



The Corporation of the City of Brantford
2026 Municipal Election
Procedure for use of the Automated Tabulator System
and Online Voting System

Table of Contents

A. Authority/Application.....	1
B. Definitions.....	2
C. General.....	5
D. Ballots.....	5
E. Voting Subdivisions.....	6
F. Programming Of The Vote Tabulators.....	6
G. Logic And Accuracy Testing of Vote Tabulators.....	6
H. Procedures - Vote Tabulator Data (Designated Uploading Area).....	8
I. Procedure At Regular Voting Places.....	9
J. Procedures - Extraordinary Circumstances.....	11
K. Procedures – Vote Tabulator Malfunction During Voting.....	12
L. Procedures - USB Memory Drive Malfunction.....	13
M. Procedures - Closing Advance Voting Places.....	13
N. Procedure - Closing of Voting Place on Voting Day.....	15
O. Procedures – Early Opening and Closing Voting Locations Under Section 46(2) & 46(3) Of the Act.....	18
P. Institution / Retirement Home Voting Results.....	19
Q. Procedures – Programming Remote Voting System.....	20
R. Procedures - Remote Voting Ballot Process.....	20
S. Procedures – Online Voting System Malfunction During Voting.....	22
T. Online Voting Results.....	22
U. Revision Centre.....	22
V. Procedures - Recount.....	23
W. Candidates/Scrutineers.....	24

A. Authority/Application

Section 42 (3) of The *Municipal Election Act, 1996*, as amended, requires the Clerk to establish procedures and forms for the use of (i) any voting and vote-counting equipment authorized by by-law, and (ii) any alternative voting method



authorized by by-law. The Corporation of the City of Brantford enacted By-law 54-2014, Municipal Code 169 – Voting – Machines – Recorders, authorizing the City to utilize alternate voting methods including; Optical Scanning Vote Tabulators and other voting devices for the purpose of counting votes; and online voting.

Section 12 of the Act gives the Clerk as the Returning Officer, the authority to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk’s opinion, is necessary and desirable for conducting the Elections. The Clerk will utilize these procedures as well as the Principles of the Municipal Elections Act attached as “Schedule A” to these procedures to make any and all decisions that are not provided for in the Act.

These procedures apply to the October 26, 2026 Municipal Election in accordance with 42 (3) of the Act. The Clerk has the authority to amend these procedures at any time if in the opinion of the Clerk is necessary. Any amendments to these procedures shall be done in writing, shall be signed by the Clerk and placed on the City’s website.

B. Definitions

Act – means the *Municipal Elections Act, 1996, c. 32* as amended;

Activation Card – means a blank card that is inserted into an accessible voting machine to activate an elector’s correct ballot style and physically print their final selections for tabulation

Advance Vote – means the location, dates and hours for casting a ballot prior to Voting Day, as established by by-law.

Audio Ballot – means personal audio ballot that is utilized in conjunction with the ImageCast Ballot tabulators. This ballot is used to provide for persons with a disability the opportunity to vote independently.

Auxiliary Compartment – means the front compartment of the ballot box under the vote tabulator and where electors’ ballots are temporarily stored in the event of a Vote Tabulator fails to operate.

Ballot Box – means an apparatus in which used ballots are received and transferred from the voting place to the Designated Uploading Area location determined by the Clerk for receiving the Election results and supplies.

Ballot Marking Pen – means the designated black ballot-marking pen provided by the Designated Election Official for the use of an elector to mark the ballot.

Cancelled/replaced – means a voted ballot that cannot be read by the vote tabulator after multiple attempts, which is then legally voided so the voter can mark a new one.



Candidate — means a person who has been nominated under Section 33 of the Act.

Certified Candidate — means a candidate whose nomination has been certified by the Clerk under Section 35 (2) of the Act.

Designated Election Official — means any person designated by the Clerk to perform certain election functions. The term “election official” includes but is not limited to the following; Deputy Returning Officer, Managing Deputy Returning Officer, Election Assistant, Revision Officer, and Poll Clerk.

Revision Centre — means a location designated by the Clerk supplied with a telephone and internet connection to assist voters during the voting period. The ability to contact the Help Centre will be limited to regular office hours (8:30 a.m. to 4:30 p.m.) Monday to Friday during the voting period with extended hours whenever a Voting Location is open during the advance period and Voting Day.

Vote Tabulator Assistive Device — means a device or piece of equipment used for voters with a disability who cannot negotiate a paper ballot. This device is used in conjunction with the audio ballot and the ImageCast Ballot Marker device.

Ballot Marker Device — this is a printing device used in conjunction with the ImageCast Vote Tabulator that allows the accessible voter to actually produce a human and machine readable marked ballot, completely indistinguishable from a paper ballot marked by hand.

