

City of Orillia

2022 Municipal Election Voting Procedures

City of Orillia

2022 Municipal Election

1. Application

- (a) This procedure applies to an election conducted by the City of Orillia that has adopted a by-law in accordance with Section 42(3) of the *Municipal Elections Act*, 1996. By-law Number 1997-102, adopted on August 25, 1997 authorizes the use of voting and vote counting equipment.
- (b) Where this procedure does not provide for any matter, an election/by-election to which this procedure applies shall be conducted in accordance with the principles of the Act. The Clerk shall provide a determination regarding any matter not provided for in this document and it shall be dealt with in accordance with the provisions 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;
 - 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 electors and candidates shall be treated fairly and consistently.
- (c) The Clerk has the right to amend these procedures and will distribute notice of amendment(s) as applicable.
- (d) These procedures are subject to change without notice in case of an emergency as set out in Section 53 of the Act.

2. Definitions

In this procedure:

- (a) “Act” means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, .
- (b) “Accessible Voting *Ballot Marker Device*” means equipment added to the ImageCast Precinct Optical Scan Ballot Tabulator to provide electors with varying abilities with a private and independent method to mark, review, and cast their ballot by using an Auto Tactile Interface (ATI) assistive vote selector device, paddles or sip-and-puff device.

- (c) *“Advance Vote”* means the voting opportunities available prior to Voting Day when eligible electors may vote in the election.
- (d) *“Ambiguous Mark”* means a mark that is not large enough or dark enough to clearly show the voter’s intent or a mark that is not recognized by the tabulator.
- (e) *“Audit Mark”* means the ballot-level audit trail feature showing the results interpreted by the system for a specific ballot.
- (f) *“Ballot Box”* means the cardboard box on which the ImageCast Precinct Optical Scan Ballot Tabulator is placed and in which voters’ completed ballots are stored at the voting location. The ballot box is a sealed unit that ensures ballots are safely stored once they are cast, to prevent tampering during the election. The ballot box has the following compartments: (i) Primary - which stores voted ballots tabulated by the machine; and (ii) Auxiliary - which is used if the machine is temporarily inoperable.
- (g) *“Ballot Marking Pen”* means the designated black ballot marking pen provided by an Election Official for the voter to use to mark the ballot.
- (h) *“Blank Ballot”* is a ballot in which there are no voting position marks that can be read by the voting system. It may be truly blank in all voting positions, or it may have marks in these positions which the voting system cannot read because they are of insufficient density.
- (i) *“Cancelled Ballot”* means a ballot that has been returned to the Election Official by the voter for replacement with a new ballot.
- (j) *“Clerk”* means the Clerk of the Corporation of the City of Orillia.
- (k) *“Declined Ballot”* means a ballot that has been returned to the Election Official by the voter because the voter has decided not to cast a ballot. A Declined Ballot is not processed by the ImageCast Precinct Optical Scan Ballot Tabulator.
- (l) *“Election Official”* means a person designated by the Clerk to perform certain election functions.
- (m) *“ImageCast Precinct Optical Scan Ballot Tabulator”* means the apparatus that optically scans a specified area of a ballot to read the votes and tabulate the results.
- (n) *“LCD Screen”* means the Liquid Crystal Display screen on the ImageCast Precinct Optical Scan Ballot Tabulator that communicates messages to voters and Election Officials and displays the ballot counter.

