



# **Orillia**

## **Municipal Election**

# **2026 Municipal Election Voting Procedures**

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# City of Orillia

## 2026 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 Ballot Marking Device” means equipment added to the Tabulator to provide electors with varying abilities with a private and independent method to mark, review, and cast their ballot by using an Audio 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 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 Tabulator.
- (l) “Deputy Returning Officer” means the Election Official appointed, in writing, by the Clerk who is responsible for their voting station by assisting electors, updating the Voters’ List and the care, control and issuing of ballots.
- (m) “Election Official” means a person appointed, in writing, by the Clerk to assist in the elections. An Election Official includes the Deputy Returning Officer, Tabulator Officer, Ward Captain and Assistant Ward Captain.
- (n) “LCD Screen” means the Liquid Crystal Display screen on the Tabulator that communicates messages to voters and Election Officials and displays the ballot counter.

- (o) “Memory Cards” means two removable devices used in the Tabulator to securely store all tabulated vote results.
- (p) “Misread” means the tabulator has not recognized all of 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.
- (q) “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.
- (r) “Overvote” means the voter has made detectable marks in more voting spaces than the maximum allowed for a given contest.
- (s) “Results Tape” means the 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.
- (t) “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.
- (u) “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.
- (v) “Security Seals” are physical controls which incorporate tamper evident seals that limit and detect unauthorized access to the Tabulator.
- (w) “Status Tape” means a printed report which identifies the total number of ballots scanned by the Tabulator and the total number of voters.
- (x) “Tabulator” means the ImageCast Precinct Tabulator which is a unit designed for use at the voting location to receive ballots and automatically scan a specified area or areas on the ballot and record the results.
- (y) “Tabulator Officer” means the Election Official appointed, in writing, by the Clerk to operate the Tabulator during the election process. The Clerk may designate another Election Official to operate the Tabulator if the Clerk deems it necessary for the efficient operation of the election.

- (z) “Transfer Case” means a fibre board storage box provided by the Clerk to all Election Officials containing their election materials.
- (aa) “Undervote” means the voter has voted for less than the total number of election contests listed on the ballot , or less than the number of positions to be filled for a single office.
- (bb) “Used Ballot” means a ballot that has been received from a voter and deposited in the ballot box.
- (cc) “Ward Captain” means the Election Official, appointed, in writing, by the Clerk to open and close the Voting Location, assist electors with the Accessible Ballot Marking Device, assist wherever needed in the Voting Location and assist the Deputy Returning Officers with receiving and checking returns at the close of the Voting Location. The Ward Captain ensures that all voting equipment, supplies and Deputy Returning Officer boxes are returned to the Orillia City Centre. The Assistant Ward Captain is responsible for the same duties as the Ward Captain above.
- (dd) “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.
- (ee) “Voting Day” means Monday, October 26, 2026.
- (ff) “Voting Location” means the place where voting takes place as designated by the Clerk.
- (gg) “Voting Privacy Screen” means the screened area provided for the privacy of the voter to mark the ballot.
- (hh) “Zero Tape” means a printed report of the totals in the 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. Tabulators

The Clerk shall provide a Tabulator at each of the Advance Vote Days and at each of the four (4) voting locations on Voting Day. A central Tabulator shall be made available at the Orillia City Centre for:

- (a) Receiving ballots from mobile voting locations; and
- (b) Receiving ballots from any 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 candidate choices. The ballot is inserted directly into the 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 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 Tabulator

- (a) All 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 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.
- (c) All Tabulators are programmed so that any Undervotes are automatically accepted by the Tabulator and deposited into the ballot box.
- (d) All Tabulators are programmed so that the display screen on the Tabulator will send a notification prior to accepting or returning the following ballots:
  - (i) Misread Ballot - 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) Invalid Ballot - Indicates an official ballot that the Tabulator is not configured to accept (i.e. ballot was meant for another Ward). The Tabulator is configured to automatically return the ballot, displaying an "Invalid" ballot warning message on the screen and emitting an audible beeping sound.

**Warning!**  
\*\*\*\*\*

**Invalid ballot detected. Please ensure you received the correct ballot.**

- (iii) 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.**

- (iv) Blank Ballot - A ballot that has been returned because there are no votes that can be detected in the voting targets.

**Warning!**  
\*\*\*\*\*  
**Blank ballot detected. Please use the proper marking pen and fill in the targets completely.**  
  
**To return and correct the ballot press 'Return'.**  
  
**To cast the ballot as-is press 'Cast'.**

- (v) Overvote Ballot - A ballot that has been returned because the elector has voted for more than the maximum number of selections allowed in a race.