Ballot Style — means a ballot with a specific set of contests and candidates for a particular precinct. Ballot styles vary based on the contests voters are eligible to vote on

USB Memory Drive — means a storage media used to store electronic/digital data or programs (sequence of instructions) on a temporary or permanent basis. This includes vote tabulator USB memory drives.

Oath of Qualification — means a person who swears that they are entitled to vote in an election held in their local municipality.

Online Ballot — means a digital image of a ballot card for an election to be voted for, including all choices available to the electors, and containing spaces in which the electors mark their votes. The online ballot may also be referred to as a process within the use of remote vote(ing).

Password — means an additional access control word assigned by the voting systems provider to each authorized user (ie., Clerk, Election Official) to provide additional security for access to the voting system.



Personal Identification Number (PIN) — means a unique multiple digit number assigned to each voter to provide security for access to the remote voting system.

Public Count — means the digital count displayed on a Vote Tabulator which shows the total number of ballots processed by that specific unit during the current voting session

Precinct — means the election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on

Scrutineer — means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

Secrecy Folder – means an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot so as to expose the initials of the Designated Election Official.

Used Ballot – means a ballot that has been received by the Designated Election Official from an elector and deposited in the ballot box.

Valid Mark – means a mark that fills in the designated space (square box) to the right of a candidate's name, either completely or with an "X", using the black ballot marking pen provided by the Designated Election Official.

Vote Tabulator or Poll Level Vote Tabulator – means a device or piece of equipment that optically/digitally scans the complete ballot to read the votes in the designated areas and store the results to a USB memory drive for later processing.

Voter Identification (ID) - means a unique multiple digit number assigned to each voter, found on the Voter Information Notice, to provide security for access to the remote voting system.

Voters' List — means the Preliminary List of Electors, as corrected by the Clerk under the provisions of Section 22 of the Act.

Voting Day — means the final day on which the vote is to be taken in an election and shall be on Monday, October 26, 2026 with the close of voting to be at 8:00pm.

Voter Information Letter — means a letter containing Voting Information including locations to vote in person, online voting details including a PIN and Voting ID, an internet address for voting, and a Help Centre number for assistance. These letters shall be mailed individually to every person on the Voters' List or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List.



Voting Period — means the period in which an eligible voter may cast their vote, either via internet or in person and includes Advance Vote, Remote Voting and Voting Day.

Voting Place — means the only location, both convenient and accessible to the electors, for the purpose of casting a ballot as established by the Clerk.

Zero Totals Report — means the report produced prior to tabulation to check that there are no stored votes.

C. General

- 1) This procedure has been established pursuant to Section 42 (3) of *the Municipal Elections Act, 1996 (the Act)*.
- 2) This procedure applies to an election conducted by The City of Brantford that has passed a by-law under section 42 of *the Municipal Elections Act 1996*, authorizing the use of vote tabulators at the voting places and the use of alternative voting method known as remote voting.
- 3) Where this procedure does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the Act.
- 4) The Clerk shall, in writing, appoint election officials for the purposes of this Procedure and may designate their titles and duties.

D. Ballots

- 1) All certified candidates' names shall appear on the ballot, in the format of first name, **LAST** name ie. John **DOE**, in alphabetical order, based on their surnames. In the case of identical surnames, their forenames will be used in determining the order. Middle initials shall not be used on the ballot unless otherwise authorized by the Clerk;
- 2) If the Candidate wishes and the Clerk agrees, another name for the candidate may also be used on the ballot for example; Rob instead of Robert. The request shall be done in writing to the Clerk;
- 3) No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot;
- 4) There shall appear on the ballot, to the right of each candidate's name, a designated space suitable for the marking of the ballot;
- 5) Subsection (1) applies with necessary modifications to ballots for by-laws and questions;



- 6) 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.

E. Voting Subdivisions

- (1) The City of Brantford has been divided into voting subdivisions (polls) within each of the five (5) wards. In order to accommodate the number of voters in some of these voting subdivisions (polls), they may be alphabetically split. Voting subdivisions may be joined together at a single location. Voting results will be tabulated for the voting locations on Voting Day cumulatively;
- (2) The City of Brantford may, for the purpose of increasing voter accessibility, allow voters to cast their ballot at any voting location within their designated Ward. Results will remain cumulative to voting locations in this case.

F. Programming Of The Vote Tabulators

- (1) The vote tabulators 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;
- (2) Ballots which the vote 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 tabulator) and ballots which are marked with overvoted race(s) will be returned to the vote tabulator operator for inspection.