- (o) *"Memory Cards"* means two removable devices used in the ImageCast Precinct Optical Scan Ballot Tabulator to securely store all tabulated vote results.
- (p) *"Mobile Voting Location"* means a voting location in an institution or retirement facility as prescribed by the *Municipal Elections Act*, S.O. 1996, as amended, or a voting location in a facility with reduced voting hours as determined by the Clerk.
- (q) *"Results Tape"* means the ImageCast Precinct Optical Scan Ballot Tabulator's printed report which shows the total number of votes cast for each candidate or for each answer to any by-law or question.
- (r) *"Scrutineer"* means a candidate or a person appointed by a candidate to oversee the voting and the counting of votes, including a recount. A candidate and his/her appointed scrutineer cannot attend the same voting location at the same time.
- (s) *"Secrecy Folder"* means a cover in which a ballot is placed into to conceal the names of the candidates and the marks upon the face of the ballot as well as expose the initials of the Deputy Returning Officer.
- (t) *"Security Seals"* are physical controls which incorporate tamper evident seals that limit and detect unauthorized access to the ImageCast Precinct Optical Scan Ballot Tabulator.
- (u) *"Status Tape"* means a printed report which identifies the total number of ballots scanned by the tabulator and the total number of voters.
- (v) *"Transfer Case"* means a fibre board storage box provided by the Clerk to all Election Officials containing their election materials.
- (w) *"Tabulator Officer"* means the election official appointed, in writing, by the Clerk to operate the ImageCast Precinct Optical Scan Ballot Tabulator during the election process. The Clerk may designate another Election Official to operate the ImageCast Precinct Optical Scan Ballot Tabulator if the Clerk deems it necessary for the efficient operation of the election.
- (x) *"Used Ballot"* means a ballot that has been received from a voter and deposited in the ballot box.
- (y) *"Valid Mark"* means a mark made in the designated space to the right of the candidate's name using the black ballot marking pen provided by the Deputy Returning Officer. The voter shall fill in a space provided to the right of the candidate's name.

- (z) “*Voting Day*” means Monday, October 24, 2022.
- (aa) “*Voting Location*” means the place where voting takes place as designated by the Clerk.
- (bb) “*Voting Privacy Screen*” means the screened area provided for the privacy of the voter to mark the ballot.
- (cc) “*Zero Tape*” means a printed report of the totals in the ImageCast Precinct tabulator which is printed at the opening of the voting location and confirms zero totals for all candidates.

3. Election Officials

The Clerk shall appoint Election Officials for the purpose of implementing this procedure 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 of Office in accordance with the general principles of the Act.

4. Voting Locations

The Clerk may divide the municipality into designated voting locations for the four (4) wards.

5. Ballots

- (a) The ballots shall be produced in accordance with the regulations under the *Municipal Elections Act* and there shall appear on the ballot to the right of each candidate's name, a red oval suitable for the marking of the ballot.
- (b) Section 5(a) applies with necessary modifications to ballots for by-laws and questions.

6. ImageCast Precinct Optical Scan Ballot Tabulators

The Clerk shall provide an ImageCast Precinct Optical Scan Ballot Tabulator at each of the Advance Votes and at each of the four (4) voting locations. A central ImageCast Precinct Optical Scan Ballot Tabulator shall be made available at the Orillia City Centre for:

- (a) Receiving ballots from mobile voting locations; and
- (b) Receiving ballots from any ImageCast Precinct Optical Scan Ballot Tabulators that have become inoperable at voting locations during Voting Day.

At the voting location, the voter makes their selections by filling in the red ovals next to their choices. The ballot is inserted directly into the ImageCast Precinct Optical Scan Ballot Tabulator, which performs the following functions:

- Scans the ballot.
- Interprets the digital image of the ballot and appends to the bottom of the image a record of how that ballot was counted on Voting Day (known as the Audit Mark image).
- Redundantly stores and tallies results.
- Prints cumulative totals of all votes cast after the voting locations have been closed.

Standard features of the ImageCast Precinct Optical Scan Ballot Tabulator include:

- 200 dpi scanner with Audit Mark functionality.
- Security detector to detect fraudulent ballots not printed on security paper.
- Two removable compact flash memory cards for redundancy.
- Ultra-sonic multi-feed detector that prevents the device from accepting more than one ballot at a time.
- Internal back-up battery that can provide at least two (2) hours of power.
- Plugs into a standard electrical outlet.
- Internal thermal printer for report printing.
- Onboard LCD screen that communicates messages to voters and Election Officials and displays the ballot counter.

