



Township of Russell 2014 Election

Online and Telephone Voting Guide

ScytI - Secure Electronic Voting

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Revision chart

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1 Introduction

The Township of Russell is offering online and telephone voting as an alternative to traditional, in line voting, for the upcoming Election that will take place on October 27, 2014. The implemented system from Scytl has a solid Election record and has been designed to allow electronic and telephone voting in an easy, reliable and secure way. Any voter can participate with the maximum security measures, regardless of their technological knowledge of the voter.

This document describes the basic steps to use the electronic and telephone platforms. It is important to read these instructions before starting the voting process. If after reading this document you still have any doubts or if you experience any difficulty during the voting process, please contact the Voter Help Centre at 613-443-3066 extension 2345.

2 General Election Information

You can visit the 2014 Election web page at

http://www.russell.ca/elections_a.php?id=348

for general information on the Election process.

2.1 Races

In accordance with the *Municipal Elections Act 1996* legislation, the Election will conduct the following races:

- Office of Mayor (1),
- Councillors (4),
- Police Village of Russell Trustees (3), and
- School Board Trustees.

You can find the complete Candidate list at

<http://www.russell.ca/upload/List%20of%20candidates%202014.pdf>

3 Voter information

The list of all eligible voters will be available for inspection at the Municipal Office from Tuesday, September 2 to Monday October 27, 2014, during normal business hours. You may also contact the Clerk's Department at (613) 443-3066 to find out if your name is on the voters' list. Electors are encouraged to make sure that their name, date of birth and correct personal information is on the voters' list as soon as possible.

Starting on Tuesday, September 2, 2014, you will have an opportunity to add or change your personal information on the voters' list. To do so, you must complete an Application to add or amend the voters' list available from the Clerk's Office. This form must be submitted in person, at the Municipal Office, by the individual applying to make the changes to the voters list. The Application to Amend Voters' List (Form EL 15) is also available on the Township's website at www.russell.ca. We encourage you to get these changes made as soon as possible to ensure your name, date of birth and correct personal information is amended on the voters' list in order to avoid delays during the voting period.

4 Online Voting

Online voting will begin on Wednesday, October 22, 2014 starting at 9:00 AM and end at 8:00 PM on Monday, October 27, 2014.

4.1 Required information

In order to vote online you will need the following information:

- Your 16-digit PIN, which you will receive in your Voter Information Letter via standard mail.
- Your Date of Birth (DoB).

4.2 Access the Online Voting Platform

Start your Internet browser and go to the Township of Russell Online Voting landing page at www.russellvotes.ca or <https://russellvotes.ca>



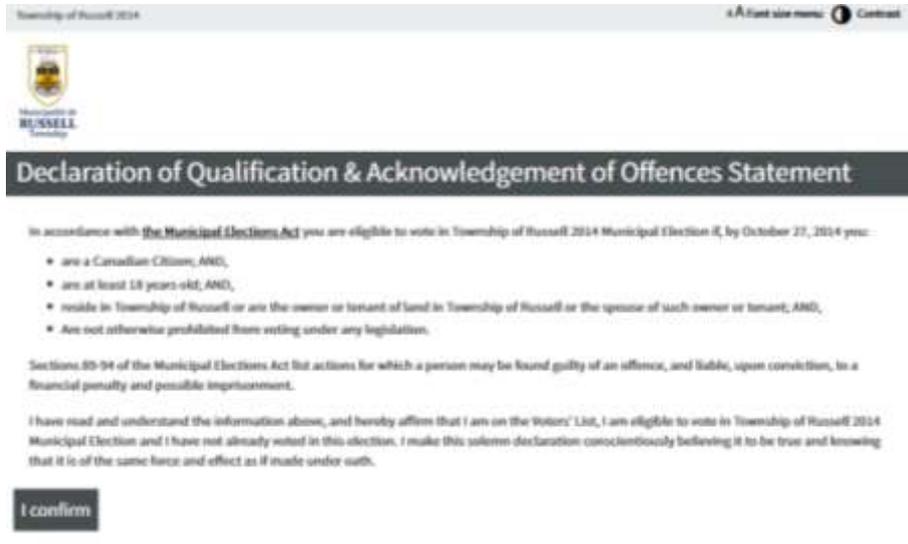
Figure 1 – Online Voting landing page

Attention: Never use the buttons Back or Forward on your browser. You will be logged out and will have to re-start the voting process again.

