



2022 Municipal Election

October 24, 2022

Procedures for the Use of Vote Tabulators

Updated September 2022

Updates reflect additional accessible voting equipment to be deployed on voting day, provide more details related to technology being employed, and incorporate steps with respect to the Vote at Home and Reduced Hour Voting Location programs.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 or via email at clerksdept@orangeville.ca



Procedures for the Use of Vote Tabulators

TABLE OF CONTENTS

Introduction	3
Definitions	3
Application of Procedure	4
Election Officials	5
Ballots	5
Vote Tabulators	6
Audio Vote Tabulator	6
Reduced Hours Voting Location	7
Vote at Home Program	7
Programming of Vote Tabulators	7
Testing of Vote Tabulators	8
Candidates/Scrutineers	9
Procedures at the Voting Location	10
Vote Tabulator and Ballot Box Set-up	10
Issuing and Marking the Ballot	11
Processing the Ballot	12
Jammed Ballots	16
If the Vote Tabulator Becomes Inoperable	17
Procedures at Advance Voting	17
Opening Advance Voting Location	17
Audio Vote Tabulator Procedures at Advance Voting Location	18
Procedures for Closing of Advance Voting Location	19
Procedures for Each Subsequent Advance Voting Day	20
Procedures for Changing the Ballot Box, if necessary	20
Procedures for Closing Vote Tabulators on Voting Day	21
Results	23
Recounts	24
Retention of Election Records	25
Appendix "A"	26

Procedures for the Use of Vote Tabulators

Introduction

The Town Clerk is responsible for the conduct of municipal and school board elections in the Town of Orangeville. In accordance with the *Municipal Elections Act*, the Town Clerk must establish procedures for the use of voting and vote counting equipment.

The procedures described in this document are subject to change at the discretion of the Town Clerk if, in the opinion of the Town Clerk, such change is necessary or desirable for conducting the election.

For the 2022 Municipal Election, the Town of Orangeville has contracted Dominion Voting and Elections Ontario for the provision of optical scan vote tabulators. This technology has a proven track record of reliability and has been used in municipal jurisdictions across Ontario and Canada.

Definitions

1. In this procedure,

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

“**Audio Vote Tabulator**” means a **Vote Tabulator** to serve voters who cannot negotiate a **ballot** through the use of the Audio **Ballot** Marking Device.

“**Auxiliary Compartment**” means the front compartment of the **ballot** box in the tabulator stand where electors’ **ballots** are temporarily stored in the event a **Vote Tabulator** fails to operate.

“**Ballot**” means the paper **ballot** that an **Election Official** provides a voter depending upon a voter’s school support entitlement; such **ballot** shall be a composite **ballot** including all offices for which the voter is entitled to vote and may include any question submitted to electors as authorized by the **Act**.

“**Candidate**” means a person who is running in a municipal election and includes a person seeking to influence other person(s) to vote for or against a candidate or any question or by-law submitted to the electors.

“**Election Official**” means the person designated by the **Town Clerk** to perform certain election functions. **Election Officials** may include but are not limited to a Deputy Returning Officer, Tabulator Operator, Poll Manager, Greeter and Revision Officer.

Procedures for the Use of Vote Tabulators

“**Memory Card**” means a removable memory cartridge and/or data storage device where all tabulated votes are stored.

“**Reduced Hours Voting Location**” means a location where reduced voting hours are established for Voting Day.

“**Secrecy Folder**” means a cover in which a **ballot** can be placed so as to conceal the names of the **candidates** and the marks upon the face of the **ballot** but exposes the verification initials of the **Election Official**.

“**Special Ballot Marking Pen**” means a pen supplied by the **Election Official** for the use of a voter to mark the **ballot**.

“**Town Clerk**” means the Clerk of the Town of Orangeville or designate.

“**Vote at Home Program**” is where a qualified elector who requires assistance or is unable to go to a voting location on an advance voting day because of a disability can make a request to the **Town Clerk** for an **election official(s)** to attend at their home to administer the voting process.

“**Vote Tabulator**” means an apparatus that optically scans a specified area on the **ballot** to read the vote(s) and tabulate the results and includes an **Audio Vote Tabulator**.

“**Voting Booth**” means the screened area provided for the privacy of the voter to fill out the **ballot**.

Application of Procedure

2. a) This procedure applies to an election conducted by the Town of Orangeville that has passed a by-law under section 42(1) of the **Act** authorizing the use of **Vote Tabulators** at voting locations (By-law 2021-038).
- b) Where this procedure does not provide for a matter, the matter shall be addressed in accordance with the principles of the **Act**. These principles are generally recognized as being:
 - i. the secrecy and confidentiality of the voting process is paramount;
 - ii. the election shall be fair and non-biased;
 - iii. the election shall be accessible to the voters;

Procedures for the Use of Vote Tabulators

- iv. the integrity of the process shall be maintained throughout the election;
 - v. that there be certainty that the results of the election reflect the votes cast; and,
 - vi. that voters and **candidates** shall be treated fairly and consistently.
- c) The **Town Clerk** may provide an **Election Official** with instructions and trouble-shooting tips related to the operation of **Vote Tabulators**.
- d) The **Town Clerk** may update these procedures as required, at the discretion of the **Town Clerk**. Any updates will be circulated to all **candidates**.
- e) If an emergency is declared by the **Town Clerk** in accordance with the **Act**, and it is necessary to amend these procedures as a result of the emergency, the **Town Clerk** will notify all **candidates** of the declared emergency as soon as is practicable.