7. Programming of ImageCast Precinct Optical Scan Ballot Tabulator

- (a) All ImageCast Precinct Optical Scan Ballot Tabulators are programmed so that a printed record of the number of votes cast for each candidate and with respect to each by-law and question can be produced.
- (b) All ImageCast Precinct Optical Scan Ballot Tabulators are programmed so that any Overvotes, Undervotes or blank ballots are automatically accepted by the tabulator and deposited into the ballot box.
- (c) All ImageCast Precinct Optical Scan Ballot Tabulators are programmed to assess voter intent based on the number of pixels detected in each voting box. The thresholds used when making this determination are configured prior to the election. The current programming thresholds indicate that 4% to 6% of ambiguous marks may be returned or cast by the tabulator.
- (d) All ImageCast Precinct Optical Scan Ballot Tabulators are programmed so that the display screen on the tabulator will send a message prior to accepting or returning the following ballots:

- (i) Misread Ballots - indicates that the tabulator has not recognized all the features on the ballot or that certain essential ballot identification markings cannot be found. This usually occurs if the ballot is physically damaged (i.e. torn or folded) or there are stray markings that were inadvertently made on the ballot. These markings may obstruct certain important identifiers along the sides or the bottom of the ballot. The tabulator is configured to automatically return the ballot, emitting an audible beeping sound and displaying the following Misread warning:

Warning!

**Paper inserted was misread
and could not be verified as a
valid ballot. Please verify ballot and refeed.**

- (ii) Ambiguous (unidentified) Marks - A ballot that has been returned because there is a mark on the ballot that cannot be detected or verified.

Warning!

**One or more ambiguous marks were detected on the ballot.
Please use the proper marking pen and fill in the targets
completely. For additional details, press the 'More' button.**

- (iii) Paper Jams/Defective Ballots - A ballot that was misfed into the tabulator's ballot slot.

Warning!

**Paper inserted was misread and could not be verified as a
valid ballot. Please verify ballot and re-feed.**

Warning!

**PAPER JAM DETECTED.
RESULTS HAVE NOT BEEN SAVED.
CLEAR THE JAM. DO NOT DROP BALLOT INTO THE
BALLOT BOX.
HIT 'Cleared' WHEN READY.**

CLEARED



Warning!

**PAPER JAM DETECTED. CLEAR THE JAM AND DROP THE
BALLOT INTO THE BALLOT BOX.
THE BALLOT HAS ALREADY BEEN COUNTED**

OKAY

8. Testing of ImageCast Precinct Optical Scan Ballot Tabulators

The testing procedures established have been developed in accordance with the Clerk’s goal of ensuring the highest level of accuracy and confidence in the election results.

Testing of the equipment is completed by individuals other than those who programmed the equipment to ensure the integrity of the testing procedures.

Prior to Election Day, the Clerk shall test all ImageCast Precinct Optical Scan Tabulators to ensure that they will accurately count the votes cast for all candidates, by-laws and questions.

When testing the ImageCast Precinct Optical Scan Ballot Tabulators, adequate safeguards shall be taken to ensure that the system, or any part of the system 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 system.

There are several logic and accuracy test procedures that shall be run before the ImageCast Precinct Optical Scan Ballot Tabulators are ready for use at the Advance Votes or on Election Day.

(a) Ballots

- A test deck will be created for each ballot face (i.e. Wards 1-4 Mayor, Wards 1-4 Councillor, Wards 1-4 EP (English Public), Ward 1-4 ES (English Separate), Wards 1-4 FP (French Public), Wards 1-4 FS (French Separate), and Wards 1-4 non-school support ballots.
- For each ballot face, the following tests shall be completed:
 - Voting spaces on the ballot
 - Blank ballot
 - Maximum number of votes per contest
 - Overvoted ballot
 - Undervoted ballot

- Invalid Ballots (i.e. Ward 1 ballot inserted into a Ward 4 designated tabulator)
 - Ambiguous Mark
 - Ballot with one vote for each individual candidate
 - Deputy Returning Officer's (DRO) Initials Missing
 - Misread ballot
- The identical sample ballots will be tested on each ImageCast tabulator for accuracy and consistency.
- Once all test decks have been completed:
 - a manual hand count of the results will be recorded on the results tape to ensure accuracy.
- All test ballots and results tapes shall be kept as a record of the test and audit completed.