Please select which language you wish to proceed in by clicking either on the “English” or “Français” buttons. The system will remember your selection for the rest of the Voting process.

Important: Once selected, you will not be able to change the language unless you re-start voting from this page.

You will be redirected to the Declaration of Qualification & Acknowledgement of Offences Statement for this Election.



The screenshot shows a web page titled "Township of Russell 2014" with a "Fast size menu" and "Contact" link in the top right. The page features the Township of Russell logo and a dark header with the title "Declaration of Qualification & Acknowledgement of Offences Statement". The main content includes a paragraph stating eligibility for the 2014 Municipal Election, followed by a bulleted list of requirements: being a Canadian citizen, at least 18 years old, residing in or owning land in the township, and not being prohibited from voting. Below this is a paragraph about the consequences of offences under the Municipal Elections Act. A statement of affirmation follows, and at the bottom is a dark button labeled "I confirm".

Figure 2 – Declaration of Qualification

Click on the “**I Confirm**” button to confirm that you are qualified to vote and proceed to the Login page.



The screenshot shows a web page titled "Township of Russell 2014" with a "Fast size menu" and "Contact" link in the top right. The page features the Township of Russell logo and a dark header with the title "Login". The main content includes a "Voting PIN" section with a prompt to enter the PIN in four boxes. Below this is a "Date of Birth" section with three dropdown menus for Day, Month, and Year. At the bottom is a dark button labeled "Login".

Figure 3 – Login page

To access the Online Voting platform:

- Enter your 16-digit Voting PIN, which you have received in your Voter Information Letter,
- Enter your Date of Birth (DoB) using the scroll menus,
- Click the “**Login**” button.

Should you try to login to the Online Voting portal before the Internet Voting period, a message will be displayed stating that the voting period has not begun and you will not be able to log in.

You can only vote once, either in person or through the Internet. If you try to access the platform after you have already submitted your vote you will get an error message stating “Voter has already voted.”

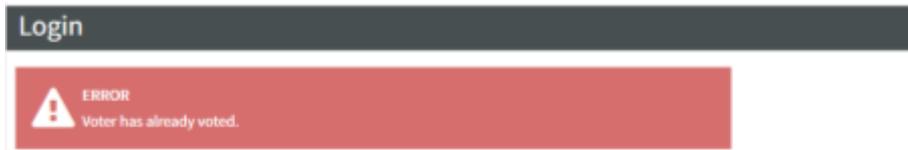


Figure 4 – Already voted error message

4.2.1 Logout

All through the Voting process you can log out of the system at any time. Please keep in mind that if you log out before casting your vote you will lose all your selections and will have to restart the process from the beginning.

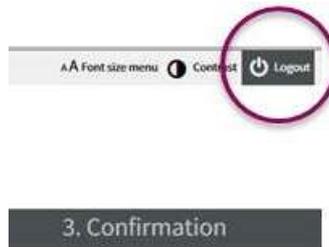


Figure 5 – Logout button

When you click on the logout button, the system will ask if you are sure that you want to logout with a pop-up window. Click “Yes” to proceed. You will be redirected to the Online Voting landing page.



Figure 6 – Log out pop-up

4.2.2 Session expiration

Your session time is limited to 20 minutes. If the system is inactive for 20 minutes, a message stating that the session has expired is displayed. When you Click **OK**, you are logged out. You will have to log in again to vote.

4.3 Vote

The system will guide you through the races of the Municipal Election. Under normal circumstances this should not take longer than 10 minutes.



Figure 7 – Races in the Municipal Election

4.3.1 Voting Options

4.3.1.1 Blank votes

You must always select an option in all races; otherwise you will get an error message.

