

**TOWN OF BRADFORD WEST GWILLIMBURY
2010 MUNICIPAL ELECTION**



**PROCEDURE GUIDELINES
FOR USE OF
VOTE COUNT TABULATORS**

This copy of the Procedural Guidelines for Use of Vote Count Tabulators has been prepared for the use of the Municipal Election Staff for reference and guidance to assist them with the operation of the tabulators during the upcoming Municipal Election.

Should you have any questions regarding the procedures, please contact the Clerk's Office at (905)775-5366.

The Clerk may alter or make minor changes to the materials referred in this manual as the election process nears as this is a new undertaking for staff and some minor instructions may have been excluded.

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4 DEPUTY RETURNING OFFICER / TABULATOR OPERATOR

- 4.1 Tabulator Operator / Deputy Returning Officer duties and responsibilities are pursuant to the *Municipal Elections Act, 1996*, Ontario Regulations and/or the direction of the Clerk or Returning Officer of the Town of Bradford West Gwillimbury.
- 4.2 The following are the basic duties of the Tabulator Operator / Deputy Returning Officer and a precise explanation of each duty is found in the various sections of this instructional manual. It is the responsibility of the Tabulator Operator / Deputy Returning Officer:
- 4.2.1 to open, close and conduct the voting place in an accurate, efficient manner with peace and order;
 - 4.2.2 to administer the necessary oaths, declarations and to process the necessary documentation, as required;
 - 4.2.3 to report the vote for each candidate at the close of the vote on October 25, 2010;
 - 4.2.4 to deliver the supplies, equipment, documentation at the close of the vote to the designated staff contact;
 - 4.2.5 to maintain control of the voting place;
 - 4.2.6 to obey all rules outlined and procedures provided;
 - 4.2.7 to conduct all delegated authorities and powers from the Clerk under Section 15 (3) and 12 (2);
 - 4.2.8 to administer the necessary procedures to electors for voting purposes;
 - 4.2.9 to attend the training session;
 - 4.2.10 to review training materials;
 - 4.2.11 to assist and instruct the elector with procedures for inserting their ballot into the ballot box
 - 4.2.12 to attend the designated voting place from 9:00 a.m. on voting day until completion of duties;
 - 4.2.13 to swear in candidates and/or scrutineers, if they are remaining in the voting place near the tabulator equipment;
 - 4.2.14 to provide administration and oversee the integrity of the vote;
 - 4.2.15 to set up vote count tabulator equipment, ballot boxes, and perform tests prior to opening the centre to voting;
 - 4.2.16 to maintain vote count tabulator equipment during the vote;
 - 4.2.17 to provide instruction to the elector on how to insert the ballot secrecy folder into the vote count tabulator;

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- 5.2.18 to revise the preliminary list and voters' list (by additions, deletions, corrections, change in school support) at voting place;
- 5.2.19 to refuse to amend the list should the information not be complete;
- 5.2.20 to conduct the election appropriately;
- 5.2.21 to review training materials;
- 5.2.22 to supervise the Election Assistant;
- 5.2.23 to inspect the voting location throughout the day;
- 5.2.24 to verify their initials on the ballot when returned from the elector who is voting;
- 5.2.25 to cross off all names of electors who voted from the advance votes;
- 5.2.26 to attend the designated voting place from 9:00 a.m. on voting day until completion of duties;
- 5.2.27 to swear in candidates and/or scrutineers, if they wish to remain in the voting place during the process;
- 5.2.28 to assist with the preparation of the final list of revisions;
- 5.2.29 authority to administer the Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- 5.2.30 to assist in issuing a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- 5.2.31 to administer all declarations to applicants and/or and agents for required forms;
- 5.2.32 and all other duties as assigned by the Returning Officer.

6 ELECTION ASSISTANT

- 6.1 Election Assistant duties and responsibilities are pursuant to the *Municipal Elections Act, 1996*, Ontario Regulations and/or the direction of the Clerk or Returning Officer of the Town of Bradford West Gwillimbury.
- 6.2 The following are the basic duties of the Election Assistant and a precise explanation of each duty is found in the various sections of this instructional manual. It is the responsibility of the Election Assistant:
 - 6.2.1 to assist the Deputy Returning Officer in organizing the voting subdivision within the voting place;
 - 6.2.2 to assist the Deputy Returning Officer with the opening, closing and conduct of the voting place in an accurate, efficient manner with peace and order;
 - 6.2.3 to assist the Deputy Returning Officer in verifying the total number of ballots supplied and used;

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7 REVISION CLERK

- 7.1 Revision Clerk duties and responsibilities are pursuant to the *Municipal Elections Act, 1996*, Ontario Regulations and/or the direction of the Clerk or Returning Officer of the Town of Bradford West Gwillimbury.
- 7.2 The following are the basic duties of the Revision Clerk and a precise explanation of each duty are found in the various sections of this instructional manual. It is the responsibility of the Revision Clerk;
- 7.2.1 to receive and process applications for correction or amendment, deletion, or addition of electors to the voters' list;
 - 7.2.2 to correct, amend, delete or add the names of the elector to the voters' list as directed by the Clerk;
 - 7.2.3 to assist in the preparation of a list of changes;
 - 7.2.4 to request identification to accompany the forms for correction, amendment, deletion;
 - 7.2.5 to assist in the distribution of printed supplies;
 - 7.2.6 to direct electors to the correct voting subdivision;
 - 7.2.7 assist the Clerk, as directed by the Clerk.