(b) ImageCast Precinct Optical Scan Ballot Tabulators

- All "Ballot" test decks shall be run through all ImageCast Precinct Optical Scan Ballot Tabulators.
- Insert the appropriate memory cards into each ImageCast Precinct Optical Scan Ballot Tabulator.
- Turn on the ImageCast Precinct Optical Scan Ballot Tabulator and run the zero tape.
- Verify all the details on the report are correct, including:
 - Header information;
 - Proper spelling of candidates' names;
 - All candidates are listed;
 - All candidates are listed for the correct office; and
 - All totals are zero.
- Feed the correct "Ballot" test decks through the ImageCast Precinct Optical Scan Ballot Tabulator.
- Close the poll on the ImageCast Precinct Optical Scan Ballot Tabulator and verify that no ballots can be inserted into the tabulator.
- Review the results report for each ImageCast Precinct Optical Scan Ballot Tabulator and verify that the totals are correct.
- On the laptop software system using the Results Tally Software System, verify that the system is correctly combining the results from each of the ImageCast Precinct Optical Scan Ballot Tabulators and complete the Results Tally Combined Totals.
- Upload the results from each ImageCast Precinct Optical Scan Ballot Tabulator into the results tally software system.
- Using the software interface, review the individual results for each ImageCast Precinct Optical Scan Ballot Tabulator to verify that they are correct (match the results for the "Ballot" test deck).

- If the Clerk detects any error in the test, the cause of the error shall be ascertained and the test repeated until an errorless count is made.
- Once testing is complete, the Clerk shall re-zero the entire system (individual ImageCast Precinct Optical Scan Ballot Tabulator and purge the results tally software database).
- Produce a final set of zero totals reports in order to confirm that the system has been successfully re-zeroed. Save these files as part of the permanent audit record.
- Place all documents used during the testing process in an envelope and/or box.
- Seal, initial and date the envelope and/or box.

Once the testing is complete, the equipment will be securely stored and security seals will be placed on the Administrator and Poll Worker Memory Card Access Ports where the two (2) memory cards are stored in the front slots of the ImageCast Precinct Tabulator. Note the serial number of the tabulator on the ImageCast Precinct Optical Scan Ballot Tabulator Report.

9. ImageCast Accessible Voting Ballot Marker Device

The optional integrated ImageCast Accessible Voting Ballot Marker Device can be added to any ImageCast Precinct Optical Scan Ballot Tabulator. It is designed to provide electors with differing abilities with a private and independent method to mark, review and cast their ballot.

At the voting location, every elector is provided with an unmarked paper ballot. If an elector would like to mark their ballot using an assistive device, the Election Official will instruct the elector on the Ballot Marking Device voting process and options. The elector will use the Audio Tactile (ATI) assistive vote selector device or optional additional assistive devices such as paddles or sip-and-puff.

The ATI is a handheld controller that has 10 buttons. The buttons on the ATI are colour coded, have different shapes, and the buttons are labelled in braille. The ATI is the quickest and easiest device for electors who can push buttons firmly.

The optional Sip and Puff device is an effective option for electors who do not have use of their hands or feet. Electors can navigate the ballot and make selections by “sipping” or “puffing” into the device, as instructed in the audio instructions. Electors are encouraged to bring their own personal sip and puff device.

The optional paddle buttons are ideal for electors who may have difficulty pushing buttons on the ATI. Electors can navigate the ballot and make

selections by pressing on the left (L) or right (R) paddle as instructed by the audio instructions.

Electors can also connect other personal auxiliary input devices into the 3.5 mm auxiliary port on the ATI.

For all assistive devices, electors will hear their audio ballot and instructions through a set of headphones connected to the ATI. Electors may also choose to use their personal listening device if it has the standard 3.5 mm stereo audio connector.

The Election Official verifies the DRO's initials are on the unmarked paper ballot and then inserts it into the ballot marking device printer.