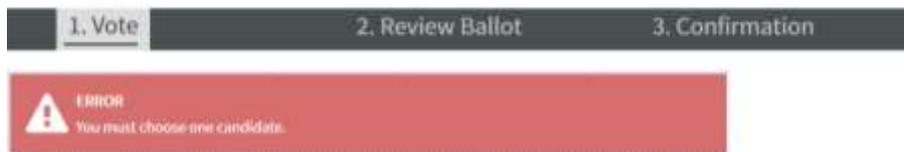


Figure 8 – Error – select one candidate.

You cannot decline the entire ballot at the start of the voting process but can cast a Blank vote for each race by selecting the option “**I choose not to vote for any candidate in this race.**”

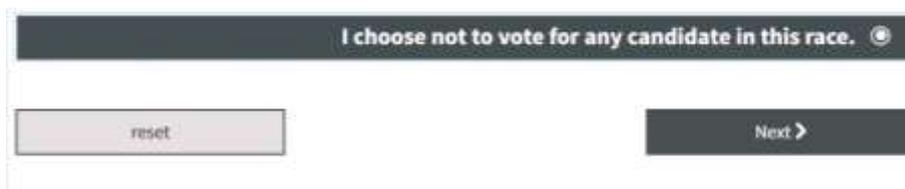


Figure 9 – Blank vote option

4.3.1.2 Acclamation

In some races there are fewer candidates than seats and therefore the candidate or candidates are elected by acclamation. In these cases you will not be able to cast any vote.

The system will display a message to inform you that the Candidate(s) election was by acclamation.



Figure 10 – Candidate elected by acclamation

4.3.2 Vote for the Mayor

The first race on the ballot is the race for City Mayor. Vote for **ONE** candidate only.



Figure 11 – Race for Mayor

Your selection will be highlighted in dark grey.