**Warning!**  
\*\*\*\*\*  
**Over-vote**  
  
**Press 'Return' to get your**

**ballot back and make changes.  
Press 'Cast' to cast your ballot '  
as is'.**

- (vi) DRO Initials Not on Ballot - A ballot that has been returned because the Deputy Returning Officer's (DRO) initials are not at the top right-hand corner of the ballot.

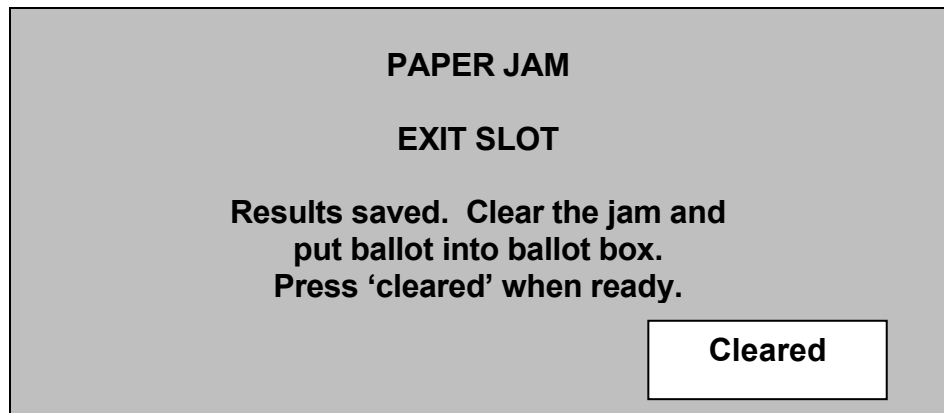
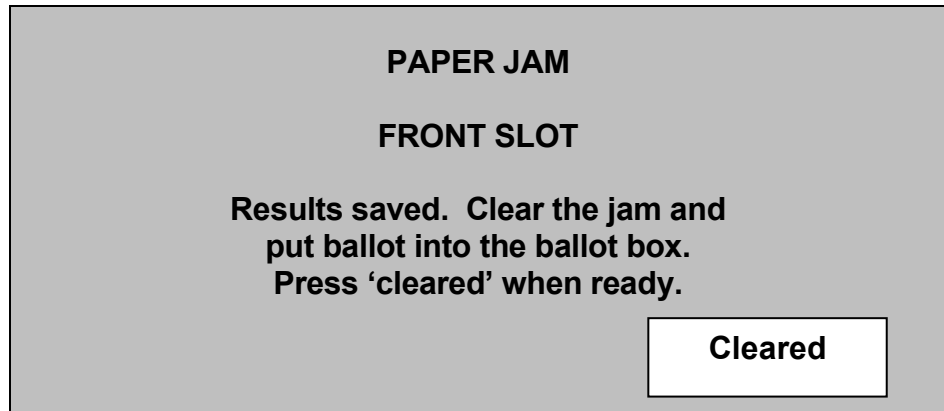
**Warning!**  
\*\*\*\*\*  
**DRO initials not found. Please  
see poll worker for assistance.**

- (vii) Paper Jams - A ballot that was misfed into the Tabulator's front or exit slot.

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

**PAPER JAM**  
**FRONT SLOT**  
**Results have not been saved.  
Clear the jam. Do not drop  
ballot into the ballot box.  
Press 'cleared' when ready.**

**Cleared**



## 8. Testing of 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 Voting Day, the Clerk shall test all Tabulators to ensure that they will accurately count the votes cast for all candidates, by-laws and questions.

When testing the 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.

The logic and accuracy test procedures shall be run before the Tabulators are ready for use at the Advance Votes or on Voting Day.

The procedure for Logic and Accuracy Testing will follow the "Logic and Accuracy Guide" issued by Dominion Voting and attached as Appendix 1.

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 Tabulator. The serial number of the Tabulator will be noted on the Logic and Accuracy Test Statement.

## **9. Accessible Ballot Marking Device**

The optional integrated Accessible Ballot Marking Device can be added to any 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 Accessible Ballot Marking Device voting process and options. The elector will use the Audio Tactile Interface (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 Deputy Returning Officer’s initials are on the unmarked paper ballot and then inserts it into the ballot marking device.

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 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 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 Accessible Ballot Marking Device will place a mark in the voting target next to their selected candidate. The marked ballot will emerge from the device 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 Tabulator features a library of hand drawn voting marks which is used by the Accessible Ballot Marking Device printer. This process makes the machine-marked ballots indistinguishable from hand-marked ballots, truly protecting the privacy of electors using the Accessible Ballot Marking Device.