When the elector is comfortably set up with headphones and their preferred assistive device, the Election Official can initiate the audio voting session through the Administrative Menu on the ImageCast Precinct Optical Scan Ballot Tabulator's LCD screen.

The elector listens to the audio instructions, which guide them through how to use the assistive device to choose the audio language (English or French), adjust the audio volume and/or speed and navigate their audio ballot. During an audio voting session, the ImageCast Precinct Optical Scan Ballot Tabulator can simultaneously scan and process ballots marked by hand by other electors. This dual simultaneous functionality ensures all electors are processed efficiently.

After the elector makes their vote selection, the audio interface provides the elector with the option to verify and/or change his or her vote before the paper ballot is marked. The audio interface will also state if the ballot is fully voted, undervoted or blank. The audio interface prevents the elector from overvoting the ballot. Once the elector chooses to mark their ballot, the ImageCast Accessible Voting Ballot Marker Device printer will place a mark in the voting target next to their selected candidate. The marked ballot will emerge from the printer into a secrecy folder to ensure voter privacy. Every elector configurable option and their vote selections are automatically reset once the ballot is marked, thus assuring the next elector cannot learn how the previous elector voted. Additionally, the ImageCrest Precinct Optical Scan Ballot Tabulator features a library of hand drawn voting marks which is used by the ImageCast Accessible Voting Ballot Marker Device printer. This process makes the machine-marked ballots indistinguishable from hand-marked ballots, truly protecting the privacy of electors using the ImageCast Accessible Voting Ballot Marker Device.

- A test of the ImageCast Accessible Voting Ballot Marker Device as outlined in Section 8(a) shall be performed which also includes

adjusting the volume and speed, printing the actual paper ballot, inserting it into the ImageCast Precinct Optical Scan Ballot Tabulator and verifying the count.

- Produce a final set of zero tape reports in order to confirm that the system has been successfully re-zeroed. Save these files as part of the permanent audit record.
- Place all documents used during the testing process in an envelope and/or box.
- Seal, initial and date the envelope and/or box;

Once the testing is complete, the equipment will be securely stored and security seals will be placed on the Administrator and Poll Worker Memory Card Access Ports, where the two (2) memory cards are stored in the front slots of the ImageCast Precinct Optical Scan Ballot Tabulator. Note: The serial number of the tabulator on the ImageCast Precinct Optical Scan Ballot Tabulator Report.

10. Testing of the ImageCast Accessible Voting Ballot Marker Device

- (a) Each ImageCast Accessible Voting Ballot Marker Device will be reviewed, assessed and tested by election staff to ensure their integrity and to ensure that the ImageCast Accessible Voting Ballot Marker Device will correctly mark and read ballots including blank ballots and overvoted ballots.
- (b) The test shall be conducted by:
 - i. performing a system calibration on a predetermined number of ballots to ensure that all ovals on all ballot faces can be marked;
 - ii. operating the ImageCast Accessible Voting Ballot Marker Device to mark a predetermined number of ballots to create a predetermined outcome; and
 - iii. inserting a predetermined number of ballots to ensure that the ImageCast Accessible Voting Ballot Marker Device can accurately read a mark for every candidate.
- (c) If any error(s) are detected during the test, the cause of the error(s) shall be ascertained and corrected and the test repeated until an errorless test is achieved.
- (d) The Clerk shall, at the completion of the test, retain the test logs contained on the ballots used for test purposes.

- (e) The Clerk shall retain and have access to the pre-audited/pre-marked group of ballots used in any test(s), all ballots that were produced during the test(s) and any other materials used during any test(s).