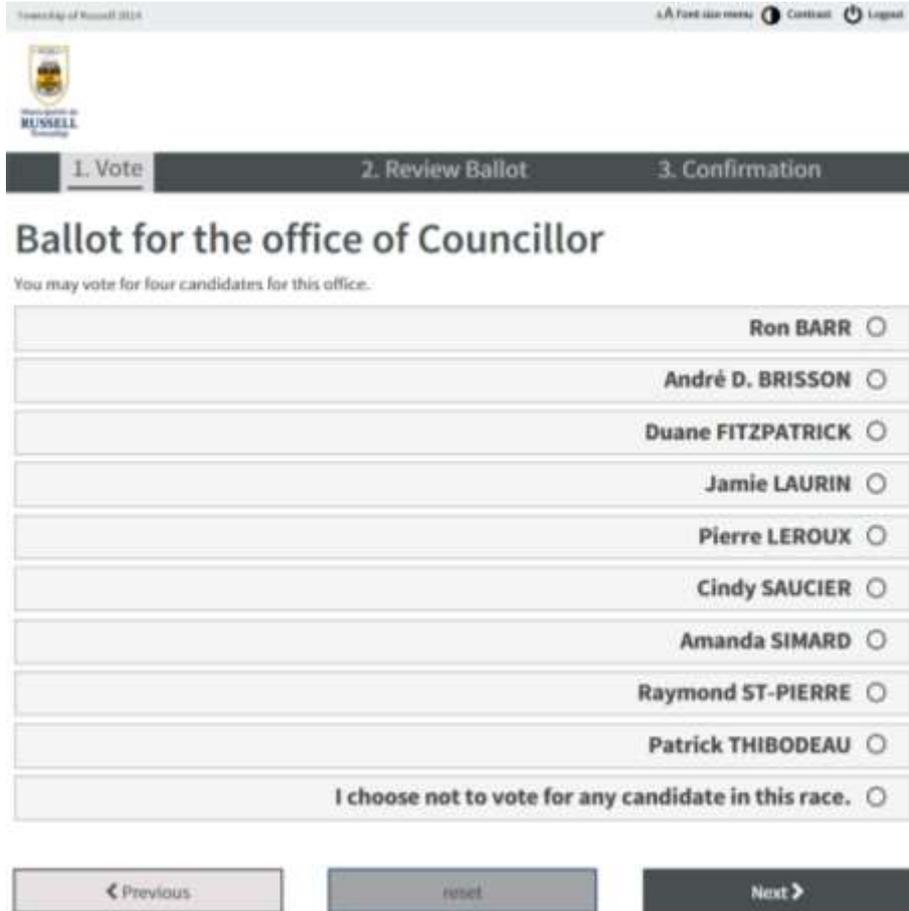
Figure 12 – Candidate selection

Click on the “Next” button to continue or “Reset” to delete your option and to select a new candidate.

You will be able to view all of your selections prior to casting your ballot.

4.3.3 Vote for the Councillors

The second race on the ballot is the race for Councillor. Vote for **up to FOUR** candidates.



Township of Russell 2014		Font size menu	Contrast	Logout
				
1. Vote		2. Review Ballot		3. Confirmation
Ballot for the office of Councillor				
You may vote for four candidates for this office.				
<input type="radio"/>	Ron BARR	<input type="radio"/>		
<input type="radio"/>	André D. BRISSON	<input type="radio"/>		
<input type="radio"/>	Duane FITZPATRICK	<input type="radio"/>		
<input type="radio"/>	Jamie LAURIN	<input type="radio"/>		
<input type="radio"/>	Pierre LEROUX	<input type="radio"/>		
<input type="radio"/>	Cindy SAUCIER	<input type="radio"/>		
<input type="radio"/>	Amanda SIMARD	<input type="radio"/>		
<input type="radio"/>	Raymond ST-PIERRE	<input type="radio"/>		
<input type="radio"/>	Patrick THIBODEAU	<input type="radio"/>		
<input type="radio"/>	I choose not to vote for any candidate in this race.			
<input type="button" value="Previous"/>	<input type="button" value="reset"/>	<input type="button" value="Next"/>		

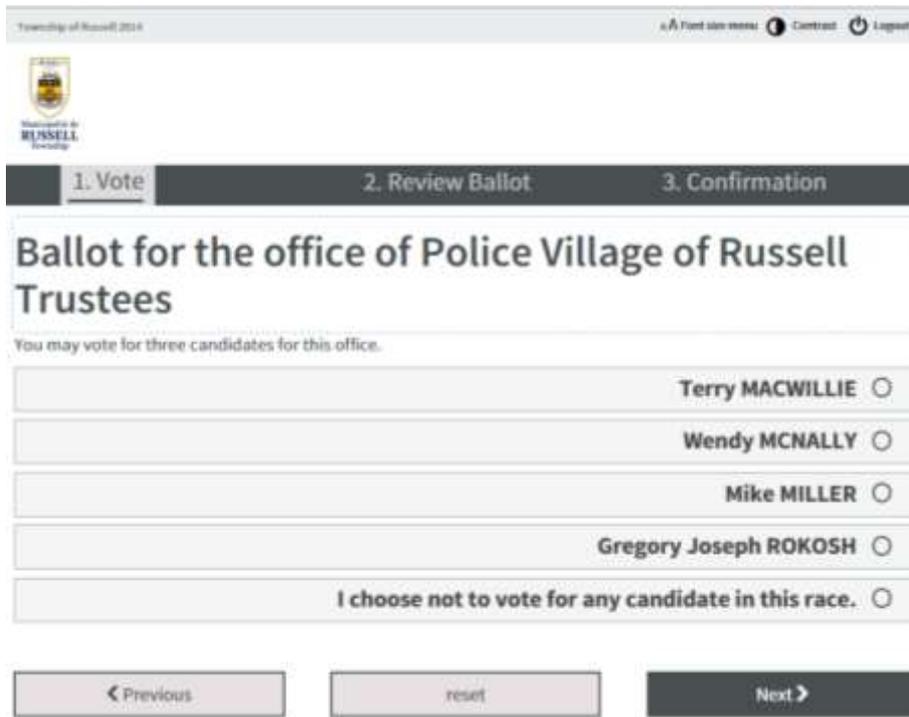
Figure 13 – Race for Councillor

Click on the “Next” button to continue, “Reset” to delete your options, or “Previous” to return to the previous race.