8 INFORMATION CLERK

- 8.1 Information Clerk duties and responsibilities are pursuant to the *Municipal Elections Act, 1996*, Ontario Regulations or the direction of the Clerk or Returning Officer of the Town of Bradford West Gwillimbury.
- 8.2 The following are the basic duties of the Information Clerk and a precise explanation of each duty are found in the various sections of this instructional manual. It is the responsibility of the Information Clerk:
- 8.2.1 to assist in the opening and closing of the voting place;
 - 8.2.2 to provide assistance to the voter regarding information on which Ward voting subdivision to attend to place their vote;
 - 8.2.3 to be familiar with the election process and various staff and their responsibilities;
 - 8.2.4 to amend the voters' list at the voting place to add an Elector, remove an Elector's own name and /or correct erroneous information, as instructed by the Deputy Returning Officer or Revising Officer;
 - 8.2.5 has the authority to require an elector to provide proof of identity;
 - 8.2.6 to assist in maintaining peace and order at the voting place by removing anyone who is causing a disturbance;
 - 8.2.7 to attend the mandatory training session; and

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9.15 Scrutineers may place a Town provided seal with their initials on the seal on the ballot box after counting of the votes, when the Tabulator Operator / Deputy Returning Officer seals the box, so that ballots cannot be deposited or withdrawn without breaking the seal.

9.16 A candidate or their scrutineer is entitled to be present when the ballot box and documents are delivered to the Clerk.

10 VOTING SUBDIVISIONS

10.1 The Clerk may divide the municipality into voting subdivisions. The Town of Bradford West Gwillimbury has been divided into seven (7) electoral wards. See the electoral map. Voting subdivisions have been created alphabetically A-Z. Electors proceed to their respective voting subdivision by surname alphabetically. Voting results will be tabulated for the voting subdivisions on voting day; some of which will be reported cumulatively.

11 BALLOTS

11.1 Composite ballots shall be used for the 2010 Municipal Election. A circular or oval shape will appear on the ballot to the right of each candidates' names. Each ward shall have respective composite ballots to deal with indicating Mayor, Deputy Mayor, Ward Council, School Board Trustee or respective offices should acclamations occur.

(i) There shall appear on the ballot to the right of each candidate's name a designated space for the marking of the ballot;

(ii) Subsections (i) apply with necessary modifications to by-laws and questions;

(iii) The instructions on the ballot direct the elector to vote by filling in the blank space adjacent to the candidate of their choice or the elector's answer to any by-law or question.

12 VOTE COUNT TABULATORS

12.1 The Clerk shall designate voting places where the vote count tabulator will be located. Each voting place shall have one vote count tabulator.

12.2 In an emergency, where the Clerk has not provided a spare vote count tabulator at a voting place, the Clerk shall designate a place to which the ballots shall be taken after the close of the voting to be tabulated by a vote count tabulator.

13 PROGRAMMING OF THE VOTE COUNT TABULATOR

13.1 The vote count tabulator shall be programmed so that a printed record of the number of votes cast for each candidate or answers to any by-laws or question can be produced.

13.2 The vote count tabulator shall be programmed so that ballots are handled by the vote count tabulator as follows:

13.2.1 Ballots which the vote count tabulators cannot read (i.e. ballots damaged or defective or that have been marked in a way that the ballot cannot be processed by a vote count tabulator) are returned to the originating DRO.

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Testing Ballots

- 14.3.4** Once the ballots have been printed and received from the printing house, a test deck must be prepared and tested on each machine. A test deck must include every type of ballot used at a particular location and be comprised of samples of blank ballots, over-voted cards, under-voted and properly completed ballots.

Defective Machine

- 14.3.5** In the event that a vote count tabulator must be replaced, the unit must be retested before it is put into operation.

Test Documentation

- 14.3.6** A complete record of all testing phases must be retained. In the event that the competency of the voting equipment is questioned, all printouts, reports, and test decks shall be retained to verify the actions taken. The Clerk shall, at the completion of the test, retain the programs, test materials and ballots in the manner provided for in the Act for the keeping of materials used in the programming of the vote count tabulators.

Spare Vote Count Tabulators

- 14.3.7** Prior to voting day, any "spare" vote count tabulators shall be tested along with the other vote count tabulators, as described in the section "Testing of Vote Count Tabulators". To protect the secrecy of the vote, candidates or scrutineers will not be able to examine ballots or to object to ballots as ballots are being fed into the vote count tabulator by the elector/Tabulator Operator.

Procedure for Testing Ballots - Logic and Accuracy Testing

- 14.3.8** The Logic and Accuracy test shall be conducted as follows:

- (i)** assign a varying number of votes to a pre-audited group of ballots marked with the designated black ballot marking pen in designated area;
- (ii)** manually count each valid vote and record the results;
- (iii)** tabulate the pre-audited ballots using the vote count tabulator;
- (iv)** compare the output of the vote count tabulator with the pre-audited results.

15 RE-TESTING OF VOTE COUNT TABULATORS

- 15.1** In the event that a tabulator malfunctions during the voting process, it may be necessary to replace the vote count tabulators. If this is necessary, the preferred course of action is to substitute the faulty equipment with another "spare" vote count tabulator.
- 15.2** Prior to voting day, any "spare" vote count tabulators should have been tested along with the other vote count tabulators.
- 15.3** The following steps are to be performed in order to smoothly, and quickly replace the faulty equipment and resume regular voting activities.