11. At the Voting Location (prior to opening)

- (a) The Tabulator Officer shall, in the presence of all Election Officials in the voting location and any scrutineers present, show the inside of the ballot box so that they may see that it is empty. Ensure that both the main compartment and the auxiliary compartment are checked. Fold the top cover and lock tabs in place.
- (b) Connect the power cord to the wall outlet. Insert the round end of the cord into the power port on the back of the ImageCast Precinct Optical Scan Ballot Tabulator. Within seconds, the operator screen will display a message indicating the machine is starting. Route the power cord underneath the ImageCast Precinct Optical Scan Ballot Tabulator and off the right side of the ballot box as shown on the box. Arrange the cord so that ballots exiting the ImageCast Precinct Optical Scan Ballot Tabulator are not obstructed.
- (c) Seal the ballot box in such a manner as to prevent it from being opened without breaking the seal. Permit any certified candidate or scrutineer to affix their seal to the ballot box if they so request including their initials.
- (d) Position the ImageCast Precinct Optical Scan Ballot Tabulator on top of the ballot box by placing it on the platform. Ensure that the electrical cords do not present a tripping hazard. Tape down if necessary.
- (e) Once the tabulator has completed performing its series of internal checks to verify that no ballots have been cast, to confirm the unit is in proper working order and to confirm that the election firmware is loaded, the Election Official will be prompted to print two (2) copies of the Zero Tape. This ensures that all the candidate areas begin showing a “zero” balance.
- (f) Verify that the tape shows zero totals and lists the correct voting location name and/or number and that the listing of candidates is in the exact order as they appear on the official ballot. If either of these is not correct, the Tabulator Officer or Ward Captain shall contact the Clerk immediately. If the total information is correct, the Deputy Returning Officers and the Tabulator Officer shall sign the zero tapes. The first tape can be removed and attached to a wall for public examination. The second tape shall be filed in the transfer case.

- (g) Check that the public counter on the top of the machine is at zero. The ImageCast Precinct Optical Scan Ballot Tabulator is now ready to accept ballots when the voting location opens.
- (h) Security key must be worn by the Tabulator Officer and Ward Captain throughout the Advance Vote Day and/or Election Day.

12. During Voting Day

- (a) After marking the ballot, the voter shall insert their ballot face down in the secrecy folder and deliver to the Tabulator Officer. The Tabulator Officer will ensure the ballot is valid by verifying the DRO's initials in the top right-hand corner and then insert the ballot face down into the entry slot on the front of the ImageCast Precinct Optical Scan Ballot Tabulator. If the ballot is not placed correctly into the secrecy folder, carefully re-orient the ballot without disclosing the voter's mark(s) or request the voter to adjust the ballot within the secrecy folder behind a voting screen.
- (b) If an ImageCast Precinct Optical Scan Ballot Tabulator fails to operate, the Tabulator Officer shall:
 - 1. Insert the ballots into the auxiliary compartment of the ballot box; and
 - 2. Subject to 12(a), insert the ballots into the feed area of the ImageCast Precinct Optical Scan Ballot Tabulator after the close of the poll once the tabulator is made operational.
- (c) If a ballot is returned by the ImageCast Precinct Optical Scan Ballot Tabulator and the voter who delivered the ballot is present and will accept another ballot, the Tabulator Officer shall direct the voter to the DRO to return the ballot and obtain a replacement ballot.
- (d) If a ballot is returned by the ImageCast Precinct Optical Scan Ballot Tabulator and the voter who delivered the ballot is not present or is present and declines to accept another ballot, the Tabulator Officer shall return the subject ballot to the DRO, who in turn will file the ballot in the Statement Envelope located in the transfer case. A declined ballot must be marked as a "Declined Ballot".
- (e) If a voter requires the ImageCast Accessible Voting Ballot Marker Device, they shall notify the DRO who will direct them to an Election Official.
 - (i) The Election Official shall position the voter near the ImageCast Accessible Voting Ballot Marker device behind a privacy screen.
 - (ii) The Election Official shall place a blank ballot into the printer device.
 - (iii) The Election Official shall provide the necessary equipment to the voter (i.e. headphones to hear the ballot presentation and the Audio Tactile Interface (ATI) to control the voting session and select votes).

- (iv) When the voter confirms their vote selections, they will request the ballot marking device to print their actual paper ballot. The paper ballot will be hidden under a cover and will be placed face down into the secrecy folder
- (v) The ballot will be inserted into the ImageCast Precinct Optical Scan Ballot Tabulator by the Election Official.
- (vi) Follow step 12 (a) above.

