, or applications by exhausting resources such as central processing units (CPU), memory, bandwidth, and disk space.

“Designated Voting Place” is a specific, physical location designated by the Returning Officer in accordance with Section 45 of the Act for in-person voting.

“Disruption of Service” refers to an unlikely disconnection that an Eligible Voter may encounter during the online voting process. If a disruption of service occurs, the Eligible Voter must log back into the system and restart the voting process.

“Election Management Team” refers to the Clerk and designates in charge of ensuring the integrity of the configuration and the voting results, as well as guaranteeing the secrecy of the votes.

“Election Official” means the person designated by the Clerk in writing to perform certain election functions as determined by the Clerk. An election official may include, but is not limited to, an Assistant Returning Officer, Election Assistant, Deputy Returning Officer (DRO), Revision Clerk (RC), Information Clerk (IC), and/or any other designated election official..



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“Eligible Voter” refers to a person who is entitled to be an elector, if, on Voting Day, they meet the qualifications outlined in Section 17(2) and are not prohibited from voting under Section 17(3) of the Act.

“Encrypt” refers to the act of ciphering data using a secret code so as to be unintelligible to unauthorized parties.

“Office” refers to the race in which a candidate is registered to run as governed by the Act.

“Online Voting” refers to the process by which an Eligible Voter casts their ballot online. In order to vote online, the Eligible Voter must access the official election website using the required security credentials.

“Online Voting Provider” refers to the vendor retained by the Town of Georgina to provide online voting services.

“Over-vote” refers to the process by which an Eligible Voter selects more candidates than permitted for a particular office. The Town’s online voting system does not allow for over-votes.

“Personal Identification Number (PIN)” refers to a unique multiple digit number assigned by the Online Voting Provider to each Eligible Voter to provide secure access to the voting system.

“reCAPTCHA Challenge” is a type of challenge-response test used to ensure that the response is not generated by a computer.

“Town” refers to the Town of Georgina.

“Under-vote” refers to the process by which an Eligible Voter selects less than the permitted number of candidates for a particular office. The Town’s online voting system allows for under-votes.

“Voters’ List” refers to the list of all Eligible Voters in the Town of Georgina prepared by Elections Ontario and revised by the Clerk for use in the 2026 Municipal Election.

“Voters’ List Management Provider” refers to the vendor retained by the Town of Georgina to manage the Voter’s List.

“Voting Day” refers to the day on which the final vote is to be taken in the 2026 Municipal Election.

“Voter Information Letter” refers to the package of information containing election information sent to all Eligible Voters in the Town of Georgina.



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4. SECURITY AND INTERFERENCE

- (1) The Clerk and the Town's Online Voting Provider shall maintain and aid in maintaining the secrecy of voting.
- (2) No person shall interfere or attempt to interfere with an Eligible Voter while in the process of accessing the online voting service or attempt to interfere in the voting process while using the online voting service unless expressly requested and authorized by the Eligible Voter.
- (3) No person shall obtain or attempt to obtain information about how an Eligible Voter intends to vote or has voted. In the event that an Eligible Voter requests assistance in their voting from an Election Official, the Election Official is required to maintain the secrecy of the vote(s) cast by the Eligible Voter and shall vote according to the instructions and wishes of the Eligible Voter.
- (4) No person shall communicate any information that might have been inadvertently obtained about how an Eligible Voter intends to vote or has voted.
- (5) No Eligible Voter shall reveal how they intend to vote except when obtaining assistance in voting from either a support person or an Election Official.