You will be able to view all of your selections prior to casting your ballot.

4.3.4 Vote for the Police Trustees

Some voters will have the option to vote in the race for Police Trustees. Depending on your qualifications you will be able to vote for **up to THREE** candidates.



The screenshot shows a web browser window with the URL 'Township of Russell 2014'. At the top right, there are links for 'Font size menu', 'Contrast', and 'Logout'. Below the browser window is a navigation bar with three steps: '1. Vote', '2. Review Ballot', and '3. Confirmation'. The main heading is 'Ballot for the office of Police Village of Russell Trustees'. Below this, it says 'You may vote for three candidates for this office.' There are five rows, each with a radio button and a candidate name: Terry MACWILLIE, Wendy MCNALLY, Mike MILLER, Gregory Joseph ROKOSH, and 'I choose not to vote for any candidate in this race.' At the bottom, there are three buttons: 'Previous', 'reset', and 'Next'.

Figure 14 – Race for Police Trustee

Click on the “**Next**” button to continue, “**Reset**” to delete your options, or “**Previous**” to return to the previous race.

You will be able to view all of your selections prior to casting your ballot.

4.3.5 Vote for School Board Trustees

Most voters will have the option to vote in the race for School Board Trustees. If eligible, you will have to vote for one of the following:

- Conseil scolaire de district catholique de l'est ontarien,
- Conseil des écoles publiques de l'est de l'Ontario,
- Catholic District School Board of Eastern Ontario,
- Upper Canada District School Board.

Vote for **ONE** candidate only. Some candidates have already been elected by acclamation.



Figure 15 – Example of a School Board Trustees race

Click on the “**Next**” button to continue, “**Reset**” to delete your options, or “**Previous**” to return to the previous race.

You will be able to view all of your selections prior to casting your ballot.

4.4 Review your Ballot

The next screen will display your ballot selections. If your selection is correct press the “**Submit Ballot**” button to cast your vote. If you wish to modify your ballot press the “**Change Selection**” button, you will be redirected to the first race in the Election.

