



ONTARIO, CA

COCHRANE

WONDERFULLY UNEXPECTED

STANDARD OPERATING PROCEDURE – ME-2026-16
VOTING SYSTEM INTEGRITY PROCEDURE

2026 MUNICIPAL ELECTIONS

Approved by:

A handwritten signature in black ink that reads "Cassandra Child".

Cassandra Child, AOMC, Dipl.M.A.
Clerk/Returning Officer

Town of Cochrane

April 13, 2026

1. AUTHORITY

- a) This procedure is established by the Clerk pursuant to sections 11 and 12 of the *Municipal Elections Act, 1996*, which assign responsibility to the Clerk for the conduct of the municipal election and authorize the Clerk to establish procedures and forms necessary for the proper administration of the election. The Town of Cochrane has authorized the use of alternative voting methods consisting of Internet and Telephone Voting in accordance with section 42 of the Act.
- b) This Procedure establishes preventative controls to ensure the integrity, security, and reliability of the election voting system.
- c) Incident response and recovery measures are addressed under *ME-2026-17 (Cybersecurity Incident Response Procedure)*.

2. PURPOSE

- a) The purpose of this procedure is to ensure that the electronic AVM used for the 2026 Municipal Election maintains the integrity, accuracy, and secrecy of the vote and that appropriate safeguards are in place to protect the reliability of the voting process.

3. PROCEDURE

- a) Prior to the commencement of the voting period, the Clerk shall ensure that the electronic AVM has been tested and verified to confirm that it functions in accordance with the specifications established by the voting service provider and the procedures of the Clerk. Testing shall include verification of system functionality, authentication processes, ballot tabulation accuracy, and the ability of the system to preserve the secrecy of the vote.
- b) The Clerk may require the voting service provider to demonstrate that the system incorporates appropriate encryption, authentication, and security controls designed to prevent unauthorized access or manipulation of the AVM.
- c) During the voting period, the Clerk or designated election officials shall monitor system operations to confirm that the AVM remains operational and that ballots are being received and recorded properly.
- d) Any interruption or irregularity affecting the AVM shall be addressed in accordance with the Emergency Procedure (ME-2026-15).

4. ADMINISTRATION

- a) System logs, audit reports, testing documentation, and other records relating to the operation of the AVM shall be retained by the Clerk as part of the official election record.