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WORKING 'ADVANCE' VOTING DAYS

are
Saturday, October 16, 2010
and
Wednesday, October 20, 2010
10:00 a.m. – 8:00 p.m.

~~~~~  
*If you are NOT working on an Advance Voting Day, proceed to section 19.*  
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16 "ADVANCE" VOTING DAYS

16.1 PROCEDURES FOR EQUIPMENT SETUP PRIOR TO OPENING ON "ADVANCE" VOTING DAY

The Tabulator Operator / Deputy Returning Officer shall perform the following steps:

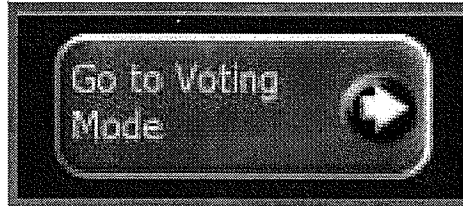
- 16.2** Never leave the equipment or any supplies unattended. Ask for assistance from another Election Official, should you be required to leave your voting station temporarily.
- 16.3** Organize your supplies. Set up the table, ballot box, emergency spare ballot box and tabulator near a power source in a location that is central to the exit. The Information Clerk will have a floor plan outlining the location of the subdivision stations and logistics for the voting place.
- 16.4** The vote count tabulator will be delivered to the voting location prior to 9:00 a.m. The Tabulator Operator/DRO will organize the supplies and equipment. A checklist of supplies and instruction on setup is provided in the vote count tabulator carrying case.
- 16.5** Roll the vote count tabulator unit into position. The vote count tabulator will be facing toward the voter, maintaining voter secrecy, as demonstrated at the training session.
- 16.6** Plug the power cord directly into a standard 120V outlet. It is recommended that the unit be plugged directly into the power outlet without the use of an extension cord.
- 16.7** Insert the vote count tabulator key into the lock in the front of the lid to unlock the unit. Open the ballot boxes below to show anyone present at the voting place that there are no ballots in the ballot box. Lock the auxiliary storage compartment and the ballot box and place plastic seals over the components where instructed. Raise the lid of the vote count tabulator and the unit will automatically power up and begin its boot up process. Verify that the correct election definition is loaded and that the vote count tabulator is running on electricity and not on battery power. If the device indicates otherwise, check that the unit is properly plugged into an operating AC power outlet. It is recommended that the unit be plugged directly into the power outlet without the use of an extension cord.

Procedures At The Voting Place

- 16.8** The Tabulator Operator shall, in the presence of all scrutineers and election officials, cause the vote count tabulator to print a copy of all totals in its memory before opening of the voting place confirming "0" totals;

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- 16.15** Press Go to Voting Mode to continue with opening the vote. Close and lock the access panel on the top of the vote count tabulator. After you remove the key, the vote count tabulator is ready for live voting and place keys on your identification badge.



- 16.16** A blue welcome screen will appear. Verify that the LCD display of the vote count tabulator shows the counter is at '0'.
- 16.17** The "zero report" will automatically print when the vote count tabulator is turned on. Confirm that the unit has a zero total. Tear off the printed tape, confirm the date and time and sign the "zero report" and tape it to the front of the ballot box. Print 2nd and 3rd 'zero report'.
- Confirm the zero count on the LCD display on the vote count tabulator. In all, **3 copies** of the "zero report" are required. One (1) to be taped to the ballot box, one (1) to be posted in the immediate area for electors/candidates to see, and one (1) to stay attached to the vote count tabulator tape roll.
- 16.18** Sign this "zero report". Roll the "zero report" up and leave the "zero report" in the printer compartment of the vote count tabulator.
- 16.19** Verify again the LCD display on the vote count tabulator shows the number "0" and that the public counter is at "0" zero.
- 16.20** The 'Welcome Please Insert Your Ballot' message appears on the LCD screen.

17 **PROCEDURES FOR "ADVANCE" VOTING DAY**

- 17.1** The voting place officially opens to receiving the public to vote at 10:00 a.m. sharp. The voting place closes at 8:00 p.m.
- 17.2** Voting opens and electors proceed to the respective voting subdivisions to obtain their ballot.
- 17.3** The Deputy Returning Officer provides the elector with the appropriate ballot and instruction for marking their ballot correctly.
- 17.4** As each elector arrives at the ballot issuing table, the Deputy Returning Officer and Election Assistant verifies that the name of the person is entered on the voters' list. The Deputy Returning Officer shall, at the same time as the ballot is delivered, provide a secrecy folder to the voter and briefly explain the voting procedure.
- 17.5** Upon receiving the ballot from the Deputy Returning Officer, the voter shall:
- 17.5.1** immediately proceed to the voting screened area; and
 - 17.5.2** using the ballot-marking pen provided, vote by filling in the circle or oval to the right of the candidate(s) of their choice or indicates their selection for the answer to any by-law or question on the ballot.

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- 18.4 The Tabulator Operator / Deputy Returning Officer seals the ballot box to ensure the box cannot be re-opened without breaking the seals and covers the ballot entry slot.
- 18.5 The Tabulator Operator / Deputy Returning Officer looks at the display on the vote count tabulator and writes down the number of ballots processed through the unit. The number will later be recorded on the statement form.
- 18.6 The Tabulator Operator / DRO closes the LCD screen on the vote count tabulator unit. The unit will automatically shut down.
- 18.7 In full view, leave the "zero report" attached to the vote count tabulator.

The USB Flash Drive remains with the vote count tabulator and is confirmed by the red plastic tie on the vote count tabulator. Place the "zero report" into the envelope and seal the plastic folder.

- 18.8 Complete the statement in duplicate of the number of:
 - 18.8.1 number of electors who have voted;
 - 18.8.2 number of ballots cast;
 - 18.8.3 number of declined ballots;
 - 18.8.4 defective ballots; and
 - 18.8.5 number of auxiliary ballot boxes.
- 18.9 The Tabulator Operator / Deputy Returning Officer signs the statement and places the statement in the return plastic envelope to be delivered to the Clerk.
- 18.10 Ensure that the original signed statement, the security envelope containing "zero report" is included in the package to be returned to the Clerk.
- 18.11 Place all other used forms, unused forms and supplies into the ballot transfer carrying case. Seal the carrying case with red plastic key so that it cannot be re-opened without breaking the seal.
- 18.12 The Tabulator Operator / Deputy Returning Officer or designate shall deliver the transfer carrying case, all ballot boxes, voting compartments, the vote count tabulator, and the return envelopes to the Clerk at the Administration Centre, 100 Dissette Street, Units 7 & 8, Bradford, ON, for secure storage in the vault until the counting of the ballots, after the close on voting day.
- 18.13 The Tabulator Operator / Deputy Returning Officer is required to attend the Administration Centre at 7:30 p.m. on Monday, October 25, 2010 to prepare to tabulate the results at 8:00 p.m.

Procedures Under Normal Circumstances

- 18.14 Once the elector is verified and has completed voting, the Tabulator Operator shall, in the presence of the voter and without removing the used ballot from the secrecy folder, verify their initials and then insert the used ballot into the feed area of the vote count tabulator until the vote count tabulator draws the ballot from the secrecy folder in full view of the voter.

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The cancelled ballot shall be inserted into the cancelled/replaced envelope, and the Tabulator Operator shall substitute the replacement ballot for the cancelled ballot and feed the replacement ballot into the vote count tabulator. If the display indicates a system message, it may be necessary to contact your Administration Office to assist in the interpretation of the message and correction of the issue.

Procedure in the Event a Vote Count Tabulator Malfunctions During the Voting Process

- 18.18** In the event that a vote count tabulator malfunctions during the voting process and the USB Flash Drive is still functional, it may be necessary for an adjustment or replacement of the vote count tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare vote count tabulator.

The following steps shall be performed in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities. **Note:** At no time shall an elector be prevented from casting their ballot.

- (i) The Tabulator Operator / DRO shall remove the USB Flash Drive from the malfunctioning vote count tabulator, and insert the USB Flash Drive into the replacement vote count tabulator. Verify that the election official has used the EQC media from the current election to clear and prepare the replacement unit (if the replacement unit has not been properly cleared, tested, and qualified with the appropriate EQC media, the unit cannot be used).
- (ii) The Tabulator Operator shall pack up the faulty equipment and set up the substitute vote count tabulator. In an effort to expedite the replacement, the election official who delivered the replacement vote count tabulator may assist in packing up the faulty equipment.
- (iii) The Tabulator Operator shall turn on the replacement vote count tabulator by pressing the ON button inside the USB access well. If the replacement unit has been properly cleared and qualified, the tabulator will automatically print the Configuration Report, the Ballot Accounting Status Report, and a Zero Report. The Tabulator Operator / DRO shall then sign the reports and leave the tape attached to the vote count tabulator. After the report is printed and signed, the Tabulator Operator / DRO will press the DON'T CLOSE CONTINUE VOTING button on the tabulator touch screen which will then bring up the blue welcome screen. Verify the public count agrees with the last known public count from the malfunctioning tabulator.

The existing ballot box continues to be used to accept ballots that are to be fed through the replacement vote count tabulator for the remainder of the day. The USB Flash Drive continues to scan each ballot image as entered.

- (iv) In the event that a USB Flash Drive malfunctions after it has been used to open and tabulate ballots, The Tabulator Operator / DRO shall immediately contact the Clerk's Office. Once a replacement USB Flash Drive has been provided, the Tabulator Operator / DRO shall:

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WORKING AT A 'REDUCED HOURS' FACILITY

Bradford Valley Specialty Care
Monday, October 25, 2010
10:00 a.m. to 3:00 p.m. only