Election Officials

3. The **Town Clerk** shall appoint **Election Officials** for the purposes of implementing these procedures and may designate their titles and duties. Such appointments shall be in writing. Upon appointment, all **Election Officials** shall be required to take an oath in accordance with the general principles of the **Act**.

Ballots

4. a) Composite **ballots** shall be used for the 2022 Town of Orangeville municipal election which shall include all eligible offices distinguished by school support type. Five **ballot** types shall be utilized consisting of English/Public, French/Public, English/Separate, French/Separate and Non-Resident. The number of different types of **ballots** may be reduced if there is an acclamation for a school board.
- b) There shall appear on the **ballot** to the right of each **candidate's** name, a box () designated for the marking of the **ballot**.
- c) Subsection (b) applies, with necessary modifications, to **ballots** for by-laws and questions.

Procedures for the Use of Vote Tabulators

- d) The instructions on the **ballot** direct the voter to vote by filling in or making an “X” in the box (□) to the right of the name of the **candidate** of their choice or the voter’s answer to any by-law or question. Such instructions shall direct the voter to use the **special ballot marking pen**.

Vote Tabulators

5. a) The Town shall utilize **Vote Tabulators** from Elections Ontario and Dominion Voting.
- b) All voting locations shall be provided with a **Vote Tabulator(s)** to process **ballots**, with the exception of **vote at home program** locations and locations where reduced hours of voting have been established by the **Town Clerk** with respect to a voting place described in subsection 45(7) of the **Act** that is only for the use of residents of the institution or retirement home.

Audio Vote Tabulator

- c) The Advance Voting location(s) shall be provided with an **Audio Vote Tabulator**.
- d) The **Audio Vote Tabulator** consists of the following components:
- Tabulator Unit (Figure 1 – Appendix A)
 - A set of headphones that the voter uses to interact with the system
 - An external printer for printing the audio session **ballot** once the voter has made his/her selections
 - An Audio-Tactile Interface (“hand held device”), with braille markings
 - A set of hand/foot paddles
 - A sip and puff device

The accessible component will be made available during advance voting and at three designated locations on voting day. The unit is intended to serve voters with accessibility needs (voters who cannot mark a **ballot** with a pen and require the unit’s Audio **Ballot** Marking Device to generate a marked **ballot**).

An accessible **ballot** can be marked using a handheld device and headphones (or the voter may use hand/foot paddles or a sip and puff device) to navigate through the audio presentation. After the voter has confirmed their selections, the system will print a paper copy of their marked **ballot** for them. The **ballot** emerges from the

Procedures for the Use of Vote Tabulators

printer into a **secrecy folder** and is then inserted into the input slot at the front of the **Vote Tabulator** by the **Election Official**. The **Vote Tabulator** reads the **ballot**, stores the information, and deposits the **ballot** into the **ballot** box in the same manner as all other **ballots**.

Reduced Hours Voting Location

- e) The **reduced hours voting location** will not be provided with a **Vote Tabulator**. **Election Officials** shall attend the **reduced hours voting location** during the established hours and administer the voting process. All marked **ballots** shall be secured for transport in a sealed **ballot** box to the regular voting location for that geographical area, or as designated by the **Town Clerk**, for processing through the **Vote Tabulator** provided to that location.
- f) Where the voter is not present during the processing of the **ballot** through the **Vote Tabulator**, the **Election Official** responsible shall examine any **ballot** rejected by the **Vote Tabulator** and process the **ballot** in accordance with Section 11.

Vote at Home Program

- g) The **Vote at Home Program** will not be provided with a **Vote Tabulator**. **Election Officials** may attend a home at an established time on an Advance Voting Day and administer the voting process. All marked **ballots** shall be secured for transport in a sealed **ballot** box to the advance voting location for that geographical area, or as designated by the **Town Clerk**, for processing through the **Vote Tabulator** provided to that location.
- h) Where the voter is not present during the processing of the **ballot** through the **Vote Tabulator**, the **Election Official** responsible shall examine any **ballot** rejected by the **Vote Tabulator** and process the **ballot** in accordance with Section 11.

Programming of Vote Tabulators

- 6. a) Prior to Advance Voting Day and Voting Day, the **Vote Tabulators** shall be programmed so that a printed record of the number of votes cast for each **candidate** and for the answer to any by-law or question can be produced.
- b) Each **Vote Tabulator** shall be programmed so that the following **ballots** are returned to the **Election Official** as described:

Procedures for the Use of Vote Tabulators

- i. Blank **ballot**: A **ballot** without votes in any of the designated voting spaces, as determined by a **Vote Tabulator**;
- ii. Over voted **ballot**: A **ballot** with more than the required voting space(s) marked for an office than the voter is entitled to vote for, as determined by a **Vote Tabulator**;
- iii. Ambiguously marked **ballot**: A **ballot** where the **Vote Tabulator** cannot read the marks in the appropriate voting spaces on the **ballot**;
- iv. Defective/invalid **ballot**: A **ballot** which cannot be read due to markings made on the **ballot** other than in the appropriate voting spaces or physically damaged;
- v. Missing initials: A **ballot** that does not have an **Election Official(s)** initials in the top right corner of the **ballot**.