G. Logic And Accuracy Testing of Vote Tabulators

- (1) Prior to use in the Election, the Clerk shall conduct logic and accuracy testing of all vote tabulators including back up or replacement vote tabulators to ensure that each device will accurately count the votes cast for all Candidates and operate as programmed. Testing of election equipment shall include, but is not limited to, the following:
 - a) Testing the Vote Tabulators (Diagnostic/Logic and Accuracy Testing)

This test will ensure that the clock, LCD display, system memory, printer, serial port, auxiliary port, and ballot reader are all functioning properly.
 - b) Testing USB memory drives

This will test every USB memory drive to ensure it is not defective.
 - c) Testing Ballots

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 and be comprised of samples of blank ballots, under-voted ballots, over-voted ballots, and properly completed ballots. Audio Ballot processes will also be tested;

- i) All test results may be audited by an external, independent accounting firm, before Voting Day and again within seven days following Voting Day. This may include auditing select machines;
- ii) When testing the vote tabulators, adequate safeguards shall be taken to ensure that the system or any part of it that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the system;
- iii) A dedicated system for the processing and tabulation of votes shall be used;

(2) Procedure for Testing Ballots:

Following the programming of the vote tabulator USB memory drives, the test of ballots shall be conducted as follows:

- (a) Tabulate a pre-audited group of ballots marked with the designated black ballot marking pen in the designated area, including ballots that fall into each of the following categories:
 - (i) Ballots recorded with a pre-determined number of votes for each candidate and for each question or by-law,
 - (ii) Ballots that have votes in excess of the number allowed by law for each candidate, question or by-law,
 - (iii) Ballots that have no votes recorded;
- (b) Assign a varying number of votes to each candidate, question or by-law;
- (c) Compare the output of the tabulation with the pre-audited results.

(3) Procedure for Testing Audio Ballots:

Following the programming of the vote tabulator USB memory drives, the test of audio ballots shall be conducted as follows:

- (a) Tabulate a pre-audited group of marked activation cards in the designated area, including activation cards that fall into each of the following categories,



- (i) Activation cards on which are recorded a pre-determined number of votes for each candidate and for each question or by-law,
 - (ii) Activation cards that have votes in excess of the number allowed by law for each candidate, question or by-law;
 - (iii) Activation cards that have no votes recorded;
- (b) Using the headphones and hand device (and any other assistive devices available for use during the election), the votes for all races in the election, including questions, are to be cast according to the pre-audited group of activation cards;
- (c) Assign a varying number of votes to each candidate, question or by-law;
- (d) Compare the output of the tabulation with the pre-audited results.
- (4) Defective Machine or Card:
- (a) In the event that a vote tabulator or USB memory drive is found to be defective and is to be replaced, the unit/card must be tested before it is placed into operation. The testing is to be repeated until an errorless count is made and certified by the Clerk.
- (5) Test Documentation:
- (a) 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 election records. The Clerk shall have access to the pre-audited group of ballots and other materials used in the programming of the vote tabulators.

H. Procedures - Vote Tabulator Data (Designated Uploading Area)

- (1) The Clerk shall designate a location for the uploading of the votes from the poll level vote tabulators;
- (2) The Clerk shall ensure all poll level vote tabulating equipment is returned to the designated uploading area in a secure manner;
- (3) The Clerk shall ensure that the sealed ballot boxes containing the used ballots are returned to the designated uploading area in a secure manner;
- (4) The Clerk shall make available at the designated uploading area adequate accommodation for each candidate who intends to view the uploading of the results from the USB memory drives and who, at least seven days, inclusive of weekends, before the election, notifies the Clerk in writing of that intention;



- (5) Where notice has been given under Subsection (1), the Clerk shall permit a candidate's scrutineer, in the absence of the candidate, to attend at the designated uploading area to view the tabulation of votes;
- (6) The accommodation required under Subsection (1) may not be in the same room as the vote tabulators but may be televised to another room where the accommodation is provided.

Proceedings at the designated uploading area are under direction of the Clerk or persons designated by the Clerk and no other person shall interfere in the proceedings in any way.

I. Procedure At Regular Voting Places

- (1) When the poll level vote tabulator is to be used in the voting place, the Designated Election Official shall, in the presence of all scrutineers and election officials present, cause the vote tabulator to print a copy of all totals in its USB memory drive before the opening of the voting place confirming zero (0) totals;
- (2) If the totals are zero for all candidates, by-laws or questions, the Designated Election Official shall ensure that two zero tapes are printed with 1 printout affixed to the vote tabulator until after the close of the vote and the other collected by the Poll Supervisor. All election officials and scrutineers may sign the zero totals report, if they so desire;
- (3) If the totals are not zero for all candidates, by-laws and questions, the Designated Election Official shall immediately notify the Clerk, stop processing ballots utilizing the vote tabulator and shall conduct the vote using the auxiliary back-up compartment of the ballot box until the vote tabulator is made operational or the Clerk provides a back-up vote tabulator to the Voting location.
- (4) Procedures under Normal Circumstances:
- (5) The Designated Election Official shall provide an elector with a ballot and a secrecy folder;
 - a. Upon receiving a ballot and secrecy folder, the elector shall:
 - i. Immediately proceed into the voting booth provided;
 - ii. Vote for the candidate(s) of their choice by using the black ballot marking pen provided by marking an "X" or by filling in the box completely ■ to the right of the name of the candidate(s);
 - iii. Insert the used ballot into the secrecy folder with the Designated Election Official's initials showing;