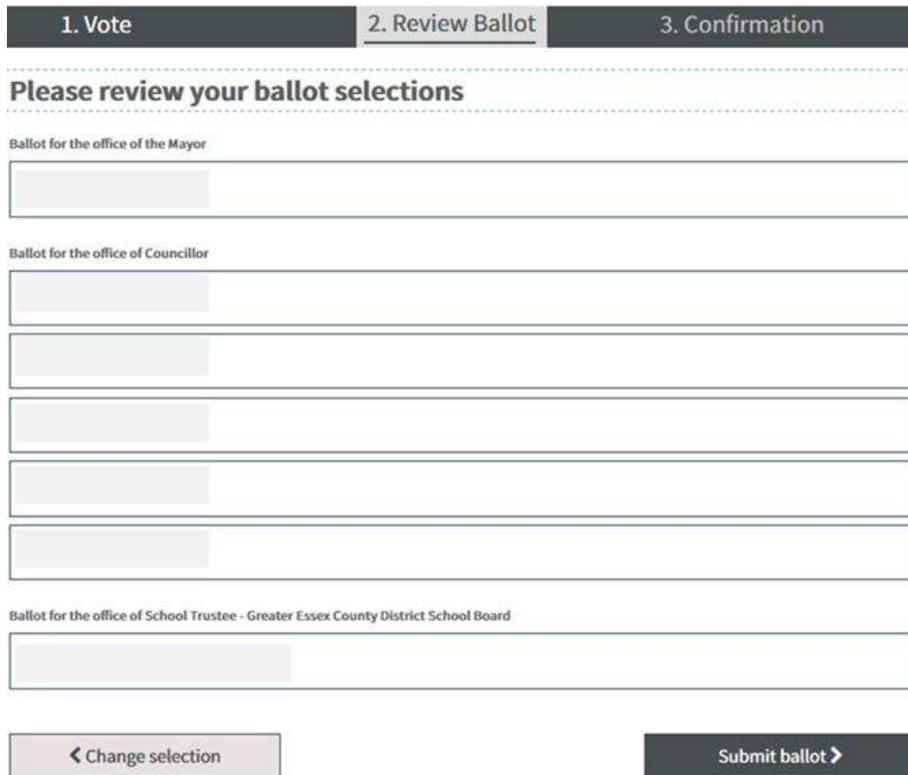


Figure 16 – Ballot review

If you have decided to cast a blank vote for any of the races the Ballot review will display the message “I choose not to vote for any candidate in this race”.

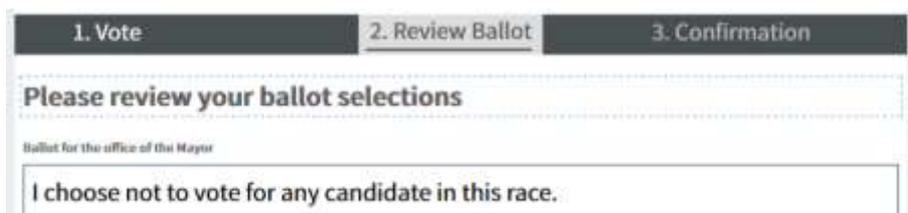


Figure 17 – Blank vote message

If a candidate has been elected by acclamation the ballot will NOT display that race.

4.5 Vote Confirmation

Once your Ballot is submitted, your vote will be cast and the application will display a confirmation screen with a message to inform you that your vote has been received.

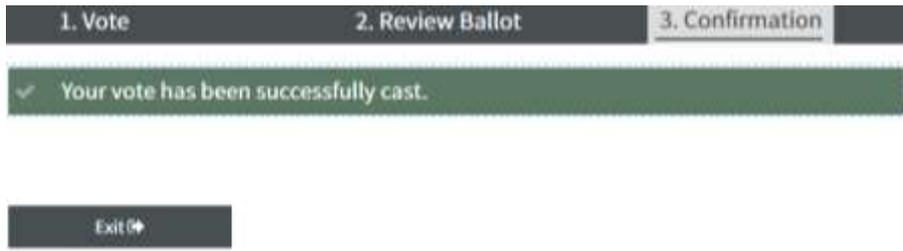


Figure 18 – Confirmation screen

4.6 Exit

Press the “**Exit**” button to close the application; you will be redirected to the Online Voting landing page.

4.7 Usability options

The Voting platform offer the usability options described in the following sections.

4.7.1 Font size

If you wish to use a larger font size you can click on the Font size menu on the right top of the screen. You have 3 size options.