## **10. Testing of the Accessible Ballot Marking Device**

- (a) Each Accessible Ballot Marking Device will be reviewed, assessed and tested by election staff to ensure its integrity and to ensure that the Accessible Ballot Marking Device will correctly mark and read ballots.
- (b) The test shall be conducted by:
  - i. listening to the full audio track of each ballot type to confirm that the audio plays correctly; and
  - ii. operating the Audio Tactile Interface (ATI) assistive vote selector device to mark a predetermined set of ballots to select the last candidate in the last contest to confirm that the scanners are recognizing the printed mark.
- (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 accurate 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 primary 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 Tabulator. Within seconds, the operator screen will display a message indicating the machine is starting. Route the power cord underneath the Tabulator and off the right side of the ballot box as shown on the box. Arrange the cord so that ballots exiting the 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 (including their initials) to the ballot box, if they so request.
- (d) Position the 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 Election Officials 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 Tabulator is now ready to accept ballots when the voting location opens.

- (h) The security keys must be worn by the Tabulator Officer and Ward Captain throughout the Advance Vote Day and/or Voting 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 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 a 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 Tabulator after the close of the poll once the Tabulator is made operational.
- (c) If a ballot is returned by the 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 Tabulator and the voter who delivered the ballot is not present or is present and declines to accept a replacement ballot, the Tabulator Officer shall request that the Ward Captain return the ballot to the DRO. The DRO will mark the ballot as "Declined".
- (e) If a voter requires the Accessible Ballot Marking Device, they shall notify the Deputy Returning Officer who will direct them to an Election Official.
  - (i) The Election Official shall position the voter near the Accessible Ballot Marking Device behind a privacy screen.
  - (ii) The Election Official shall place a blank ballot into the 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 mark their actual paper ballot. The paper ballot will be hidden under a cover and will be placed into the secrecy folder
  - (v) The ballot will be inserted into the Tabulator by the Election Official.
  - (vi) Follow step 12 (a) above.

## 13. Tabulator Procedures

Appendix 1 - Logic and Accuracy Testing Guide - Dominion Voting

Appendix 2 - Advance Vote Days - Checklist/Instructions  
Appendix 3 - Election Day - Results for Mobile Voting Locations - Checklist/Instructions  
Appendix 4 - Election Day - Results for All Advance Votes - Checklist/Instructions  
Appendix 5 - Election Day - October 26, 2026 - Checklist/Instructions  
Appendix 6 - Troubleshooting  
Appendix 7 - Accessible Ballot Marking Device - Checklist/Instructions  
Appendix 8 - Accessibility Awareness Training and Guide for the Municipal Election  
Appendix 9 - People Entitled to be in Voting Location  
Appendix 10 - Oaths  
Appendix 11 - Supplies Checklist

Please be advised that this document will be supplemented with additional Appendices closer to Election Day, Monday, October 26, 2026. At this time, Appendix 1 has been provided for reference.

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 Tabulator**

In the event that a 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, the spare Tabulator 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 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 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 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 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 Tabulator at the Orillia City Centre.
- (d) Election results will be displayed in the Council Chamber 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 Tabulator by using the back-up power supply.
- If the back-up power supply to the Tabulator no longer works, insert the ballots into the auxiliary compartment of the ballot box.

Note: The 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 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 Deputy Returning Officer shall take their transfer case, laptop, 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 Tabulator.
- (b) The Tabulator Officer will “Close the Poll” in accordance with the instructions in **Appendix 2 (Advance Vote Days)**, **Appendix 3 (Election Day - Results for Mobile Voting Locations)**, **Appendix 4 (Election Day - Results for All Advance Votes)**, and **Appendix 5 (Election Day - October 26, 2026)**. A Status Report will be produced by the Tabulator during Advance Vote Days and a Results Tape will be produced by the 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 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 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 a 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 a 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 Voting Day.
- (b) A 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, Tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.
- (d) If a 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 a 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 2026 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.

**This document is considered a living document and is subject to periodic revision. Council Services Staff may amend its contents at any time prior to and including Election Day, Monday, October 26, 2026.**

# Logic and Accuracy Testing Guide

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## 1. Introduction

Logic and Accuracy (L&A) testing is a fundamental part of any voting system deployment. It provides the end user with a final system evaluation to ensure the product line has been configured correctly and is functioning properly. Logic and Accuracy testing is the final check before the system is used for an Election.

## 2. Objective

The two main objectives of Logic and Accuracy testing are to verify that the election equipment is functioning properly and as expected and that the election programming has been configured correctly.