13. Tabulator Procedures

Appendix 1 - Advance Vote Days
Appendix 2 - Election Day - Results for Mobile Voting Locations
Appendix 3 - Election Day - Results for All Advance Votes
Appendix 4 - Election Day - October 24, 2022
Appendix 5 - Troubleshooting
Appendix 6 – ImageCast Accessible Voting Ballot Marker Device

All other procedures not contained in this document shall be at the discretion of the Clerk in order to ensure the integrity of the vote.

14. Use of Spare ImageCast Precinct Optical Scan Ballot Tabulator

In the event that an ImageCast Precinct Optical Scan Ballot Tabulator malfunctions during the voting process, it may be necessary to substitute the faulty equipment with a “spare” tabulator to be requested from the Clerk. Prior to Voting Day, any “spare ImageCast Precinct Optical Scan Ballot Tabulators” will have been tested as per Section 8.

If required, the following steps are to be performed in order to efficiently replace the faulty equipment and resume regular voting activities.

Note: An elector shall not be prevented from casting their ballot.

Tabulator Officers will be instructed to open the auxiliary compartment ballot slot on the ballot box and place marked ballots in that compartment until the close of the vote or until the ImageCast Precinct Optical Scan Ballot Tabulator has been replaced. These ballots will be processed at the end of the day at the Orillia City Centre after the close of the voting location.

- (a) The Tabulator Officer shall pack up the faulty equipment and set up the substitute ImageCast Precinct Optical Scan Ballot Tabulator with the applicable memory cards for the voting location. In an effort to expedite the

replacement, the Election Official who delivered the replacement tabulator may assist in packing up the faulty equipment.

- (b) The Tabulator Officer shall turn on the replacement ImageCast Precinct Optical Scan Ballot Tabulator and proceed to print, verify and sign the zero totals tape as was done prior to the opening of the voting location.
- (c) Once verified that the replacement ImageCast Precinct Optical Scan Ballot Tabulator is operational, the auxiliary compartment of the ballot box containing any ballots which were manually inserted during the “equipment swap” are left until the closing of the voting location. At that time, the ballots will be fed into the ImageCast Precinct Optical Scan Ballot Tabulator at the City Centre.
- (d) Subject to COVID-19 restrictions, election results will be displayed live in the Council Chamber as they are transmitted from the tabulators after 8:00 p.m. on Voting Day. If the spare tabulator is not used, the Results Tally Software will report “10 of 11 Precincts Reporting”. If the spare tabulator is used, the Results Tally Software will report “11 of 11 Precincts Reporting”.

15. Emergency Situations

- (a) Power Outage

In the event of a power outage in a voting location, the Tabulator Officer shall:

- Request that the Ward Captain or Assistant Ward Captain contact the Clerk to make him/her aware of the outage.
- Continue processing ballots through the ImageCast Precinct Optical Scan Ballot Tabulator by using the back-up power supply.
- If the back-up power supply* to the Image Cast Precinct Optical Scan Tabulator no longer works, insert the ballots into the auxiliary compartment of the ballot box.

Note: The ImageCast Precinct Optical Scan Ballot Tabulator has a back-up power supply which will last approximately 2 hours.

- (b) Fire

In the event of a fire:

- The Ward Captain or Assistant Ward Captain shall call 9-1-1 immediately;
- The Ward Captain or Assistant Ward Captain shall order everyone to leave the building immediately including election officials, voters and candidates/scrutineers;
- If it is safe to do so, the Tabulator Officer shall unplug the ImageCast Precinct Optical Scan Ballot Tabulator and move the tabulator and ballot box to a location specified by the Ward Captain;
- The Tabulator Officer will shut down the Tabulator using procedures set out in the Tabulator Officer Instruction Manual.
- Each DRO/Election Clerk shall take their transfer case containing the Voter's List and blank ballots with them to a location specified by the Ward Captain;
- The Ward Captain or Assistant Ward Captain shall contact the Clerk.

If the voting is delayed for a prolonged period of time, the Clerk may extend the voting hours at this location and delay the issuance of any results until the closing of the vote.