5. SECURITY AND INTEGRITY

- (1) A predefined security protocol is adhered to during the entire 2026 Municipal Election period. This protocol ensures access control to the status of the election is only available to the Clerk and/or designate, and/or persons so authorized by the Clerk.
- (2) The Town's Online Voting Provider implements a unique and patented cryptographic protocol, which combined with physical and logical security measures, provides an electronic voting platform that meets the Town's predefined security protocols and supports the principles of the Act.
- (3) Access to the voting system application is monitored and controlled through a series of system features and services both internally and through data centre services provided by the Town's Online Voting Provider.
- (4) Should a denial of service (DOS) attack occur at any point during the election process, the Town's Online Voting Provider will open an investigation to determine if it is an attack and take the required measures to mitigate the attack to ensure there is no disruption of service.



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- (5) The Town's Online Voting Provider offers no single point of failure. All servers are replicated and all networking appliances, database and any component is duplicated to ensure there no disruption of service.

6. VOTER INFORMATION LETTER

- (1) DataFix will generate a data file containing the names of all Eligible Voters for the Clerk to use in preparation for Voter Information Letters to be sent to all Eligible Voters.
- (2) The Voter Information Letters will include the election website address and a voting PIN for use by an Eligible Voter whose name appears on the Voter's List.
- (3) Prior to Voting Day, the Clerk will send a Voter Information Letter to each Eligible Voter whose name appears on the Voter's list.
- (4) Where an Eligible Voter's date of birth is missing, they will have the option of calling an Election Official. If the Election Official is satisfied by the Eligible Voter's identity, their date of birth will be updated to allow the Eligible Voter to vote online.
- (5) Any undeliverable Voter Information Letters will be returned to the Clerk's attention by Canada Post and will be stored in a secure area.
- (6) Should a Voter Information Letter be returned to the Town of Georgina Civic Centre unopened, 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. The Voter Information Letter 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 Act.
- (7) Should a Voter Information Letter be returned to the Town of Georgina Civic Centre 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 as in clause 6(6) of these procedures.
- (8) Between September 1, 2026 and October 26, 2026, Eligible Voters may be added to the Voter's List in-person at the Town of Georgina Clerk's Office, Georgina Civic Centre, 26557 Civic Centre Rd. or any location designated by the Clerk. Any Eligible Voter added to the Voter's List during this time will be provided with a Voter Information Letter by the Clerk. This will include their voting PIN.



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- (9) The Clerk and the Election Officials shall ensure a complete audit trail is maintained of all Voter Information Letters:
- (a) That were sent to Eligible Voters on the Voter's List;
 - (b) That were undeliverable and returned from the Post Office;
 - (c) That were returned by an Eligible Voter or other persons either opened or unopened but unused for voting purposes;
 - (d) That were re-issued to an Eligible Voter;
 - (e) Whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
- (10) Where an Eligible Voter has attempted to validate their PIN and they have determined that the PIN has already been used, the Eligible Voter can attend a location determined by the Clerk, bring satisfactory identification and have the Election Official confirm that the PIN has been used by an impersonator. Prior to the re-issuance of a new Voter Information Letter, the Eligible Voter shall be required to answer any and all questions from the Election Official.

7. ONLINE VOTING PROCESS

- (1) The online voting method shall be used for the 2026 Municipal & School Board Elections.
- (2) Every Eligible Voter shall be limited to only one vote through the use of a PIN distributed by first class mail, or hand delivered as required, in a sealed and personalized Voter Information Letter.
- (3) The voting site is hosted by the Town's Online Voting Provider and will be accessible through a link provided in the Voter Information Letters.
- (4) The Eligible Voter will enter the site of the Town's Online Voting Provider and will be required to:
 - (a) Enter their voting PIN;
 - (b) Enter their date of birth;
 - (c) Complete the reCAPTCHA challenge;