- iv. Leave the voting booth without delay;
 - v. Deliver the secrecy folder containing the ballot to the Designated Election Official assigned to the Vote Tabulator;
- b. The Designated Election Official shall, in the presence of the elector and without removing the used ballot from the secrecy folder, verify that the Election Official appointed as Deputy Returning Officer initials are on the ballot and the voter shall (unless assistance is required) insert the used ballot directly into the vote tabulator until the vote tabulator draws the ballot from the secrecy folder. The ballots will pass through the vote tabulator and deposit into the ballot box beneath the unit;
- c. The same procedures will be followed on Advance Voting days.

(6) Procedure for Audio Voting:

- (a) When an elector requests an audio vote, the Designated Election Official shall:
- i. Verify the elector's information and issue them an "Activation Card" to be used as their ballot for the audio voting process. The elector will be instructed to proceed directly to the Vote Tabulator where the Audio Ballot process can begin;
 - ii. The Election Official will confirm which assistive device the elector wishes to use (Sip & Puff, Rocker Switch, or Audio-tactile Keyboard). Provide and connect the chosen device to the machine (Audio-tactile Keyboard attached to the unit; Rocker Switch/Sip and Puff connected into the ADA port) and provide the elector with verbal instructions as to how to operate the equipment. The Election Official shall then connect a clean pair of 3.5mm headphones and assist the elector with putting them on if applicable;
 - iii. To initiate the ballot, the elector will insert the issued activation card into the voting machine, and the Designated Election Official will offer to assist if needed. The Designated Election Official will select the appropriate "Precinct" and "Ballot Style" for the elector. The elector will then enter assisted voting mode by inputting through their assistive device and following the audible prompts to continue and start voting;
 - iv. Once the voter has finished voting, the machine will prompt the elector with the "Print Ballot" confirmation window. To review their vote summary via audio playback the elector will use their



assistive device to select “Review Printed Card” option. Within the vote summary window, the elector will follow the audio playback to review their selections. Once finished the elector will use their assistive device controls to select “Return Card” option, which will eject their printed ballot;

- v. The printed ballot shall then be processed through the Vote Tabulator;

J. Procedures - Extraordinary Circumstances

- (1) In the event the poll level vote tabulator cannot read the ballot:
 - (a) If a ballot is returned by the poll level vote tabulator and the voter who delivered the ballot is present, the Designated Election Official will advise the elector of the error message on the display screen (either a blank or over-vote on the ballot) to determine if this was the electors intent, before re-inserting the ballot into the feed area of the vote tabulator;
 - (i) If the poll level vote tabulator again rejects the ballot, the Designated Election Official shall mark the ballot “cancelled/replaced”, place the ballot in the cancelled-replaced envelope and deliver another ballot to the voter. The replacement ballot will then be re-inserted into the ballot feed on the vote tabulator once marked by the vote;
 - (b) If the elector who delivered the ballot is present but declines to accept another ballot, the Designated Election Official shall mark the ballot “declined” and insert the original into the “declined” envelope;
 - (c) If the elector who delivered the ballot is not present, the Designated Election Official shall re-insert the ballot into the feed area of the vote tabulator;
 - (i) If the poll level vote tabulator again rejects the ballot, the Designated Election Official shall mark the ballot “cancelled”. The Designated Election Official shall, in full view of any candidates or scrutineers present, mark a new ballot with the same marks contained in the designated voting spaces on the original ballot, and the replacement ballot shall be clearly labeled “replacement” and given a serial number which shall be recorded on the cancelled ballot. The cancelled ballot shall be inserted into the “cancelled/replaced” envelop and the Designated Election Official shall substitute the replacement ballot for the cancelled ballot and feed the replacement ballot into the poll level vote tabulator.



K. Procedures – Vote Tabulator Malfunction During Voting

- (1) In the event that a vote tabulator malfunctions during the voting process and the USB memory drive is still functional, it may be necessary for an adjustment or replacement of the poll level vote tabulator. If this is necessary, the preferred course of action is to replace the faulty equipment with a spare unit.

The following steps shall be performed in order to transparently transition to the replacement vote tabulator and resume the regular voting process:

NOTE: At no time shall an elector be prevented from casting their ballot. Electors shall cast their ballots into the auxiliary compartment while the malfunctioning vote tabulator is being replaced. Ballots cast into the auxiliary compartment will be processed normally through the new vote tabulator unit during the close poll procedure.