## 3. Elements to test

- ImageCast® Precinct Tabulators
- Programmed Memory Cards
- Official Ballots
- Results Transmission devices and protocols, when applicable
- D-Suite Results Tally and Reporting (RTR) software, when applicable

## 4. Process Overview

To conduct Logic and Accuracy (L&A) testing the Tabulator Operator will:

1. Generate a test deck from unmarked official ballots
2. Use the approved marking pen to mark a number of election ballots in pre-determined ways to create what is referred to as "Test Deck" of ballots for each ballot style and tabulator (See Appendix A: Creating a test deck)
3. Prepare the Logic and Accuracy Test statement (see Appendix B: Logic and Accuracy Test Statement)
4. Feed the test deck through the tabulator

5. Close the poll, print the Results Tape, inspect the Results Tape to ensure that the results are correct for each tabulator, and match the expected results in the Logic & Accuracy statement.
6. Upload the results files from each of the tabulators into the Results Tally & Reporting application (if applicable).
7. Use the Results Tally & Reporting software to generate totals reports, and compare the results from these reports to the Logic and Accuracy Test Statement (See Appendix B: Logic and Accuracy Test Statement and Appendix C: Logic and Accuracy Test Statement Form).
8. Once the results are verified, the memory cards containing the testing results **must** be reset to zero (See Appendix E: Setting Results back to Zero)

**\*\* NOTE: If an error is identified during the test, the cause of the error must be determined and corrected. Repeat the steps above as necessary.**

## 5. Appendix A: Creating a Manual Test Deck

To create a hand-marked Test Deck, the Tabulator Operator will need to calculate the number of ballots required to complete the marking pattern. The Test Deck is determined by the number of candidates nominated in each contest of each ballot face.

Dominion suggests that jurisdictions use one of the marking patterns described below to generate a hand marked Test Deck.

### Simple Pattern Test Deck (everyone gets one vote)

1. Count the number of candidates nominated in each contest. The largest amount of candidates on a contest will determine how many test ballots will be needed to create a simple pattern test deck.
2. Mark one ballot for candidate #1 across all contests, one ballot for candidate #2 across all contests, one ballot for candidate #3 across all contests, and so on, until each candidate has one vote.
3. Marking Non-Typical Voting Scenario Ballots:
  - Where applicable, mark one ballot leaving the DRO, BIO, or Initials box blank.
  - Mark one misread ballot, drawing a large black mark on the timing marks (small black squares on the right and left border) on the ballot.
  - Mark one as a **Blank** ballot (put no votes for any candidates)
  - Mark one as an **Overvoted** ballot (vote for more candidates than the "vote for" number on each of the contests)
  - Mark one as an **Ambiguous** ballot (put a very small dot for one candidate - if the ballot is read as blank, return the ballot and make the dot slightly bigger)

***NOTE: 'Misread', 'Ambiguous', and 'NO DRO initials' ballots will never be accepted by the tabulator. They will not be counted and will always be rejected.***

## Complex Pattern Test Deck (1, 2, 3 marking pattern, limited)

1. Mark one ballot for candidate #1 across all contests, two ballots for candidate #2 across all contests, three ballots for candidate #3 across all contests. At this point, start the pattern over. For candidate #4, mark one ballot across all contests, two ballots for candidate #5 and so on, until each candidate has 1, 2, or 3 votes.
  
2. Marking Non-Typical Voting Scenario Ballots:
  - Where applicable, mark one ballot leaving the DRO, BIO, or Initials box blank.
  - Mark one misread ballot, drawing a large black mark on the timing marks (small black squares on the right and left border) on the ballot.
  - Mark one as a **Blank** ballot (put no votes for any candidates)
  - Mark one as an **Overvoted** ballot (vote for more candidates than the "vote for" number on each of the contests)
  - Mark one as an **Ambiguous** ballot (put a very small dot for one candidate - if the ballot is read as blank, return the ballot and make the dot slightly bigger)

***NOTE: 'Misread', 'Ambiguous', and 'NO DRO initials' ballots will never be accepted by the tabulator. They will not be counted and will always be rejected.***

## 6. Appendix B: Logic and Accuracy Test Statement

The Tabulator Operator will be required to prepare the Logic and Accuracy Test Statement form (See Appendix C: Logic and Accuracy Test Statement Form)

To complete the Logic and Accuracy Test Statement Form:

1. Fill out the appropriate header information
2. Write the Contest and candidate names in the Contest / Candidate Name column.
3. Write the number of ballots used for each candidate in the Ballots column.