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- (d) Read and accept the mandatory Declaration of Qualification and Acknowledgement of Offences Statement.
- (5) After logging into the online voting system, the Eligible Voter is presented with instructions for completing the ballot.
 - (6) The Eligible Voter is prompted to view each contest and the full list of candidates based on their qualifying address and school board support (as captured on the voters' list) before advancing to the next part of the ballot.
 - (7) If a voting session is inactive for a pre-defined amount of time, the Eligible Voter is automatically logged out of the session, and is required to re-authenticate and start from the beginning of the ballot in order to continue voting.
 - a. An Eligible Voter whose voting session is about to time out due to inactivity is presented with prompts to extend their session if they want to continue voting.
 - b. If a voting session timed out due to inactivity after the close of voting on the final online voting day, the voter is not able to re-access the online voting system.
 - (8) Once completed, Eligible Voters will be able to review their votes and change their selections for each office as many times as required.
 - (9) Once an Eligible Voter has reviewed their choices, they will irrevocably cast their ballot by pressing the vote confirmation button.
 - (10) An Eligible Voter cannot over-vote any office but is able to under-vote or choose not to vote in a race for a particular office.
 - (11) The online voting system allows an Eligible Voter to decline their ballot. An Eligible Voter who chooses to decline their ballot will be prompted to review and confirm their intention to not make a selection for any contest. An Eligible Voter who declines their ballot is immediately struck off the voters' list and is not eligible to receive another ballot in the election.
 - (12) Once an Eligible Voter has used the vote confirmation button, they will receive a voting receipt to confirm that their vote has entered the ballot box. Voters will be able to download the voting receipt. The voting receipt will not give any information on how an Eligible Voter has voted.
 - (13) An Eligible Voter who is in the process of an active voting session after the close of voting on the final online voting day is able to complete the voting process and cast their ballot for a period of up to 20 minutes.



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- (14) If a voting session times out after this period of time following the close of voting on the final online voting day, the Eligible Voter is not able to re-access the online voting system.
 - (15) Once a PIN has been used to complete all assigned races associated with the election, it cannot be used again, and further access shall not be granted to the online voting service.
 - (16) Online voting will commence at 10:00 a.m. on October 10, 2026.
 - (17) Online Voting will end at 12:00 p.m. (noon) on October 23, 2026.
 - (18) Prior to the activation of online voting, the Clerk or other authorized Election Official will generate a confirmation report that contains all Candidate's names running for Office. The timing of this report confirms zero (0) votes before online voting begins.
 - (19) The online voting system will be activated unless any of the counts associated with the Candidate's names do not indicate a zero votes total, and unless directed otherwise by an Election Official.

8. DISRUPTION OF VOTING

- (1) If at anytime during the online voting process there is a disruption of service or the system times out, an Eligible Voter must log back into the system and restart the voting process.
- (2) If an Eligible Voter is unsure if their vote was cast, an Election Official will review the status of the Eligible Voter to determine if a vote was cast or not:
 - (a) If cast, the Election Official will confirm with the Voter that their ballot was accepted; or,
 - (b) If the status is 'not voted', the Voter will be advised that the vote was not cast and that the Eligible Voter should be able to re-enter the system and restart the voting process.
- (3) Once an Eligible Voter has cast a ballot, they are unable to re-enter the system.

9. VOTER'S LIST

- (1) The Voters' List for the early voting period will be web-based and hosted by the Town's Voters' List Management Provider.



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- (2) When an Eligible Voter casts a ballot online, their Voter status on the Voters' List is automatically noted as having cast a ballot.
- (3) When an Eligible Voter casts a ballot in-person at a designated voting place during the early voting period, the Election Official updates the Voter status on the Voters' List and denotes them as having cast a ballot.
- (4) The system used by the Voters' List Management Provider will automatically note when a ballot has been cast by an Eligible Voter online or in-person. An Eligible Voter who has already voted online will not be able to attend a designated voting place to cast a second ballot without detection. Likewise, an Eligible Voter who decides to cast a ballot in person at a designated voting place will not be able to cast a ballot online. An Eligible Voter will only be able to cast a ballot online or in-person, but cannot utilize both voting methods.