Testing of Vote Tabulators

7. a) Prior to Advance Voting Day and Voting Day, the **Town Clerk** shall test the **Vote Tabulators** to ensure that they will accurately count the votes cast for all **candidates**, by-laws or questions.
b) When testing the **Vote Tabulator**, adequate safeguards shall be taken to ensure that the system or any part of it that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the **Vote Tabulator**.
8. a) The test shall be conducted by:
 - i. a) loading the voting location **Vote Tabulator memory card** into the **Vote Tabulator(s)** designated for that voting location; and
b) producing a zero tape to confirm that no votes are stored in the **Vote Tabulator memory card**;
 - ii. tabulating a pre-audited group of **ballots** including **ballots** that fall into each of the categories of **ballots** described in section 6 and **ballots** on which are recorded a predetermined number of valid votes for each **candidate** and on any by-law or question;

Procedures for the Use of Vote Tabulators

- iii. comparing the output of the tabulation against the pre-audited results; and,
 - iv. re-setting to zero all **Vote Tabulators** and demonstrate they are zero by printing a zero tape.
- b) If the **Town Clerk** detects an error in the test, the cause of the error shall be determined and corrected and the test repeated until an errorless test is achieved and certified by the **Town Clerk**.
 - c) The **Town Clerk** shall, at the conclusion of the test, seal the **memory card** in the **Vote Tabulator** and retain any programs, test materials and documentation in the same manner as is provided in the **Act** for the keeping of election records.
 - d) The **Town Clerk** shall retain and may have access to the pre-audited group of **ballots** referred to above, the result tapes that were produced during the test and all other materials used in the programming of the **Vote Tabulators**.

Candidates/Scrutineers

- 9.
 - a) **Candidates** may appoint scrutineers in writing using the designated form provided by the **Town Clerk**, to represent them at a voting location.
 - b) Only one representative of the **Candidate**, either the **Candidate** or one of their appointed scrutineers may be in a voting location at any one time, for each **Vote Tabulator** at a voting location.
 - c) Scrutineers must show their written appointment and personal identification to the **Election Official(s)** upon entering a voting location.
 - d) **Candidates** must show their personal identification to the **Election Official(s)** upon entering a voting location.
 - e) Every **candidate** and scrutineer must, at all times while at a voting location, wear the assigned identification tag in such a manner that it can be easily seen by **Election Official(s)**.
 - f) To protect the secrecy of the vote, **Candidates** and scrutineers will not be permitted to examine the marked **ballots** or to object to **ballots** or the counting of votes on a **ballot** as the **ballots** are being fed into the **Vote Tabulator** by the **Election Official** or to

Procedures for the Use of Vote Tabulators

interfere in any way with the administration of voting procedures at the voting location.

- g) **Candidates**/scrutineers shall not be allowed to enter the voting location after the close of voting.

Procedures at the Voting Location

Vote Tabulator and Ballot Box Set-up

10. a) Each **Vote Tabulator** shall be assigned to a particular location. The **Election Official** responsible shall check the **Vote Tabulator** serial number on the machine to verify the **Vote Tabulator** is the correct one.
- b) The **Election Official** responsible for the **Vote Tabulator** shall, in the presence of other **Election Officials** and all **candidates**/scrutineers present, cause the **Vote Tabulator** to print a copy of all totals on the **memory card** one hour or less before the opening of the voting location, confirming zero totals.
- c) The **Election Official** responsible shall verify that the heading at the top of the tape lists the correct voting location. If the totals are zero for all **candidates**, by-laws or questions, the **Election Official** shall post the first zero tape on a wall in the voting location and print a second (duplicate) zero tape. The **Election Official** shall ensure that the second zero printout remains affixed to the **Vote Tabulator** until the results are printed by the **Vote Tabulator** after the close of voting.
- d) If the totals are not zero for all **candidates**, by-laws or questions, the **Election Official** shall immediately notify the **Town Clerk** and shall conduct the vote using the **auxiliary compartment** of the **ballot** box until the **Vote Tabulator** is made operational or the **Town Clerk** provides a back-up **Vote Tabulator** to the voting location.
- e) Once the **Vote Tabulator** is ready, prepare **ballot** box and announce to all present in the voting location, "I am sealing the **ballot** box" and allow anyone who is present to look into the **ballot** box to see that it is empty.
- f) Complete and seal the **ballot** box by placing the "**Ballot** Box Seal During Voting Hours" seal on the **ballot** box by following the instructions on the seal. Allow any **candidate** or scrutineer who is

Procedures for the Use of Vote Tabulators

witnessing the process to initial the “**Ballot Box Seal During Voting Hours**”.