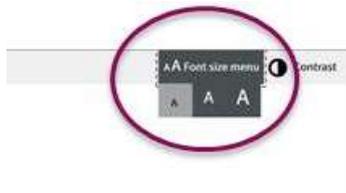


Figure 19 – Font size menu

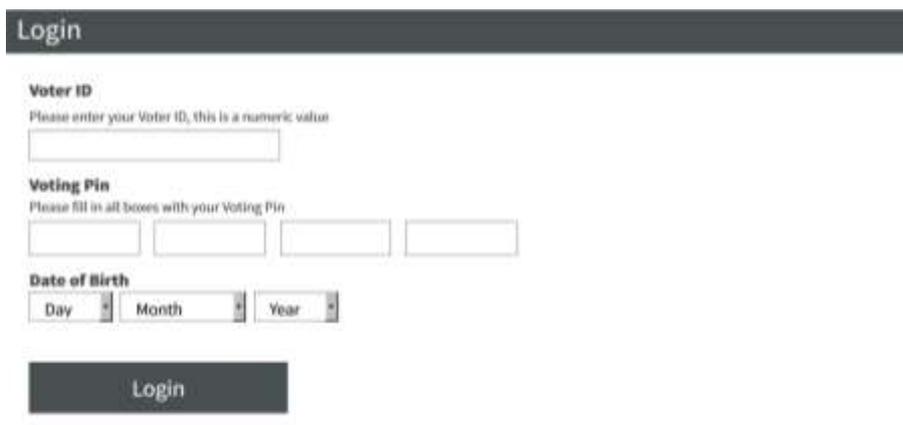


Figure 20 – Screen in larger font

4.7.2 Contrast

If you have visibility problems you may try changing the screen contrast by clicking on the “**Contrast**” button located at the top right corner of the screen. If you activate this option the screen background will be displayed in black.



Figure 21 – Contrast button



Figure 22 – Contrast option activated

5 Vote Using the Telephone

5.1 Access the Voting System

In order to vote using your telephone, call the toll-free number (866) 539-6132.

You will hear the following welcome message:

Welcome to the Township of Russell – 2014 Municipal Elections.

Before you begin please ensure you have the voter information letter you received in the mail, which includes your VOTING PIN. If you don't, please hang up and call back later with the letter in hand.

You are eligible to vote in the 2014 Municipal Election if you are a Canadian Citizen; you are 18 years of age on voting day; you or your spouse lives, rents or owns property in this municipality; and you are not otherwise prohibited by law from voting.

You will now login to cast your vote.

5.2 Login to the Voting System

You must identify yourself to the electronic voting platform with your Voter credentials:

- Your 16-digit Voting PIN, which you will receive in the Voter Information Letter via standard mail;
- Your Date of Birth (DoB), as 2 digit day, 2 digit month and 4 digit year.

You will then hear the following message:

Please, enter your Voting PIN using the keypad of your telephone. This is the 16-digit numeric personal access code you received in your voter information letter.

After entering your Voting PIN you will hear the following:

Please, enter your Date of Birth starting with the 2-digit of the day, 2-digit for the month and 4-digits for the year

The system will validate eligibility to access the election event. You will hear:

Please hold while the system validates your eligibility to vote. This process can take a few seconds.

You may access the system as many times as you wish until the vote is cast. Once the vote has been cast, the system will not allow you to continue and you will hear:

Sorry, you have already voted.

5.3 Vote

After logging in you will be presented with the different races and options, as well as the instructions to vote:

You will now vote for... (name of the position).

The system will list the candidate names and an associated number. To select a candidate, enter the number to match the candidate name followed by the # key.

You will then hear a message stating the following:

You have selected... (candidate name). If this is correct, Press 1. To select again, Press 2.

Continue through the voting process following the prompts from the system.

If you choose not to vote in any of the races or choose to stop the voting process, you may quit the voting application by hanging up. The vote has not been cast and will not be counted.

You must choose at least one valid option in each of the available races. If you attempt to choose more than the allowed number of options in any race, you will receive an error message with instructions.

In each race you may choose to cast a blank vote by selecting the option: **I choose not to vote in this race.**

5.4 Confirm the Vote

After you have chosen all your options you will hear the following message requesting you to confirm your vote(s).

You have completed the voting process. Here is what you have selected.

The system will list the candidate(s) that you have selected for each race. Press 1 to confirm the selection. Press 2 to be given the option to select a different candidate. The system will once again ask you to confirm your selection for this candidate.

5.5 Cast Your Vote

After you have confirmed each of your selections, you will hear the following:

To Cast Your Vote Press 1, To Start The Process Again Press 2.

5.6 Final Step

Once the vote has been cast, you will hear a message stating that your vote has been successfully cast.

Then you will hear:

**The system will now register your vote. Please stay on the line and hold for a moment.
Your vote has been successfully cast. Thank you.**

The communication will end immediately following this message.

5.7 Telephone Voting Period

In the event the Voter calls the telephone voting system before or after the advanced voting period, the Voter will be prevented from accessing the voting portal. The system will play a warning message and end the call automatically.