



Electronic Advanced Balloting Information Sheet (E-Balloting)

GetQuorum provides both an electronic proxy voting system (“**e-proxy**”) and an electronic advanced balloting system (“e-balloting”). This document outlines how the e-balloting system operates.

A. General

1. The e-ballot system allows an individual to submit their vote, via an online platform, in advance of a voting event (eg. An Annual General Meeting).
2. The client must provide GetQuorum with a spreadsheet containing the list of voters (names and emails). The GetQuorum platform will email the voters a link containing an access token which will authenticate them and allow them to vote online.
3. Upon submission of a vote, the e-ballot system will produce a PDF ballot (“**receipt**”) which will act as proof of a vote. This receipt is made available for the voter to download, is emailed to the voter, and is stored within GetQuorum’s platform.
4. Receipts will contain the following information:
 - a. How a voter voted on particular matters
 - b. A unique identifier (“ballot id”)
 - c. The date and time (“timestamp”) that the ballot was submitted online
5. Receipts will not contain the name, address, email or any other information that can be used by other individuals to tie the receipt back to the voter

B. Voting Periods

1. The client will provide GetQuorum with the time period in which advanced balloting is open to voters.
2. Should a client require the voting period to close earlier than initially indicated, GetQuorum will require this request to be in writing.

C. Recasting ballots

1. The e-ballot system can be configured to allow voters to recast a vote during the Voting Period. By default, vote recasting is enabled, however the client may request that this feature be disabled.

D. Tabulation and Scrutineering

1. Immediately upon vote closure, GetQuorum will provide the following reports to the client:
 - a. A PDF file of all current voting receipts
 - b. A report containing the summary of vote tallies
 - c. A report containing the list of voters that submitted a vote. This report may contain the voter's names, email address, IP address upon ballot submission, and information regarding their ownership. To protect the integrity of the vote, this report (by default) **will not contain** information describing how the voter cast their votes.
 - d. A report containing the list of valid ballots and how the votes on these ballots were cast. To protect the integrity of the vote, this report (by default) **will not contain** information indicating who cast the ballot.

E. Example PDF Receipt / E-Ballot

Below is an example of the PDF receipt that would be generated upon submission of an e-ballot by a voter. Note that there is no personally identifying information on the receipt itself.

[] - AGM 2019 Vote Ballot

TO: [] (known as the 'Corporation')

RE: Annual General Meeting on April 11, 2019

Ballot for electronic voting as per the Corporation's By-law No. 7

VOTING MATTERS:

1. I nominate and vote for the following candidate(s), in the order set out below, for the position(s) on the Board for which only owners of owner-occupied units may vote:

I AM NOT AN OWNER-OCCUPIED OWNER AND THUS NOT ELIGIBLE TO VOTE FOR THIS POSITION

Dated this **4th day of April, 2019 at 10:43 am**

A receipt of this ballot will be emailed to the Corporation and to the Registered Owner.
For questions about this ballot, please contact us at support@getquorum.com

26a0ac6-6b35-420a-9a77-922348c1c392

This is the ballot ID

b5937282c9d8c50b11e152236f0654c3 1 / 1 www.getquorum.com

F. Sample Reports

Below are the example reports GetQuorum would provide to the client after the voting period has ended.

Vote Tallies / Vote Summary Report

	A	B
1	candidate	votes
2	"John Smith"	42
3	"Jane Smith"	36
4	"I choose not to vote"	1
5	NOT A RESIDENT	19
6		
7	Total	98
8		
9		

Voter List Report – shows who voted, but not how they voted. The IP address can be used to detect suspicious voting activity.

	A	B	C	D
1	unit	name	submission email	Submission IP Address
2	108	Richard Alpin	ralpin108@toronto.gov	76.102.229.222
3	109	Antonia Wilgus	awilgus109@toronto.gov	128.176.229.85
4	112	Joana Powell	jpowell112@toronto.gov	185.105.105.80
5	114	David Francis	dfrancis114@toronto.gov	18.6.34.34
6	118	Ed Fleming	efleming118@toronto.gov	145.202.185.77
7	202	Jessilyn Kettle	jkettle202@toronto.gov	185.102.105.227
8	205	Berita Andropowik	bandropowik205@toronto.gov	128.176.229.85
9	208	Richard Kettle	rkettle208@toronto.gov	185.102.105.80
10	209	Ruthie Wilcox	rwilcox209@toronto.gov	184.126.80.185
11	212	John Harrigan	jharrigan212@toronto.gov	128.176.229.85
12	213	Paul Fairbank	pfairbank213@toronto.gov	185.105.105.80
13	215	Warren McCune	wmccune215@toronto.gov	6.42.147.230
14	217	Chris Whelan	cwhelan217@toronto.gov	74.82.2.176
15	218	Joseph Kettle	jkettle218@toronto.gov	97.126.181.221
16	301	Linnea Petherick	lpetherick301@toronto.gov	128.176.229.85
17	302	Adam Wassenaar	awassenaar302@toronto.gov	128.176.229.85
18	303	John Kettle	jkettle303@toronto.gov	185.105.105.80
19	305	Steven Lindberg	slindberg305@toronto.gov	94.126.18.6
20	308	John Kettle	jkettle308@toronto.gov	185.102.105.80
21	310	John Kettle	jkettle310@toronto.gov	185.102.105.80
22	313	John Kettle	jkettle313@toronto.gov	185.102.105.80
23	314	John Kettle	jkettle314@toronto.gov	185.102.105.80
24	315	John Kettle	jkettle315@toronto.gov	185.102.105.80
25	316	John Kettle	jkettle316@toronto.gov	185.102.105.80
26	317	John Kettle	jkettle317@toronto.gov	185.102.105.80
27	408	John Kettle	jkettle408@toronto.gov	185.102.105.80
28	409	John Kettle	jkettle409@toronto.gov	185.102.105.80
29	411	John Kettle	jkettle411@toronto.gov	185.102.105.80
30	413	John Kettle	jkettle413@toronto.gov	185.102.105.80
31	414	John Kettle	jkettle414@toronto.gov	185.102.105.80
32	415	John Kettle	jkettle415@toronto.gov	185.102.105.80
33	416	John Kettle	jkettle416@toronto.gov	185.102.105.80
34	506	John Kettle	jkettle506@toronto.gov	185.102.105.80

Ballot Data Report – shows the anonymized ballots and how votes were cast, but not who cast the vote.