~~~~~  
*If you are NOT working at a 'Reduced Hours Facility', proceed to section 22.*  
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19 PROCEDURE FOR EQUIPMENT SET UP PRIOR TO OPENING FOR "REDUCED HOURS" FACILITY

**THE FOLLOWING SECTION ONLY APPLIES TO VOTING ON MONDAY, OCTOBER 25, 2010
AT BRADFORD VALLEY SPECIALTY CARE**

The Tabulator Operator / Deputy Returning Officer shall perform the following steps:

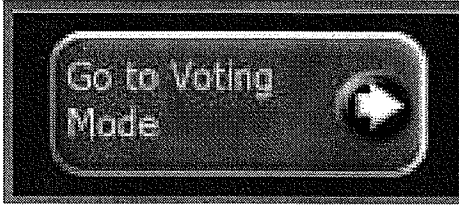
- 19.1 Never leave the equipment or any supplies unattended. Ask for assistance from another Election Official, should you be required to leave your voting station temporarily.
- 19.2 Organize your supplies. Set up the table, ballot box, emergency spare ballot box and tabulator near a power source in a location that is central to the exit. The Information Clerk will have a floor plan outlining the location of the subdivision stations and logistics for the voting place.
- 19.3 The vote count tabulator will be delivered to the voting location prior to 9:00 a.m. The Tabulator Operator/DRO will organize the supplies and equipment. A checklist of supplies and instruction on setup is provided in the vote count tabulator carrying case.
- 19.4 Roll the vote count tabulator unit into position. The vote count tabulator will be facing toward the voter, maintaining voter secrecy, as demonstrated at the training session.
- 19.5 Plug the power cord directly into a standard 120V outlet. It is recommended that the unit be plugged directly into the power outlet without the use of an extension cord.
- 19.6 Insert the vote count tabulator key into the lock in the front of the lid to unlock the unit. Open the ballot boxes below to show anyone present at the voting place that there are no ballots in the ballot box. Lock the auxiliary storage compartment and the ballot box and place plastic seals over the components where instructed. Raise the lid of the vote count tabulator and the unit will automatically power up and begin its boot up process. Verify that the correct election definition is loaded and that the vote count tabulator is running on electricity and not on battery power. If the device indicates otherwise, check that the unit is properly plugged into an operating AC power outlet. It is recommended that the unit be plugged directly into the power outlet without the use of an extension cord.