- (a) The Designated Election Official shall in view of any scrutineers begin the replacement procedure by recording the number of “Public Count” ballots indicated on the screen of the malfunctioning vote tabulator in the provided “Swap Procedures” form. The Designated Election Official shall then record the Voting Station/Poll Identification Number and the Blue Barcode Sticker Security Seal Number associated with the malfunctioning vote tabulator in the provided form;
- (b) The Designated Election Official shall then pull the vote tabulator out of the ballot box and unplug the power cord. The Designated Election Official shall then use the provided barrel key to open the USB compartment door located on the top left of the vote tabulator and remove the USB drive by pulling it out straight upwards;
- (c) The Designated Election Official shall then replace the malfunctioning vote tabulator with the new unit provided by inserting the same USB into the new unit. The Designated Election Official shall then turn on the new unit by holding the power button located in the access compartment; this process will take several minutes and once completed the power button will appear green. The Designated Election Official shall then use the provided barrel key to close and lock the access compartment on the new unit;
- (d) Once the new unit is powered on the Designated Election Official shall place the unit on the cardboard stand and plug the provided power cord into the rear of the unit and properly seat the unit tightly to the back of the ballot box;
- (e) The Designated Election Official shall then seal the key access compartment using a new Blue Barcode Sticker Security Seal. The Designated Election Official shall then record both the new unit’s



serial number (located on the back of the unit) and the new Blue Barcode Sticker Security Seal Number in the provided form. Once the new unit is fully setup the Designated Election Official shall record the number of “Public Count” ballots display on the new unit in the provided form and verify that the number matches the original number that was recorded from the malfunctioned vote tabulator;

- (f) After the swap procedure has been completed the replacement vote tabulator will be used in the regular fashion to process ballots.

L. Procedures - USB Memory Drive Malfunction

- (1) In the event the USB memory drive malfunctions, the Designated Election Official shall notify the City Clerk’s Office immediately. Once a replacement USB memory drive has been provided, the Designated Election Official shall:
 - a. Verify that the vote tabulator and replacement USB memory drive are operational, seal the ballot box containing any ballots that 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 poll;
 - b. A new, empty ballot box is then used to accept ballots that are to be fed through the vote tabulator with the new USB memory drive until the close of polls;
 - c. The Designated Election Official shall turn on the poll level vote tabulator and proceed to print, verify and sign the zero totals report, as was done prior to the opening of the poll;
 - d. The ballots in the original ballot box will be fed through the poll level vote tabulator after the close of the poll.

M. Procedures - Closing Advance Voting Places

- (1) The Designated Election Official shall, after the close of the first day of advance voting, check the auxiliary compartment for ballots to ensure all ballots have been processed. All ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine. The Designated Election Official shall immediately:
 - a. Look at the display on the vote tabulator and write down the number of “Public Count” ballots processed through the unit on the supplied tracking sheet;
 - b. Press the “Tools” icon in the upper right corner of the vote tabulator screen and enter the provided “Election Code” to engage the shutdown procedure. Proceed by pressing the “Report Options” button on the



screen;

- c. Continue the shutdown procedure by pressing the “Admin” icon in the upper right corner of the vote tabulator screen. Then confirm the closure of the vote tabulator by pressing the red “Shutdown” button on the screen;
 - d. Once the shutdown procedure is complete, shut and lock the tabulator with the provided key;
 - e. Unplug the vote tabulator, seal the ballot box and the ballot feed slot in the vote tabulator, and prepare the equipment and supplies for transportation (if a secured area is not available on-site). Candidates or scrutineers may, if present place their seal on the equipment and ballot box; and
 - f. Personally (or by another Election Official as designated by the Clerk) deliver the vote tabulator and other election supplies to the Clerk or Designated Election Official.
- (2) On all subsequent Advance Voting days, the vote tabulator and other election supplies shall be brought to the advance polling place (or obtained from the secured on-site storage area). The vote tabulator shall be plugged in and the number of ballots cast on the display shall be verified with the number of ballots cast from the previous day’s count. The seals are to be removed on the ballot box and the vote tabulator, and voting is to resume;
- a. The Designated Election Official shall follow steps M-1 (a), (b), and (c).
- (3) At the close of the final Advance Voting day, the Designated Election Officials shall:
- a) Check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed;
 - b) Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine. Where there are marks on the ballot in the designated voting space(s) but the vote tabulator cannot process the ballot, the Election Official shall:
 - i. Mark the ballot “cancelled/replaced”;
 - ii. Prepare a replacement ballot in full view of any candidates or scrutineers present by marking a new ballot with the same marks made on the original ballot, and the replacement ballot shall be clearly labeled “replacement” and given a serial number which shall also be recorded on the cancelled/ replaced ballot;