If it is not possible to re-enter the voting location, the Clerk may (with notice of interrupted service) re-locate the voting location to a suitable location to continue the vote.

16. Closing the Voting Location

- (a) The Tabulator Officer shall, after the close of the vote, check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed. This section would only be used if the tabulator was inoperable at any time during voting. If any ballots are present, the Tabulator Officer will insert these ballots into the ImageCast Precinct Optical Scan Ballot Tabulator.
- (b) The Tabulator Officer will "Close the Poll" in accordance with the instructions in **Appendix 2 (Mobile Voting Locations), Appendix 3 (Advance Vote Results) or Appendix 4 (Election Day)**. A Status Report will be produced by the ImageCast Precinct Optical Scan Ballot Tabulator during Advance Vote Days and a Results Tape will be produced by the ImageCast Precinct Optical Scan Ballot Tabulator on Voting Day. The Status Report and Results Tape will be signed by the Tabulator Officer and at least one other person present (election official/scrutineer).

- (c) Seal the ballot box to ensure the box cannot be re-opened without breaking the seal and cover the ballot slot.
- (d) The Tabulator Officer and Municipal Law Enforcement Officer shall deliver the tapes, memory cards, ballot box and ImageCast Precinct Optical Scan Ballot Tabulator to the Orillia City Centre.

17. Advance Votes and Early Closing of Voting Locations

- (a) The Advance Vote Day and Early Close of Voting Location procedures shall follow the procedures set out herein as far as is practicable.
- (b) Notwithstanding 16(a), the Clerk may determine that the tabulation of votes for the Advance Vote Days and Early Closing of Voting Locations shall be conducted with a central ImageCast Precinct Optical Scan Ballot Tabulator at the Orillia City Centre.
- (c) The total of the votes at an advance voting location or at an early closing of voting location shall not be printed and the procedures to “Close the Poll” will be followed after 8:00 p.m. on Voting Day.

18. Mobile Voting Locations

- (a) At the end of voting at a mobile voting location where an ImageCast Precinct Optical Scan Ballot Tabulator has not been utilized, the Election Officials will seal and sign the Ballot Box and return the box to the Clerk or designate.

At a time and location designated by the Clerk, the Clerk shall designate an Election Official to open the ballot boxes in the presence of at least one other Election Official and scan the ballots from each mobile voting location into an ImageCast Precinct Optical Scan Ballot Tabulator.

19. Recounts

- (a) Subject to the order of a judge under Section 58 of the Act, if a recount of votes is held, the votes shall be recounted in the same manner as the votes were counted on Election Day.
- (b) An ImageCast Precinct Optical Scan Ballot Tabulator shall be tested before the recount in the manner described in Section 8 above.
- (c) The Clerk shall attend the recount and bring the transfer cases, ballot boxes, memory cards, ImageCast Precinct Optical Scan Ballot Tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.

- (d) If an ImageCast Precinct Optical Scan Ballot Tabulator is used for a recount, the recount is limited to the ballots tabulated by a vote tabulator on Voting Day.
- (e) For the purposes of this section, "results of the election" means,
 - (i) in the case of an election to an office, which candidate or candidates have been declared elected;
- (f) The result of a recount using an ImageCast Precinct Optical Scan Ballot Tabulator is final and no further recount shall take place, unless,
 - (i) the recount changes the results of the election, as declared by the Clerk under Section 55 of the Act; or
 - (ii) a Judge makes an order under Section 58 of the Act requiring a recount to be held.
- (g) If (f)(i) applies, the Recount Officer shall conduct a manual recount following as far as practicable the provisions of the Act governing the counting of votes and subject to a judge's order, shall recount only those voting locations where the count at the recount differed from the count on Voting Day.
- (h) The manual recount shall be a recount of all the original ballots received from the voters in those voting locations.

20. Forms

The forms to be used during the 2022 Municipal Election will be the standard forms/envelopes provided through the Clerk's office. If required, customized forms may be created by the Clerk to ensure the accuracy of the vote.