Procedures At The Voting Place

- 19.7 The Tabulator Operator shall, in the presence of all scrutineers and election officials, cause the vote count tabulator to print a copy of all totals in its memory before opening of the voting place confirming "0" totals;

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- 19.14** Press Go to Voting Mode to continue with opening the vote. Close and lock the access panel on the top of the vote count tabulator. After you remove the key, the vote count tabulator is ready for live voting and place keys on your identification badge.



- 19.15** A blue welcome screen will appear. Verify that the LCD display of the vote count tabulator shows the counter is at '0'.
- 19.16** The "zero report" will automatically print when the vote count tabulator is turned on. Confirm that the unit has a zero total. Tear off the printed tape, confirm the date and time and sign the "zero report" and tape it to the front of the ballot box. Print 2nd and 3rd 'zero report'.
- Confirm the zero count on the LCD display on the vote count tabulator. In all, **3 copies** of the "zero report" are required. One (1) to be taped to the ballot box, one (1) to be posted in the immediate area for electors/candidates to see, and one (1) to stay attached to the vote count tabulator tape roll.
- 19.17** Sign this "zero report". Roll the "zero report" up and leave the "zero report" in the printer compartment of the vote count tabulator.
- 19.18** Verify again the LCD display on the vote count tabulator shows the number "0" and that the public counter is at "0" zero.

- 19.19** The 'Welcome Please Insert Your Ballot' message appears on the LCD screen.

20 PROCEDURES FOR "REDUCED HOURS" FACILITY ON VOTING DAY

- 20.1** The voting place officially opens to receiving the public to vote at 10:00 a.m. sharp. The voting place closes at 3:00 p.m.
- 20.2** Voting opens and electors proceed to the respective voting subdivisions to obtain their ballot.
- 20.3** The Deputy Returning Officer provides the elector with the appropriate ballot and instruction for marking their ballot correctly.
- 20.4** As each elector arrives at the ballot issuing table, the Deputy Returning Officer and Election Assistant verifies that the name of the person is entered on the voters' list. The Deputy Returning Officer shall, at the same time as the ballot is delivered, provide a secrecy folder to the voter and briefly explain the voting procedure.
- 20.5** Upon receiving the ballot from the Deputy Returning Officer, the voter shall:
- 20.5.1** immediately proceed to the voting screened area; and
 - 20.5.2** using the ballot-marking pen provided, vote by filling in the circle or oval to the right of the candidate(s) of their choice or indicates their selection for the answer to any by-law or question on the ballot.

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- 21.4 The Tabulator Operator / Deputy Returning Officer seals the ballot box to ensure the box cannot be re-opened without breaking the seals and covers the ballot entry slot.
- 21.5 The Tabulator Operator / Deputy Returning Officer looks at the display on the vote count tabulator and writes down the number of ballots processed through the unit. The number will later be recorded on the statement form.
- 21.6 The Tabulator Operator / DRO closes the LCD screen on the vote count tabulator unit. The unit will automatically shut down.
- 21.7 In full view, leave the "zero report" attached to the vote count tabulator.

The USB Flash Drive remains with the vote count tabulator and is confirmed by the red plastic tie on the vote count tabulator. Place the "zero report" into the envelope and seal the plastic folder.

- 21.8 Complete the statement in duplicate of the number of:
 - 21.8.1 number of electors who have voted;
 - 21.8.2 number of ballots cast;
 - 21.8.3 number of declined ballots;
 - 21.8.4 defective ballots; and
 - 21.8.5 number of auxiliary ballot boxes.
- 21.9 The Tabulator Operator / Deputy Returning Officer signs the statement and places the statement in the return plastic envelope to be delivered to the Clerk.
- 21.10 Make sure that the original signed statement, the security envelope containing "zero report" is included in the package to be returned to the Clerk.
- 21.11 Place all other used forms, unused forms and supplies into the ballot transfer carrying case. Seal the carrying case with red plastic key so that it cannot be re-opened without breaking the seal.
- 21.12 The Tabulator Operator / Deputy Returning Officer or designate shall deliver the transfer carrying case, all ballot boxes, voting compartments, the vote count tabulator, and the return envelopes to the Clerk at the Administration Centre, 100 Dissette Street, Units 7 & 8, Bradford, ON, for secure storage in the vault until the counting of the ballots, after the close on voting day.
- 21.13 The Tabulator Operator / Deputy Returning Officer is required to attend the Administration Centre at 7:30 p.m. on Monday, October 25, 2010 to prepare to tabulate the results at 8:00 p.m.

Procedures Under Normal Circumstances

- 21.14 Once the elector is verified and has completed voting, the Tabulator Operator shall, in the presence of the voter and without removing the used ballot from the secrecy folder, verify their initials and then insert the used ballot into the feed area of the vote count tabulator until the vote count tabulator draws the ballot from the secrecy folder in full view of the voter.

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The cancelled ballot shall be inserted into the cancelled/replaced envelope, and the Tabulator Operator shall substitute the replacement ballot for the cancelled ballot and feed the replacement ballot into the vote count tabulator. If the display indicates a system message, it may be necessary to contact your Administration Office to assist in the interpretation of the message and correction of the issue.

Procedure in the Event a Vote Count Tabulator Malfunctions During the Voting Process

21.18 In the event that a vote count tabulator malfunctions during the voting process and the USB Flash Drive is still functional, it may be necessary for an adjustment or replacement of the vote count tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare vote count tabulator.

The following steps shall be performed in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities. **Note:** At no time shall an elector be prevented from casting their ballot.