	A	B	C
1	ballot_id	VOTE	created_i
2	030ac5f1-cd6f-4819-a827-0ece20d8097e	"John Smith"	2019-04-06
3	03b737fc-eb30-44cb-a7cf-6e08ad08f26e	"Jane Smith"	2019-04-11
4	0804d70b-7f26-4b32-aa56-cdea3b85751c	"Jane Smith"	2019-04-02
5	08f122b5-65fc-4497-bbc8-f5f18e0ad9f7	NOT OWNER OCCUPIED	2019-04-10
6	0f0c69c1-a25f-4d22-8ff4-8006b8b60ed7	"Jane Smith"	2019-04-09
7	0f0dcd0f-992b-484b-8474-9d668ac93439	"John Smith"	2019-04-04
8	1062cb91-bd50-4abf-ac6f-c78534f4513c	"John Smith"	2019-04-08
9	10c44b91-ab64-4c51-a5b1-f1bc05675d87	"Jane Smith"	2019-04-04
10	132f1f4d-3bae-4366-9ff0-436c2336bcad	NOT OWNER OCCUPIED	2019-03-28
11	1918ca75-44f8-470a-bf0a-7ae7378328fa	"John Smith"	2019-04-11
12	1aab77f9-fae8-484b-8158-5f4b3fb84e63	"Jane Smith"	2019-04-08
13	1c07e4c4-d700-4fce-a0cf-32c9cf67c09f	NOT OWNER OCCUPIED	2019-04-08
14	1e37e221-b143-4f59-b137-e6e29d1ccef6	"Jane Smith"	2019-04-09
15	2653180b-ce24-4de9-9afa-e5c51ea13bb6	"Jane Smith"	2019-04-04
16	26a0acdb-6b35-420a-9a77-922348c1c392	NOT OWNER OCCUPIED	2019-04-04
17	271854f0-43f0-479a-a07e-714f72202442	"John Smith"	2019-04-01
18	297b22f7-9742-42fe-82a3-7de5d45d22c3	"Jane Smith"	2019-03-28
19	2de9d742-0e46-44ae-b980-b027ede210a1	"John Smith"	2019-04-04
20	30c89fdd-d8c1-4650-8d9a-8ee23f187816	"Jane Smith"	2019-04-10
21	31ace90a-f2e7-4dcb-a689-54bcc41b8958	"John Smith"	2019-04-04
22	3557b3c4-df54-48ed-bfd3-8c2ca1eda2c1	NOT OWNER OCCUPIED	2019-04-01
23	36612a33-55f0-4766-86e1-db1bbf5f7363	"Jane Smith"	2019-04-05
24	3a97656d-5b25-4abf-a228-61bc5abfadf8	"Jane Smith"	2019-03-28
25	3d956d37-7a70-4081-a861-8ceb97b4732a	NOT OWNER OCCUPIED	2019-04-04
26	3ed19cec-e2de-445f-be1b-c347505d9bad	"John Smith"	2019-03-30
27	41fdf241-8acb-4368-8718-e49b89650989	"Jane Smith"	2019-04-02
28	420dba40-eb36-42da-84ef-364b9fc09096	"John Smith"	2019-04-10
29	43a5a003-65ce-401b-86b2-db06f454adf9	NOT OWNER OCCUPIED	2019-04-04
30	47af1225-5df6-4455-9689-59e2b38e8971	"John Smith"	2019-04-04
31	48870ef0-7439-40d8-8245-b01f86b33f68	"John Smith"	2019-03-31
32	49431944-5e9c-44e7-8da4-f564e5158baf	"Jane Smith"	2019-04-02
33	4a63e5fe-5d5c-4193-b416-ebba050ee701	"John Smith"	2019-03-26
34	4cb17f9c-d2d4-46d8-bd2c-6aa384f10877	NOT OWNER OCCUPIED	2019-04-09
35	4ef4716a-a8c4-4899-913d-31895c6ce8af	"John Smith"	2019-04-05
36	4f70601c-140c-4375-94b1-0d65a2f04375	"Jane Smith"	2019-04-09

G. Frequently Asked Questions

Q: A voter cast their ballot because they weren't able to make a meeting. At the last minute decided they could attend. We would like voters to be able to recast their vote in-person, how would that work?

A: The voter should produce the receipt at the time of the meeting. The receipt contains a unique ballot id. The meeting chairperson can then cancel the previous vote and strike it from the records.

Q: An individual attended a meeting with a proxy for an owner that already cast an e-ballot. How do we know whether to count an e-ballot or the proxy? How do we cancel the e-ballot if we decide to accept the proxy?

A: The decision to accept or reject the vote or proxy is left up to the meeting chairperson. To aid in this decision, the receipt and voter list report contains the timestamp in which the ballot was submitted. We recommend that the proxy holder produce a copy of the receipt.

Q: We have an election that is only reserved for owners of owner-occupied units. How does the e-ballot system support this?

A: The e-ballot system will ask the voter if they reside within the unit that they own. If they do not own the unit then they will not be able to vote in the election reserved for owners of owner-occupied units.

This informational sheet is subject to change.