- g) If a **candidate** or scrutineer wishes to use his/her own seal, it shall be shown to an **Election Official** for approval before being placed on the **ballot** box. The seal must be a self-adhesive tape type and may not in any way identify the **candidate** so as to be construed as election campaigning.
- h) Place the **Vote Tabulator** on the **ballot** box.

Issuing and Marking the Ballot

- 11. a) The **Town Clerk** will appoint **Election Official(s)** at each voting location who shall ensure that the appropriate **ballot** is delivered to each voter. Prior to the **Election Official** issuing a **ballot**, the **Election Official** will require the elector to provide proof of the elector’s identity and qualifying address as prescribed by the Regulations to the **Act**.
- b) If an elector is unable to provide such proof, the elector will be required to take the Declaration of Identity (Form 9) before being issued a **ballot**. If the elector refuses to take the declaration, the elector will be refused a **ballot**.
- c) The **Election Official** shall:
 - i. initial each **ballot** before the **ballot** is delivered to the eligible voter;
 - ii. insert the **ballot** in the **secrecy folder** and hand it to the voter;
 - iii. direct the voter to the **voting booth** and advise the voter to proceed to the **Election Official** responsible for the **Vote Tabulator** upon the completion of marking the **ballot**.
- d) Upon receiving the **ballot**, the voter shall:
 - i. proceed to the **voting booth**;
 - ii. using the **special ballot marking pen** provided, vote by marking the area to the right of the **candidate’s** name for whom the voter wishes to vote or answer to the by-law or question.
- e) After marking the **ballot** in the **voting booth**, the voter shall:

Procedures for the Use of Vote Tabulators

- i. insert the **ballot** into the **secrecy folder** with only the **Election Official's** initials showing;
- ii. leave the **voting booth** without delay; and,
- iii. deliver the **secrecy folder** containing the **ballot** to the **Election Official** responsible for the **Vote Tabulator**.

Processing the Ballot

- f) The **Election Official** responsible for the **Vote Tabulator** shall:
 - i. ensure that all other voters are standing away from the **Vote Tabulator** to ensure that each voter may be dealt with confidentially and preserve the secrecy of the proceedings, particularly when handling the voter's **ballot** or when discussing problems with a voter's **ballot**;
 - ii. in the presence of the voter and without removing the **ballot** from the **secrecy folder**, verify the initials of the **ballot** issuing **Election Official**; and
 - iii. in full view of the voter, insert the **secrecy folder** containing the **ballot**, with the initials of the **Election Official** face down, into the feed area of the **Vote Tabulator** until the **Vote Tabulator** draws the **ballot** from the **secrecy folder**;
or
 - iv. if a **Vote Tabulator** fails to operate:
 - a. open the **auxiliary compartment** slot and insert the **ballot** from the **secrecy folder**, with the initials of the **Election Official** face down, directly into the **auxiliary compartment** of the **ballot** box in full view of the voter; and
 - b. at the close of voting, when the **Vote Tabulator** is operational or a new **Vote Tabulator** is provided, in the presence of the **Election Official** responsible and any **candidate(s)** or scrutineer(s) present, insert the **ballot** into the feed area of the **Vote Tabulator**.
- g) The **Vote Tabulator**, as programmed and verified in accordance with these procedures, will not accept and will return to the **Election Official** responsible for the **Vote Tabulator** the following **ballots**:

Procedures for the Use of Vote Tabulators

- i. any **ballot** which reads as blank indicating that no marks have been made in the space designated for the marking of the **ballot**;
 - ii. any over-voted **ballot** where more votes are cast than are permitted for any office contained on the **ballot**;
 - iii. any **ballot** which is ambiguous;
 - iv. any **ballot** which is invalid, damaged or defective; or
 - v. any **ballot** which does not contain the **Election Official's** initials.
- h) Where a **ballot** described in sections 11 g) i or ii, is returned by the **Vote Tabulator** and the voter is present, the **Election Official** responsible shall advise the voter of the reason the **ballot** would not be accepted by the **Vote Tabulator** and shall direct the voter to return the **ballot** to the **ballot** issuing **Election Official** who shall mark the **ballot** "cancelled", place it in the appropriate envelope, and deliver a new **ballot** to the voter with instructions as to the proper procedures to properly mark the **ballot**.

Alternatively, as it relates to a **ballot** described in section 11 g) i, the **Election Official** may direct the voter to a **voting booth** to complete the marking of the **ballot**.

- i) If a **ballot** described in section 11 g) iii, is returned by the **Vote Tabulator** and the voter is present, the **Election Official** responsible for the **Vote Tabulator** shall explain to the voter that the **ballot** is ambiguous (i.e. the mark is too light, or a small mark was made in a box inadvertently). The **Election Official** may direct the voter to a **voting booth** to ensure the **ballot** is clearly marked in the spaces provided. If the voter has inadvertently made a small mark in a box where they had not intended to, the **Election Official** shall direct the voter to return the **ballot** to the **ballot** issuing **Election Official** who shall mark the **ballot** "cancelled", place it in the appropriate envelope, and deliver a new **ballot** to the voter with instructions as to the proper procedures to properly mark the **ballot**.
- j) If a **ballot** described in section 11 g) iv, is returned by the **Vote Tabulator** and the voter is present, the **Election Official** responsible for the **Vote Tabulator** shall explain to the voter that the **ballot** is defective. The **Election Official** shall direct the voter to return the **ballot** to the **ballot** issuing **Election Official** who shall

Procedures for the Use of Vote Tabulators

mark the **ballot** “cancelled – defective”, place it in the appropriate envelope, and deliver a new **ballot** to the voter with instructions as to the proper procedures to properly mark the **ballot**.