- (i) The Tabulator Operator / DRO shall remove the USB Flash Drive from the malfunctioning vote count tabulator, and insert the USB Flash Drive into the replacement vote count tabulator. Verify that the election official has used the EQC media from the current election to clear and prepare the replacement unit (if the replacement unit has not been properly cleared, tested, and qualified with the appropriate EQC media, the unit cannot be used).
- (ii) The Tabulator Operator shall pack up the faulty equipment and set up the substitute vote count tabulator. In an effort to expedite the replacement, the election official who delivered the replacement vote count tabulator may assist in packing up the faulty equipment.
- (iii) The Tabulator Operator shall turn on the replacement vote count tabulator by pressing the ON button inside the USB access well. If the replacement unit has been properly cleared and qualified, the tabulator will automatically print the Configuration Report, the Ballot Accounting Status Report, and a Zero Report. The Tabulator Operator / DRO shall then sign the reports and leave the tape attached to the vote count tabulator. After the report is printed and signed, the Tabulator Operator / DRO will press the DON'T CLOSE CONTINUE VOTING button on the tabulator touch screen which will then bring up the blue welcome screen. Verify the public count agrees with the last known public count from the malfunctioning tabulator.

The existing ballot box continues to be used to accept ballots that are to be fed through the replacement vote count tabulator for the remainder of the day. The USB Flash Drive continues to scan each ballot image as entered.

- (iv) In the event that a USB Flash Drive malfunctions after it has been used to open and tabulate ballots, The Tabulator Operator / DRO shall immediately contact the Clerk's Office. Once a replacement USB Flash Drive has been provided, the Tabulator Operator / DRO shall:

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WORKING ON VOTING DAY

Monday, October 25, 2010
10:00 a.m. to 8:00 p.m.

22 PROCEDURE FOR EQUIPMENT SET UP PRIOR TO OPENING ON VOTING DAY

The Tabulator Operator / Deputy Returning Officer shall perform the following steps:

- 22.1 Never leave the equipment or any supplies unattended. Ask for assistance from another Election Official, should you be required to leave your voting station temporarily.
- 22.2 Organize your supplies. Set up the table, ballot box, emergency spare ballot box and tabulator near a power source in a location that is central to the exit. The Information Clerk will have a floor plan outlining the location of the subdivision stations and logistics for the voting place.
- 22.3 The vote count tabulator will be delivered to the voting location prior to 9:00 a.m. The Tabulator Operator/DRO will organize the supplies and equipment. A checklist of supplies and instruction on setup is provided in the vote count tabulator carrying case.
- 22.4 Roll the vote count tabulator unit into position. The vote count tabulator will be facing toward the voter, maintaining voter secrecy, as demonstrated at the training session.
- 22.5 Plug the power cord directly into a standard 120V outlet. It is recommended that the unit be plugged directly into the power outlet without the use of an extension cord.
- 22.6 Insert the vote count tabulator key into the lock in the front of the lid to unlock the unit. Open the ballot boxes below to show anyone present at the voting place that there are no ballots in the ballot box. Lock the auxiliary storage compartment and the ballot box and place plastic seals over the components where instructed. Raise the lid of the vote count tabulator and the unit will automatically power up and begin its boot up process. Verify that the correct election definition is loaded and that the vote count tabulator is running on electricity and not on battery power. If the device indicates otherwise, check that the unit is properly plugged into an operating AC power outlet. It is recommended that the unit be plugged directly into the power outlet without the use of an extension cord.

Procedures At The Voting Place

- 22.7 The Tabulator Operator shall, in the presence of all scrutineers and election officials, cause the vote count tabulator to print a copy of all totals in its memory before opening of the voting place confirming "0" totals;
- 22.8 The totals are zero for all candidates, by-laws and questions, the Tabulator Operator shall ensure that the zero printout remains affixed to the vote count tabulator until the results are printed by the vote count tabulator after the close of the vote. All election officials and scrutineers may sign the 'zero report', if they so desire.
- 22.9 If the totals are not zero for all candidates, and questions/by-laws, the Tabulator Operator or the election official shall immediately notify the Clerk and shall conduct the vote using the auxiliary back-up compartment of the ballot box until the vote count tabulator is made operational or the Clerk provides a back-up vote count tabulator to the voting location.

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22.15 A blue welcome screen will appear. Verify that the LCD display of the vote count tabulator shows the counter is at '0'.

22.16 The "zero report" will automatically print when the vote count tabulator is turned on. Confirm that the unit has a zero total. Tear off the printed tape, confirm the date and time and sign the "zero report" and tape it to the front of the ballot box. Print 2nd and 3rd 'zero report'.

Confirm the zero count on the LCD display on the vote count tabulator. In all, **3 copies** of the "zero report" are required. One (1) to be taped to the ballot box, one (1) to be posted in the immediate area for electors/candidates to see, and one (1) to stay attached to the vote count tabulator tape roll.

22.17 Sign this "zero report". Roll the "zero report" up and leave the "zero report" in the printer compartment of the vote count tabulator.

22.18 Verify again the LCD display on the vote count tabulator shows the number "0" and that the public counter is at "0" zero.

22.19 The 'Welcome Please Insert Your Ballot' message appears on the LCD screen.

23 **PROCEDURES FOR VOTING DAY – DURING THE DAY**

23.1 The voting place officially opens to receiving the public to vote at 10:00 a.m. sharp. The voting place closes at 8:00 p.m.

23.2 Voting opens and electors proceed to the respective voting subdivisions to obtain their ballot.

23.3 The Deputy Returning Officer provides the elector with the appropriate ballot and instruction for marking their ballot correctly.

23.4 As each elector arrives at the ballot issuing table, the Deputy Returning Officer and Election Assistant verifies that the name of the person is entered on the voters' list. The Deputy Returning Officer shall, at the same time as the ballot is delivered, provide a secrecy folder to the voter and briefly explain the voting procedure.