- iii. Substitute the replacement ballot for the cancelled/replaced ballot and feed the replacement ballot into the vote tabulator; and
- iv. Place the cancelled-replaced ballot in the appropriate envelope;
- c) Look at the display on the vote tabulator and write down the number of ballots processed through the unit. The number will later be recorded on the statement form;
- d) Secure the vote tabulator against receiving any more ballots;
- e) Sign the certificate portion of the printed record along with any scrutineers or candidates who are present and wish to sign;
- f) Turn off the poll level vote tabulator;
- g) Seal the ballot box to ensure the box cannot be reopened without breaking the seal and to cover the ballot slot;
- h) The Designated Election Official shall deliver the vote tabulator with USB memory drive intact, all ballot boxes, and all other material to the location designated by the Clerk.

(4) Advance Voting Results

- a) The total of the votes cast at the advance vote shall not be made available until after 8 p.m. on Voting day;
- b) For this purpose, a Designated Election Official from the Advance Polls shall attend at the location designated by the Clerk to complete the voting place final statement and provide the results to candidates or scrutineers present;
- c) The same procedure for "Closing the Voting Place on Voting day" shall be followed.

N. Procedure - Closing of Voting Place on Voting Day

- (1) The Designated Election Official shall, after the close of the voting, check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed;
- (2) Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine. Where there are marks on the ballot in the designated voting space(s) but the vote tabulator cannot process the ballot, the Election Official shall:
 - a. mark the ballot "cancelled/replaced";



- b. prepare a replacement ballot in full view of any candidates or scrutineers present by marking a new ballot with the same marks made on the original ballot, and the replacement ballot shall be clearly labeled "replacement" and given a serial number which shall also be recorded on the cancelled/replaced ballot; substitute the replacement ballot for the cancelled/replaced ballot and feed the replacement ballot into the vote tabulator;
 - c. Place the cancelled/replaced ballot in the appropriate envelope.
- (3) Look at the display on the vote tabulator and write down the number of ballots processed through the unit. The number will later be recorded on the statement form;
 - (4) Secure the vote tabulator against receiving any more ballots by invoking the "Close Poll" procedure for the tabulator;
 - (5) Obtain a printed record of vote results given for each candidate and, if applicable, the votes given for and against a by-law or question;
 - (6) The Designated Election Official will sign the certificate portion of the printed record;
 - (7) Remove the Zero Totals Report and attached printed record of vote results from the vote tabulator and place them in the statement envelope;
 - (8) Turn off the vote tabulator;
 - (9) Seal the ballot box to ensure the box cannot be reopened without breaking the seal and to cover the ballot slot;
 - (10) The Designated Election Official shall deliver the transfer carrying case, all ballot boxes, voting compartments, the vote tabulator with USB memory drive intact and the return envelope to the designated uploading location;
 - (11) If a vote tabulator has been used to tabulate votes cast in a voting place but the tabulation of the votes cannot be completed because the vote tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Designated Election Official shall, after the close of the voting and after determining the tabulation cannot be completed;
 - a. Seal the ballot box in such a manner that it cannot be opened or any ballots be deposited in it without breaking the seal;
 - b. Secure the vote tabulator against receiving any more ballots;
 - c. Personally (or by another Election Official as designated by the Clerk)



- deliver the ballot box, all supplies, and vote tabulator to a place designated by the Clerk where a back-up vote tabulator is located;
- d. Follow the procedures set out in retesting of vote tabulators section to ensure that the totals of the back-up vote tabulator are zero for all candidates, by-laws and questions;
 - e. Insert all the ballots from the ballot box into the back-up vote tabulator, and;
 - f. Follow the procedures for “Closing of Voting Place on Voting Day”.
- (12) Immediately after the close of voting and in the presence and full view of the persons entitled to be present, the Designated Election Official shall, with the assistance of the duly appointed election officials:
- a. Place all the cancelled, declined and unused ballots in separate envelopes and;
 - b. Count the number of electors whose names appear on the voting list or on the list maintained by a duly appointed election official who have voted, and any additions to the voters lists processed and record this number in the space provided on the Statement of the Designated Election Official.
- (13) The Designated Election Official shall:
- a. Seal the ballot box against receiving additional ballots;
 - b. Complete a statement in duplicate of the number of:
 - i) Ballots received from the Clerk;
 - ii) Electors who voted;
 - iii) Unused ballots;
 - iv) Cancelled ballots;
 - v) Declined ballots and;
 - vi) Sign and obtain the signature of the DRO;
 - c. Place the original copy of the statement in the statement envelope;
 - d. Attach the duplicate copy of the statement to a copy of the Voter’s List;
 - e. Seal all envelopes;