- k) If a **ballot** described in section 11 g) v, is returned by the **Vote Tabulator** and the voter is present, where there are no **Election Official** initials in the top right corner of the **ballot**, the **Election Official** responsible for the **Vote Tabulator** shall take all reasonable steps to determine which **Election Official** issued the **ballot** and have the appropriate initials placed on the **ballot**. The **ballot** shall then be re-inserted into the **Vote Tabulator**.
- l)
 - i. If a **ballot** described in section 11 g) i or ii, is returned by the **Vote Tabulator** and the voter is present and declines to accept another **ballot**, and wants the **ballot** processed without making any changes, the **Election Official** responsible for the **Vote Tabulator** shall, without showing the face of the **ballot** to any individuals present, insert the **ballot** into the feed area of the **Vote Tabulator** until the **Vote Tabulator** draws the **ballot** from the **secrecy folder**, and enable the **Vote Tabulator** to accept the **ballot**. The **Vote Tabulator** will not record votes in “not voted” or “over-voted” offices but will record votes for offices that have been correctly marked. Once the **ballot** has been accepted by the **Vote Tabulator**, the voter may not elect to receive a new **ballot**.
 - ii. If a **ballot** described in section 11 g) iii, iv or v, is returned by the **Vote Tabulator** and the voter is present and declines to accept another **ballot**, the voter shall be informed that the **ballot** will be marked “defective-rejected” and placed in the appropriate envelope. The **Vote Tabulator** will not accept invalid, damaged or defective **ballots**. The **Election Official** responsible shall mark the **ballot** “defective-rejected” and place it in the appropriate envelope.
 - iii. If a **ballot** described in section 11 g) i, ii, iii, iv or v, is returned by the **Vote Tabulator** and the voter is not present, the **Election Official** shall,
 - a) where there are no marks in any of the designated voting spaces for each office mark the top of the **ballot** “blank” and insert the **ballot** into the feed area of the **Vote Tabulator** until the **Vote Tabulator** draws

Procedures for the Use of Vote Tabulators

the **ballot** from the **secrecy folder** to have the **ballot** accepted as intended by the voter.

- b) where more designated voting spaces have been marked for an office, mark the top of the **ballot** “over-voted” and insert the **ballot** into the feed area of the **Vote Tabulator** until the **Vote Tabulator** draws the **ballot** from the **secrecy folder** to have the **ballot** accepted as intended by the voter.
- c) where there are marks in the appropriate voting spaces:
 - i. mark the **ballot** “cancelled-defective-replacement” and issue a replacement **ballot**, in presence of an **Election Official** and any **candidate(s)** or scrutineer(s) present by marking a new **ballot** with the marks contained in the specified voting spaces on the original **ballot**. The replacement **ballot** shall be clearly labelled “replacement” and given a number which shall also be recorded on the cancelled defective-replacement **ballot**;
 - ii. substitute the replacement **ballot** for the original cancelled defective-replacement **ballot** and insert the replacement **ballot** into the feed area of the **Vote Tabulator**; and
 - iii. place the cancelled defective-replacement **ballot** in the appropriate envelope; and
 - iv. if the marks are ambiguous mark the **ballot** “defective – rejected” and place in the appropriate envelope.
- d. where the **ballot** is invalid (contains writing or marks that may identify the elector), mark the **ballot** “defective-rejected” and place in the appropriate envelope.
- e. where there are no **Election Official** initials in the top right corner of the **ballot**, the **Election Official** responsible for the **Vote Tabulator** shall take all reasonable steps to determine which **Election**

Procedures for the Use of Vote Tabulators

Official issued the **ballot** and have the appropriate initials placed on the **ballot**. The **ballot** shall then be re-inserted into the **Vote Tabulator**.

Jammed Ballots

12. If there is a **Vote Tabulator** blockage, the display will show a message i.e. Paper Jam. The **Election Official** shall advise the voter that the **ballot** is jammed in the **Vote Tabulator** and to remain until the **ballot** has been processed. The **Election Official** shall then take the following steps:
 - a) Determine if the **ballot** is visible at either the front **ballot** entry slot or the rear **ballot** exit slot while referring to the message on the screen;
 - b) Press the “Cleared” button to initiate an automated **ballot** reversing procedure. Follow the message on the screen;
 - c) Remove the **ballot** from the **Vote Tabulator** and immediately insert the **ballot** into the **secrecy folder**;
 - d) Follow the instructions on the screen display for the purpose of processing the **ballot**.