23.5 Upon receiving the ballot from the Deputy Returning Officer, the voter shall:

23.5.1 immediately proceed to the voting screened area; and

23.5.2 using the ballot-marking pen provided, vote by filling in the circle or oval to the right of the candidate(s) of their choice or indicates their selection for the answer to any by-law or question on the ballot.

Only one person is permitted in each voting compartment at any time, unless they are assisting a voter.

A SWORN DECLARATION IS REQUIRED BEFORE THEY CAN ASSIST THE ELECTOR.

23.6 After the elector has marked their ballot in the voting screened area, the voter shall,

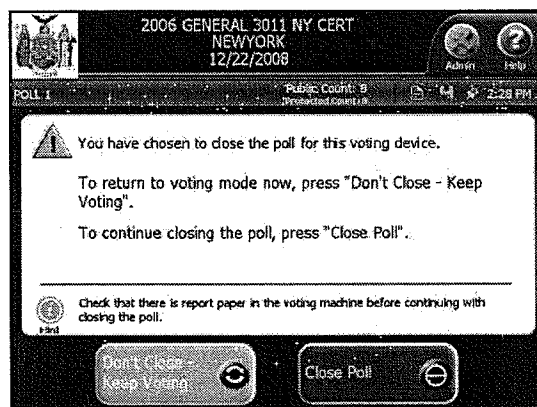
23.6.1 insert the ballot into the secrecy folder at the voting screened area as instructed by the DRO;

23.6.2 leave the voting screened area without delay.

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- 24.5** If the ballots are still unable to be read by the vote count tabulator, the Tabulator Operator uses a new unused ballot and prepares a replacement ballot in the view of any candidates or scrutineers present by marking a new ballot with the same marks contained in the designated voting spaces on the defective ballot, and the replacement ballot shall be clearly labeled "replacement" and given a serial number which shall also be recorded on the defective ballot.
- 24.6** The Tabulator Operator / Deputy Returning Officer shall substitute the replacement ballot for the defective ballot and feed the replacement ballot into the vote count tabulator. If the ballot can not be read by the vote count tabulator after three attempts, the manual count of the defective ballot occurs.
- 24.7** The defective ballot is placed in a defective ballot envelope (if the vote count tabulator was not able to process the replacement ballot, this fact shall be recorded on the defective ballot).
- 24.8** The Tabulator Operator / Deputy Returning Officer seals the ballot box to ensure the box cannot be re-opened without breaking the seals and covers the ballot entry slot.
- 24.9** The Tabulator Operator / Deputy Returning Officer looks at the display count on the vote count tabulator and writes down the number of ballots processed through the unit. The number will later be recorded on the statement form.
- 24.10** In full view, leave the "zero report" attached to the vote count tabulator. The USB Flash Drive/USB remains with the vote count tabulator and is confirmed by the red plastic tie on the vote count tabulator. The Tabulator Operator / DRO must check the roll tape before you print the final results.
- 24.11** The Tabulator Operator / Deputy Returning Officer shall insert the key into the vote count tabulator USB well access door and open the door to reveal the POWER and CLOSE POLLS button. Press the CLOSE POLLS button which is located right above the POWER button. A screen will appear on the LCD monitor; press and hold the red CLOSE POLLS button on the screen to continue closing the poll.

Note: The Close Votes button will become red when you first press it. When the red light turns off, you can release the Close Votes button.



Press Close Polls on the screen to confirm the scanner should be closed. The vote count Tabulator will automatically print a Ballot Status Accounting Report and a Results Report.

- 24.12** Turn off the vote count tabulator by pressing Finished – Turn Off on the touch screen.

WARNING: Do not remove the vote count tabulator Flash Drive. Prematurely removing the flash drive could result in damage to the equipment.

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- 24.23** The Tabulator Operator / Deputy Returning Officer signs the statement and places the statement in the return envelope to be delivered to the Clerk.
- 24.24** The Tabulator Operator / Deputy Returning Officer attaches the duplicate copy of the statement of all ballots that have been counted by the vote count tabulator, to the vote count tabulator.
- 24.25** Ensure that the original signed statement, the security envelope (containing the “zero report” with one copy of “election results report” as provided by the vote count tabulator) are all placed in the return envelope. Seal the return plastic envelope and set aside.
- 24.26** Place all other used forms, unused forms and supplies into the transfer carrying case. Seal the case in such a way so that it cannot be re-opened without breaking the seal.
- 24.27** The Tabulator Operator / Deputy Returning Officer or designate shall deliver the transfer carrying case, all ballot boxes, voting compartments, the vote count tabulator and the return envelopes to designated staff for the return to the Clerk at the Administration Centre for secure storage in the vault.

Procedures Under Normal Circumstances

- 24.28** Once the elector is verified and has completed voting, the Tabulator Operator shall, in the presence of the voter and without removing the used ballot from the secrecy folder, verify their initials and then insert the used ballot into the feed area of the vote count tabulator until the vote count tabulator draws the ballot from the secrecy folder in full view of the voter.

Scanning Ballots

- 24.29** Each voter will feed their ballot into the vote count tabulator for scanning and tabulation. The vote count tabulator can accept and scan ballots inserted in any direction or orientation. From the “Welcome Please Insert Your Ballot” screen the voter can also choose a language for information to appear. Language choices are Spanish, Korean or Chinese. If a language is not specified, the information will be displayed in English.

Depending on the options set for the election voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions that the voter may experience and the Tabulator Operator may be called upon to provide assistance. An audible alert will sound if there are multiple ballots trying to be inserted into the vote count tabulator.