- f. Place all supplies, excluding the statement envelope and the sealed ballot box, in the election material bag(s) provided by the City Clerk and seal it as required by the Act;
 - g. Personally deliver the poll level vote tabulator, the sealed ballot box(es), the sealed election material bag(s) and the statement envelope to City Hall, 58 Dalhousie Street, Brantford, Ontario.
- (14) If, at the close of the voting, the Clerk is of the opinion that it is impracticable to count the votes with the vote tabulators, he or she may direct that all the votes cast in the election shall be counted manually following as far as practicable the provisions of the Act governing the counting of votes.
- (15) The Clerk shall, at the completion of the count, retain the programs, USB memory drives, test materials and ballots in the same manner as is provided for in the Act for the keeping of election records.
- (16) The Clerk shall retain and may have access to the pre-audited group of ballots and other materials used in the programming of vote tabulators;
- a. The Clerk shall not alter or make changes to the materials.

O. Procedures – Early Opening and Closing Voting Locations Under Section 46(2) & 46(3) Of the Act

- (1) The following procedures shall be followed for the voting places under sections 46(2) and 46(3) of the Act:
- a. Where The City of Brantford attends institutional or roaming poll locations (i.e. nursing homes, hospital, long term care) the vote tabulation process will be calculated at a centralized location by the Designated Election Officials appointed by the Clerk or designate;
 - b. Teams of election staff will attend fixed locations on Voting Day to allow residents of the location to vote if they choose for reduced time periods. These time periods are coordinated with each location and are adjusted to reflect the electorate size of the location;
 - c. Ballots completed at these locations will be securely delivered within a ballot box to City Hall for tabulation on Voting Day. The following tabulation of results process will be followed:
 - (i) One set of voting results will be produced for each Ward in which Institutions/ Retirement Homes are located. This may be a cumulative of two or more locations and may produce results from more than one Ward;



- (ii) At the opening of the first location for each ward, the same procedures shall be followed as for the opening of voting place as set out in "Procedures at the Voting Place";
- (iii) The Designated Election Official after securely transporting the completed ballots shall complete the vote tabulation process for the completed ballots ensuring all ballots are processed through the voting machine. The auxiliary compartment will be inspected prior to finalizing the Ward;
- (iv) Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine. Where there are marks on the ballot in the designated voting space(s) but the vote tabulator cannot process the ballot, the Election Official shall:
 - (1) Mark the ballot "cancelled/replaced";
 - (2) Prepare a replacement ballot in full view of any candidates or scrutineers present by marking a new ballot with the same marks made on the original ballot, and the replacement ballot shall be clearly labeled "replacement" and given a serial number which shall also be recorded on the cancelled/ replaced ballot;
 - (3) Substitute the replacement ballot for the cancelled/replaced ballot and feed the replacement ballot into the vote tabulator;
 - (4) Place the cancelled/replaced ballot in the appropriate envelope;
- d. Look at the display on the poll level vote tabulator and write down the number of ballots processed through the unit;
- e. Unplug the poll level vote tabulator, re-seal the ballot box and the ballot feed slot in the poll level vote tabulator. Candidates or scrutineers may, if present place their seal on the equipment and ballot box;
- f. This process is to be repeated until all Institution/Retirement Home ballots have been processed.

P. Institution / Retirement Home Voting Results

- (1) The total of the votes from the Ward Institution/ Retirement Home location shall not be made available until after 8 p.m. on Voting Day;



- (2) For this purpose, a Designated Election Official shall attend at the location designated by the Clerk to complete the voting place final statement and provide the results to candidates or scrutineers present;

Q. Procedures – Programming Remote Voting System

- (1) The online voting system 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.

(2) SYSTEM INTEGRITY

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- a. ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique Elector ID;
- b. ensuring that no one except the Clerk, and/or designate, can access Elector ID, PINs maintained by the voting system provider that match each voter's name and address.

(3) SYSTEM TEST

The Designated Election Official, appointed by the Clerk, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the Help Centre telephones and internet access;
- b) checking the design and race detail information for accuracy;
- c) attempting to use a Elector ID more than once;
- d) balancing a predetermined number of votes with those cast
 - i. (test sequence);
- e) matching Elector ID to names and addresses;
- f) checking the online system which is used for activating and deactivating.