If the **Vote Tabulator** continues to reject the **ballot**, the **Election Official** shall place the **ballot** in the **secrecy folder** and instruct the voter to return the rejected **ballot** to the **Election Official** who issued the **ballot**. The **Election Official** who issued the rejected **ballot** shall treat the rejected **ballot** as a cancelled **ballot** and the voter shall be issued a new **ballot**.

If the display screen reveals a message i.e. Paper Jam still exists... press the “Shut Down” button to turn off the **Vote Tabulator**.

It may be necessary for the purpose of clearing a jam to slide the **ballot** box out two or three inches from the base of the **Vote Tabulator**, and subsequently return the **Vote Tabulator** to the proper position. Restart the **Vote Tabulator**.

If the **Vote Tabulator** continues to reject **ballots**, the **Election Official** shall notify the **Town Clerk** immediately.

Procedures for the Use of Vote Tabulators

If the Vote Tabulator Becomes Inoperable

13. If the **Vote Tabulator** becomes inoperable for any reason during voting (i.e. power failure) the machine will power down and will not accept **ballots**, unless the **Vote Tabulator** is equipped with a battery backup.
 - a) If this occurs, the **Election Official** shall:
 - i. notify all **Election Officials** and **candidates**/scrutineers present immediately; and
 - ii. open the **auxiliary compartment** slot at the front of the **ballot** box and continue to accept **ballots** by placing them in the **auxiliary compartment** .
 - b) As soon as power is restored, or the **Vote Tabulator** is repaired, the lights on the operator display will again be illuminated. The **Vote Tabulator** will be ready to accept **ballots** and normal processing of the **ballots** may continue.
 - c) The **auxiliary compartment** shall then be sealed against further use, with the time and initials of the **Election Official** noted on the seal in addition to any **candidates** or scrutineers present. The seal shall remain intact until the close of voting unless the **auxiliary compartment** is required at another time throughout voting day at which time the seal will be broken in the presence of any **candidates** and scrutineers present.
 - d) The **ballots** in the **auxiliary compartment** shall be removed when the voting location has closed at 8:00 p.m. and shall be inserted into the **Vote Tabulator** before the **Vote Tabulator** is programmed to tally the votes. An **Election Official** shall seal the **auxiliary compartment** slot after extracting all **ballots**.
 - e) At all times, the number of **ballots** that have passed through the **Vote Tabulator** is displayed on the **Vote Tabulator** counter. An **Election Official** shall record these numbers on the form provided, each and every hour while the voting location is open.

Procedures for the Use of Vote Tabulators

Procedures at Advance Voting

Opening Advance Voting Location

14. a) The **Election Official** responsible shall follow the Procedures at the Voting Location – Section 10 and the **Audio Vote Tabulator** Procedures.
- b) The **Election Official** shall ensure that the second zero printout remains affixed to the **Vote Tabulator** until the results are printed by the **Vote Tabulator** after the close of voting on Voting Day.

Audio Vote Tabulator Procedures at Advance Voting Location

- c) If a voter requests an accessible **ballot**, the **Election Official** shall position the voter near the **Audio Vote Tabulator**. The assistive devices are connected to the **Vote Tabulator**. The **Election Official** shall position the privacy screens around the voter to add further privacy. The **Election Official** shall then insert a blank **ballot** into the printer device, provide the voter with the headphones and handheld device (or alternatively, a set of hand/foot paddles or sip and puff device). The **Election Official** shall position the **secrecy folder** at the printer exit slot to receive the **ballot** as it is printed.
- d) In order to start the audio presentation, the **Election Official** responsible must press the security key to the security key receptacle on the **Vote Tabulator**.
- e) The on-screen menu of the **Vote Tabulator** will display a number of administrative options. The menu option to initiate an Accessible Voting or Audio Voting session shall be selected by the **Election Official** and then the appropriate **ballot** type (school support) shall be entered in order to indicate the type of **ballot** that the voter is eligible to receive.
- f) When the voter has made and confirmed all their vote selections, they will use the handheld device (or alternatively, a set of hand/foot paddles or sip and puff device) to command the Audio **Ballot** Marker Device to print their actual **ballot**. The Printer Device of the unit will print the **ballot** complete with the vote markings selected by the voter. The **ballot** will emerge from the printer and will be placed in a **secrecy folder** before removal. The **Election Official** will then place their initials on the top right corner of the **ballot** while it is within the **secrecy folder** and then insert the

Procedures for the Use of Vote Tabulators

ballot into the input slot at the front of the **Vote Tabulator**, as per normal **ballot** processing as outlined in Section 11.

- g) If at any point an audio voting session must be cancelled, the **Election Official** shall perform the following steps:
 - i. Press the security key to the security key receptacle, to display the operator screen menu.
 - ii. Press the menu option for an Accessible Voting or Audio Voting session.
 - iii. Press the menu option of Yes or Cancel Audio to stop the Accessible Voting Session.
- h) The audio voting session is then cancelled and the voter shall be provided with the opportunity to recommence the process or obtain a replacement **ballot** from the **Election Official**.
- i) The external **ballot** printer will be connected to the **Vote Tabulator** prior to powering on the **Vote Tabulator** (during voting location set up). Should there be any problems with the printer, it shall be unplugged and plugged back in. If a problem persists, the **Election Official** shall contact the assigned **Election Official** and repairs will be undertaken or a new printer may be issued.
- j) While an accessible voting session is underway the **Vote Tabulator** can continue processing **ballots** of other voters.