Procedures in Extraordinary Circumstances

- 24.30** If the vote count tabulator stops working and ballots cannot be scanned:
- 24.30.1** Notify the Clerk/Administration Office (905-775-5366) that the vote count tabulator is not working.
- 24.30.2** Unlock and open the Temporary Ballot Storage Bin door located on the ballot box, just below the front of the vote count tabulator. This is the auxiliary storage.
- 24.30.3** Close the door and lock it in place and attach a seal.
- 24.30.4** Instruct voters to place their ballots through the slot into the secured ballot bin at the face of the ballot box.

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- (iii) The Tabulator Operator shall turn on the replacement vote count tabulator by pressing the ON button inside the USB access well. If the replacement unit has been properly cleared and qualified, the tabulator will automatically print the Configuration Report, the Ballot Accounting Status Report, and a Zero Report. The Tabulator Operator / DRO shall then sign the reports and leave the tape attached to the vote count tabulator. After the report is printed and signed, the Tabulator Operator / DRO will press the DON'T CLOSE CONTINUE VOTING button on the tabulator touch screen which will then bring up the blue welcome screen. Verify the public count agrees with the last known public count from the malfunctioning tabulator.

The existing ballot box continues to be used to accept ballots that are to be fed through the replacement vote count tabulator for the remainder of the day. The USB Flash Drive continues to scan each ballot image as entered.

- (v) In the event that a USB Flash Drive malfunctions after it has been used to open and tabulate ballots, The Tabulator Operator / DRO shall immediately contact the Clerk's Office. Once a replacement USB Flash Drive has been provided, the Tabulator Operator / DRO shall:
- (1) Verify that the vote count tabulator and replacement USB Flash Drive are operational, seal the ballot box containing any ballots which were previously processed or inserted into the auxiliary compartment during the "equipment swap" and set it aside in a secure location until the close of the vote.
 - (2) A new, empty ballot box is then used to accept ballots that are to be fed through the vote count tabulator with the new USB Flash Drive for the remainder of the day.
 - (3) The Tabulator Operator / DRO shall turn on the vote count tabulator and proceed to print, verify and sign the 'zero report', as was done prior to the opening of the vote.
 - (4) The ballots in the original ballot box will be fed through the vote count tabulator after the close of the vote.

**Proceed to section 25 for general information pertaining to all
Voting Days and Locations.**

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26.4 If it was not the voter's intent to cast a blank or under voted ballot/contest, they would select DON'T CAST-RETURN BALLOT. The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

27 **OVER-VOTED BALLOT**

27.1 The vote count tabulator will be programmed to identify over voted ballot eject ballots which have over voted for any of the races (i.e. the elector filled in too many ovals).

27.2 The vote count tabulator is coded to detect and notify the voter when it encounters an over voted race or issue on the ballot. An over vote is when more than the allowed number of selections in a contest or issue has been marked. The display will indicate that one or more contests have too many votes cast and offer the voter two choices, DON'T CAST-RETURN BALLOT or CAST BALLOT.

27.3 If the voter selects CAST BALLOT, the ballot will be counted, all properly marked contests and issues will receive the appropriate votes, and the over voted races and issues will receive an over vote. The individual candidates or issue choices in an over voted race will not receive any votes.

27.4 If the voter selects DON'T CAST-RETURN BALLOT, the ballot will be returned uncounted, and the voter may correct the over votes or have the ballot spoiled and receive a new one.

28 **BALLOT ACCIDENTALLY SPOILED**

28.1 If a ballot has been accidentally spoiled (for whatever reason, inadvertently marked the wrong candidate or over-voted a race) and the elector would like a replacement ballot, then the Deputy Returning Officer takes back the "spoiled/cancelled" ballot and provides the elector with a replacement ballot. This must happen before the elector tries to deposit the ballot into the vote count tabulator.

28.2 The Deputy Returning Officer shall mark the spoiled ballot "cancelled", and place the cancelled/spoiled ballot in the cancelled ballot envelope, to be delivered with their supplies at the end of the voting day. Special note on the statement form confirms the number of ballots issued and returned.

29 **DAMAGED OR DEFECTIVE BALLOT**

29.1 If a damaged or defective ballot is returned by the vote count tabulator and the voter who delivered the ballot is still present, the Tabulator Operator shall re-insert the ballot into the feed area of the vote count tabulator. If, after several attempts, the vote count tabulator again rejects the ballot, the Deputy Returning Officer or other Election Official will place the ballot in the "defective ballot" envelope and direct the elector to obtain another ballot from the issuing Deputy Returning Officer. The "defective ballot" is returned to the originating Deputy Returning Officer to be cancelled.

29.2 If the elector who delivered the ballot is not present, the Tabulator Operator marks the ballot "defective" and inserts the ballot into the envelope "defective ballots" to be replicated and counted and the end of the voting day.

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32 RECOUNTS

- 32.1** Recounts are subject to the provisions of the *Municipal Elections Act, 1996*. If a recount of votes is held, the votes shall be counted in the same manner as the votes were counted on voting day.
- 32.2** A vote count tabulator shall be tested before a recount, in the same manner as on voting day before the recount.
- 32.3** The Clerk shall attend the recount and bring the supply carriers, ballot transfer containers, vote count tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.
- 32.4** If a vote count tabulator is used for a recount, the recount is limited to the ballots tabulated by a vote count tabulator during the advance voting and on voting day.
- 32.5** Subject to an order of a Judge under subsection 60(3) of the *Municipal Elections Act*, if a vote count tabulator is used for a recount, those persons referred to in paragraph 2, 3 or 4 of Subsection 61(1) or 61(2) will be unable to examine the ballots or to dispute the validity of a ballot or the counting of votes in a ballot as provided for in subsection 61(5) of the Act, as the ballots are being fed into the vote count tabulators by the Election Officials.