10. TESTING AND AUDITING OF THE ONLINE VOTING SYSTEM

- (1) Prior to the start of voting, the Clerk will conduct comprehensive testing of the online voting platform.
- (2) The test(s) shall include:
 - (a) checking the wording of the script;
 - (b) attempting to use a PIN more than once;
 - (c) balancing a predetermined number of votes with those cast;
 - (e) checking the system which is used for activating PINs through the revision process;
 - (f) deliberately entering the wrong information;
 - (g) any other functions as determined appropriate by the Clerk.
- (3) Two "mock elections" will be conducted. The Clerk will verify the results of at least one mock election using a pre-determined test file.
- (4) All printouts, reports and all other records of the testing phases will be retained for verification purposes as outlined in Section 88 of the Act.

11. STORAGE OF EARLY VOTING PERIOD RESULTS

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- (1) Results from the early voting period will be securely stored off-line by the Town's Online Voting Provider until release by the Election Management Team after 8:00 pm on Voting Day.

12. DISPLAY OF ONLINE VOTING ELECTION RESULTS

- (1) The total of the votes from the online voting period will not be made available until after the close of voting (8:00 pm) on Voting Day.
- (2) Results from online voting will be amalgamated with the results from in-person voting and displayed as unofficial results in the Election night results system and on the Town's website.

13. RECOUNTS

- (1) In accordance with the Act, a recount of ballots cast online shall be conducted in the same manner outlined in these procedures.

14. ACCESSIBILITY

- (1) The Town's Online Voting Provider conforms to the WCAG 2.1 AA standard which meets the current requirements for the *Accessibility for Ontarians with Disabilities Act*.

15. OFFENCES AND PENALTIES

- (1) In accordance with the Act, a person is guilty of an offence and liable, upon conviction, to a financial penalty if they:
 - (a) vote online without being entitled to do so;
 - (b) vote more than once in the Town;
 - (c) induce or procure a person to vote online when that person is not entitled to do so;
 - (d) have appointed a voting proxy that remains in force, vote otherwise than by the proxy;

- (e) have been appointed a voting proxy, vote under the authority of the proxy when the elector has cancelled the proxy, are no longer entitled to vote or have died;
- (f) provide false or misleading information to a person whom the Act authorizes to obtain information;
- (g) without authority, supply their online voting information to anyone for the purpose of allowing them to vote;
- (h) take, open or otherwise deal with online voting information without having authority to do so;
- (i) directly or indirectly:
 - (i) offer, give, lend or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of an Eligible Voter's vote;
 - (ii) advance, pay or cause to be paid money intending that it be used to commit an offence referred to in clause (i) (i), or knowing that it will be used to repay money used in that way;
 - (iii) give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an Eligible Voter's vote;
 - (iv) apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an Eligible Voter's vote;
- (j) attempt to do any of the above. A person found guilty of any of the above acts is subject to a fine of up to \$25,000 and/or up to 6 months in jail.

16. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

- (1) The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- (2) In order to ensure the integrity and confidence of the online voting process, the Clerk will ensure all complaints are investigated with respect to possible mail tampering as it relates to election-related documents provided to Eligible Voters by the Clerk.



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17. EMERGENCY

- (1) In accordance with the Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the principles of the Act.
- (2) Upon declaring an emergency, the Clerk is authorized to make any arrangements they consider advisable for the conduct of the election.
- (3) The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- (4) If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- (5) The emergency continues until the Clerk declares that it has ended.

18. DATA DESTRUCTION

- (1) All data related to online voting will be secured off-line for the required 120 days by the Town's Online Voting Provider and shall be deleted following the rules and regulations as set out in the Act after that date has passed.

19. PROHIBITED ACTIVITIES

- (1) Candidates and people acting under the direction or in service of Candidates will not:
 - a. Help a voter cast their ballot using the online voting system;
 - b. Supply a voter with a device for voting services;
 - c. Ask a voter for their voter information letter or voting PIN;
 - d. Take a voter's voting information letter or voting PIN;
 - e. Publish or share the web address for the online voting system.