Procedures for Closing of Advance Voting Location

- k) The **Election Official** shall, after the close of the Advance Voting Day, check the **auxiliary compartment** of the **ballot** box (if used) for **ballots** to ensure all **ballots** have been processed and any **ballots** in the **auxiliary compartment** shall be processed immediately. The **Election Official** shall also feed all **ballots** from **ballot** boxes of the Vote at Home visits. Once all **ballots** have been processed, the following steps shall be taken:
 - i. the **Election Official** shall note the number of voters who voted, based upon the number of **ballots** processed by the **Vote Tabulator** as displayed on the **Vote Tabulator ballot** counter;
 - ii. date, label and seal the **ballot** box, including the **auxiliary compartment** (if used). Allow any **candidates** or scrutineers present to place initials on the seal;

Procedures for the Use of Vote Tabulators

- iii. Power down and then unplug the **Vote Tabulator** and place it in the carrying case provided;
- iv. complete a statement of the Voter Turnout to indicate the number of voters who voted during the advance voting day. Any **candidate** or scrutineer present may sign the statement;
- v. personally deliver the **Vote Tabulator, ballot** box and other election supplies to the location and person designated by the **Town Clerk**;
- vi. an **Election Official** shall secure the **ballots** and **Vote Tabulator** in a location where no one other than the **Town Clerk** may gain access;
- vii. the result of the votes at an advance voting location shall not be printed and the procedures under section 16 shall not be followed until after 8:00 p.m. on Voting Day, at which time any **candidate** or his/her scrutineer entitled to be in attendance may be present.

Procedures for Each Subsequent Advance Voting Day

- I) The **Election Official** responsible shall follow the Procedures at Advance Voting (Section 14) and **Vote Tabulator** and **Ballot Box Set-up** (Section 10) with the following modifications:
 - i) Place the zero totals tape from the tabulator box on the wall in the voting location;
 - ii) Confirm the zero totals tape from the previous advance voting day remains affixed to the **Vote Tabulator** until the results are printed by the **Vote Tabulator** after the close of voting;
 - iii) Confirm the number of voters who voted during the previous advance voting day as noted on the statement of Voter Turnout matches the number on the **Vote Tabulator**.

Procedures for Changing the Ballot Box, if necessary

- 15. The **Election Official** shall periodically check the **ballot** box by slightly moving it to ensure that it is not getting too full. If it appears to be getting full, please use the following procedure:

Procedures for the Use of Vote Tabulators

- i. Wait for a lull in voting, locate the spare **ballot** box for your voting location and ask that other **Election Officials, candidates** or scrutineers that are present to observe your actions;
- ii. Remove the **ballot** box and seal the **ballot** slot on the box with the appropriate seal and initial. Allow any **candidates** or scrutineers present to place initials on the seal;
- iii. Place the full **ballot** box beside the **Vote Tabulator** and date and note Box 1 of 2 on the **ballot** box;
- iv. Show that the new **ballot** box is empty to anyone present and seal the top of the box as was completed at the opening of the voting location;
- v. Position the new **ballot** box under the **Vote Tabulator** and continue the processing of **ballots**.

Procedures for Closing Vote Tabulators on Voting Day

16. All voters who are within the voting place at the time of closing will be permitted to vote. The **Election Official(s)** shall close the doors to the voting location promptly at 8:00 p.m. so that no other voters may enter. When all voters have cast their **ballots** and have left the room, an **Election Official** shall announce "Voting has ended." The following procedure must be followed on Voting Day after the announcement that the voting has ceased:
 - a) Where the **auxiliary compartment** was used, the **Election Official** shall check the **auxiliary compartment** of the **ballot** box for **ballots** to ensure all **ballots** have been processed and any **ballots** in the **auxiliary compartment** shall be processed immediately. The **Election Official** shall also feed all **ballots** from **ballot** boxes of the Reduced Hour Voting Location visits. Once all **ballots** have been processed, the following steps shall be taken:
 - i. secure the **Vote Tabulator** against receiving any more **ballots** by pressing the security key to the security key receptacle. The close option will be selected, generating instructions for the **Election Official**;
 - ii. print two copies of the results tape from the **Vote Tabulator** indicating the votes given for each **candidate**, and if applicable, the votes given for and against any by-law or question;