***NOTE: Include the number of test ballots used for Overvote, Blank, Misread, and Ambiguous ballots in the appropriate boxes.***

# Logic and Accuracy Test Statement Form

<b>Logic &amp; Accuracy Test Statement</b>							
Electoral District No. _____		_____					
Poll No. _____		(City, municipality or town)					
Ballot ID No. _____							
Contest / Candidate Name	Pre-Printed Ballots	Assistive Device Ballots			Subtotal	Pre-Election Verified	Post-Election Verified
		ATI	Paddles	Sip & Puff			
<b>Contest:</b>							
1						<input type="checkbox"/>	<input type="checkbox"/>
2						<input type="checkbox"/>	<input type="checkbox"/>
3						<input type="checkbox"/>	<input type="checkbox"/>
4						<input type="checkbox"/>	<input type="checkbox"/>
5						<input type="checkbox"/>	<input type="checkbox"/>
<b>Contest:</b>							
6						<input type="checkbox"/>	<input type="checkbox"/>
7						<input type="checkbox"/>	<input type="checkbox"/>
8						<input type="checkbox"/>	<input type="checkbox"/>
9						<input type="checkbox"/>	<input type="checkbox"/>
10						<input type="checkbox"/>	<input type="checkbox"/>
<b>Contest:</b>							
11						<input type="checkbox"/>	<input type="checkbox"/>
12						<input type="checkbox"/>	<input type="checkbox"/>
13						<input type="checkbox"/>	<input type="checkbox"/>
14						<input type="checkbox"/>	<input type="checkbox"/>
15						<input type="checkbox"/>	<input type="checkbox"/>
<b>Contest:</b>							
16						<input type="checkbox"/>	<input type="checkbox"/>
17						<input type="checkbox"/>	<input type="checkbox"/>
18						<input type="checkbox"/>	<input type="checkbox"/>
19						<input type="checkbox"/>	<input type="checkbox"/>
20						<input type="checkbox"/>	<input type="checkbox"/>
<b>Overvote</b>						<input type="checkbox"/>	<input type="checkbox"/>
<b>Blank</b>						<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>							
<b>Defective</b>						<input type="checkbox"/>	<input type="checkbox"/>
<b>Ambiguous</b>						<input type="checkbox"/>	<input type="checkbox"/>
<b>Pre-Election Sign-off:</b>							
_____		_____			_____		
Signature of Tabulator Operator		Signature of Election Official			Date		
<b>Post-Election Sign-off:</b>							
_____		_____			_____		
Signature of Tabulator Operator		Signature of Election Official			Date		

## 7. Appendix C: Preparing the Tabulator and Feeding Test Deck

1. Insert the two programmed memory cards into the tabulator.
  - Tabulator memory card labelled #1 is inserted in Card Slot 1
  - Tabulator memory card labelled #2 is inserted in Card Slot 2

***NOTE: The orientation of the memory cards is critical to the operation of the tabulator. Make sure the "This Side Up" label is facing up.***

2. Plug the power cord into the power source and the other end to the AC port on the tabulator.

***The tabulator's LCD screen indicates that the unit is starting up.***

3. When prompted, place and hold the security key to the security key receptacle until you are prompted for a password.
4. Enter the password provided and press ENTER.
5. When prompted, confirm the local date and time. Adjust if necessary.
6. Open the Poll and print a Zero Tape from the Administrative Menu on the LCD display screen.
7. Leave the tape attached to the tabulator.
8. Press **NO** when prompted to print additional copies, if required.
9. Check the Zero Tape to verify the electoral district name, tabulator name, and the total votes cast for each candidate is ZERO.
10. Keep the security key in a safe place at all times.
11. Wait for the LCD screen to display 'SYSTEM READY'.
12. Scan the hand marked test deck through the Tabulator
  - Accept Blank and Overvoted ballots
  - Misread', 'Ambiguous', and 'NO DRO initials' ballots are automatically returned by the tabulator and will not be accepted.
14. Close the Poll and print the Results Tape
15. Compare the Results Tape to the Logic and Accuracy Statement

## 8. Appendix E: Re-Zeroing Results

Once the test deck is fed through the tabulator and results are checked and verified, the tabulators need to be re-zeroed using the steps below.

1. With the Poll closed, from the administration menu, press UTILITIES and select **RE- ZERO**.
2. Enter the re-zero password provided and press ENTER
3. Confirm Ballot Count at the bottom of the screen is at 0.
4. Press the **POWER DOWN** option from the Administrative Menu on the LCD screen.
5. Press **YES** when prompted "Are you certain you wish to shut down?"
6. Wait until the LCD screen turns off and then unplug the unit from the wall socket.