Procedures for the Use of Vote Tabulators

- iii. remove the two copies of the results tape from the **Vote Tabulator** and sign the certificate portion of the two copies along with any **candidates** or scrutineers who are present and wish to sign;
- iv. place the first copy of the results tape that includes the zero total printout, any interrupt messages and votes in the statement envelope provided;
- v. post the second copy of the results tape in the voting place for any **candidates** or scrutineers to view;
- vi. date, label and seal **ballot** box, including the **auxiliary compartment** (if used). Allow any **candidates** or scrutineers present to place initials on the seal;
- vii. complete a final statement recording the number of:
 - a. **ballots** received from the **Town Clerk**,
 - b. **ballots** counted by the **Vote Tabulator**,
 - c. cancelled **ballots**,
 - d. declined **ballots**,
 - e. defective-rejected **ballots**, and,
 - f. unused **ballots**;
- viii.
 - a. place the final statement, the certificate and receipt of **ballots**, in the appropriate envelope and seal the envelope;
 - b. place in separate envelopes:
 - all cancelled **ballots**
 - all defective-rejected **ballots**;
 - all declined **ballots**;
 - all unused **ballots**; and,
 - once all the above **ballots** are placed in the appropriate envelopes, seal the envelopes;
- ix. place all remaining supplies and sealed envelopes in a supply bag and seal the supply bag; and,

Procedures for the Use of Vote Tabulators

- x. personally deliver the **Vote Tabulator**, supply bag, and **ballot** box to the location designated by the **Town Clerk**.
- b) If a **Vote Tabulator** has been used to tabulate votes cast in a voting location but the tabulation of the votes cannot be completed because the **Vote Tabulator** is not operating or cannot be made to operate within a reasonable time following the close of voting, the **Election Official** responsible for the voting location shall, after the close of voting, and after determining the tabulation cannot be completed, advise any **candidate(s)** or scrutineer(s) in attendance that the following procedures will be followed and afford them the opportunity to be present:
- i. secure the **Vote Tabulator** against receiving any more **ballots**;
 - ii. date, label and seal the **ballot** box. Allow any **candidates** or scrutineers present to place initials on the seal;
 - iii. place all remaining supplies and all cancelled, declined, defective-rejected and unused **ballots** in the appropriate envelopes in the supply bag and seal it;
 - iv. advise **candidate(s)** or scrutineer(s) of the process to be followed;
 - v. personally deliver the **Vote Tabulator**, supply bag, and **ballot** box to a location designated by the **Town Clerk** where a back-up **Vote Tabulator** is located;
 - vi. follow the procedures set out in section 10 (a), (b), (c) to ensure that the totals of the back-up **Vote Tabulator** are zero for all **candidates**;
 - vii. insert all the **ballots** from the **ballot** box into the back-up **Vote Tabulator**;
 - viii. follow the applicable procedures for the tabulating of **ballots**, as required; and
 - ix. follow the closing procedures in section 16.

Procedures for the Use of Vote Tabulators

Results

17. a) Upon receipt of the **Vote Tabulators** from each voting location, the **Town Clerk** shall ensure that the **memory cards** from each **Vote Tabulator** are processed and read into a central registry and the total votes for all offices as a result of this process shall constitute the preliminary results for the Election, which shall be uploaded to enable the data to be shown as “Unofficial Results” on the Town’s website.
- b) In accordance with Section 55(4) of the **Act**, after verifying all procedures and results, the **Town Clerk** shall declare the **Candidate(s)** with the highest number of votes to be elected and declare the result of any vote on a by-law or question.

Recounts

18. a) In the event of a tied vote for two or more **candidates**, votes on a by-law for the affirmative and negative are equal or the votes for two or more answers to a question are equal, or where Council has directed a recount to be conducted in accordance with the Town’s Election Recount Policy the **Town Clerk** shall hold a recount.
 - b) The recount shall be held within 15 days after the **Town Clerk’s** declaration of the results of the election.
 - c) The recount shall be conducted in the same manner as the votes were counted on voting day.
 - d) The **Vote Tabulators** shall be tested before the recount in the same manner described in section 7.
19. a) Subject to an order of a Judge under the **Act**, if a recount of votes is held, the votes shall be counted in the same manner as the votes were counted on voting day.
 - b) The **Vote Tabulator** shall be tested before the recount in the same manner described in section 7.
 - c) If a **Vote Tabulator** is used for a recount, the recount is limited to the **ballots** tabulated by a **Vote Tabulator** during the advance voting and on voting day.
 - d) The **Town Clerk** shall attend the recount and bring the election supplies kit bag, **Vote Tabulators**, statement envelopes and all

Procedures for the Use of Vote Tabulators

documents that, in the opinion of the **Town Clerk**, are relevant to the recount.

- e) If a **Vote Tabulator** is used for a recount, any **candidate** or court applicant or their lawyer(s) or scrutineer(s), will not be permitted to examine the **ballots** or to dispute the validity of a **ballot** or the counting of votes on a **ballot** as the **ballots** are being fed into the **Vote Tabulator** by the **Election Official**.

Retention of Election Records

- 20. The **Town Clerk** shall, at the completion of the vote, retain the programs, **memory cards**, test materials and **ballots** in the same manner as is provided for in the **Act** for the keeping of election records.

The **Town Clerk** shall retain and may have access to the pre-audited group of **ballots** referred to in sections 7 and 8 and other materials used in the programming of the **Vote Tabulators**.

The **Town Clerk** shall not alter or make changes to the materials referred to above.

Procedures for the Use of Vote Tabulators

APPENDIX A

Figure 1 – ImageCast Precinct Tabulator