R. Procedures - Remote Voting Ballot Process

- (1) Each elector on the Voters List shall be provided a secure and unique Elector ID on their personally addressed Voter Information Letter. This letter will



contain the instructions of where to vote (polling station etc) as well as instruction on how to vote using the Remote Voting;

- a) The elector choosing to cast their Ballot online shall access the website associated with The City of Brantford online voting system. Once logged into the site the elector shall input their voter credentials as found on the Voter Information Letter alongside their Date of Birth;
- b) Once the voter has input their voter credentials (PIN) and security code (*Date of Birth*) they press the submit button. The system will check the voter credentials ensuring the voter is eligible to vote;
- c) Once the voter credentials are validated, the voter is prompted to read and agree to the “Oath of Qualification”, which details qualifications required to participate in the election, as well as the “Notice of Offence”;
- d) The voter must accept the terms of the oath by selecting the “Accept” button. If the voter selects the “Decline” button, they are exited from the system. This does not prevent them from re-entering the voting system and accepting the terms of the oath at a later time;
- e) Following the instructions the voter is prompted to mark their ballot:
 - i. On screen instructions indicate how many selections the voter is to mark,
 - ii. Voters mark their ballot selection by using the mouse to click anywhere on the line containing the name of the candidate they wish to vote for. This selection will be indicated by a checkmark being displayed next to their selection,
 - iii. A voter can change this selection at any time by de-selecting the original mark and making a new selection,
 - iv. Once the voter is comfortable with their selection, the voter selects the next contest button to move to the next ballot race,
 - v. At any time, the voter can move to the next or previous ballot race to make a change to their selections,
 - vi. Once the voter has completed all the ballots available to be voted, they are presented with the review Ballot screen,
 - vii. If there are any under or over voted races these warnings are displayed next to the race,



- viii. Using the go back button or the selection box at the top of the ballot the voter can return to any ballot and make a change to their selections,
- ix. Once a voter is happy with their ballot selections, they press the “Cast Ballot” button,
- x. Once the Cast Button is pressed the voter is no longer able to make any changes and they can no longer access the voting system;
- xi. Once the voter has completed all the ballot races and confirmed their selections a “Success” message is displayed indicating that the ballot has been cast and thanking the voter for their participation. At this time the voter cannot re-access the voting system and they have been struck off the voters’ list. A voter cannot print a ballot from within the remote voting system.

S. Procedures – Online Voting System Malfunction During Voting

- (1) In the event that the online system malfunctions during the voting process the vendor shall notify the Clerk immediately. The Clerk and Designated Election Officials shall make every endeavor to notify electors of the outage and the anticipated return of the system. The system will be re-tested once restored.

A report can be generated with ballot print outs for all the votes cast on the system if necessary; only by the Clerk.

T. Online Voting Results

- (1) The total of the votes from the Online Voting system shall not be made available until after 8:00 p.m. on Voting Day;
- (2) For this purpose, the Designated Election Official as designated by the Clerk shall complete the final statement and provide the results to candidates or scrutineers present.

U. Revision Centre

- (1) The Voters’ List shall be available to Election Officials at the Revision Centre in electronic format to accommodate the voting process;
 - a. The Revision/Help Centre shall be established at 58 Dalhousie Street;
 - b. The Revision Centre shall be responsible for the following:
 - i. Eligible voters who attend at the Revision Centre and are not on the Voters’ List will be able to be added to the list by filling out an



“Application to Amend Voters’ List” Form EL15 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters’ List and they will be assigned and delivered a Voter Information Letter containing a Elector ID; however, for additions to the Voter List made after the initial printing of the Voter Information Letter a letter containing a Elector ID will be provided to the individual directly from the Revision Centre;

- ii. New PIN(s) / Elector ID shall not be given out over the telephone. The voter must attend the Revision Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and complete the appropriate form;
- iii. Eligible voters who attend at the Revision Centre will be able to request a “replacement” Voter Information Letter and PIN under certain circumstances:
 1. where a person on the Voters’ List has lost/not received his or her Voter Information Letter and the Elector ID has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new Elector ID. The authorized Election Official will disable the elector’s assigned Elector ID and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on “Application for Re-Issue of a Voter Information Letter (Lost and Unused)” Form shall be taken by the elector and a new Voter Information Letter containing a new Elector ID shall be issued;
 2. where a person on the Voters’ List has attempted to vote and their Elector ID has already been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they did not vote using the Elector ID and require a new Elector ID. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an “Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)” Form shall be taken by the elector and a new Voter Information Letter containing a new Elector ID shall be issued.

V. Procedures - Recount



- (1) If a recount of votes is held, the votes shall be recounted in the same manner as the votes were counted on Voting Day pursuant to Section 60(1) (subject to subsection 3) of the *Municipal Elections Act, 1996*.
- (2) All poll level vote tabulators to be used in the recount shall be tested before the recount in the manner described in Section F or G;
 - a. The City Clerk shall attend the recount and bring the used ballots, vote tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount;
 - b. If a poll level vote tabulator is used for a recount, the recount is limited to the ballots tabulated by the poll level vote tabulator on Voting Day;
 - c. The online system voting results are limited to the ballots cast for the races to which the recount is required.
- (3) The result of a recount using the poll level vote tabulator system is final and no further recount shall take place

W. Candidates/Scrutineers

- (1) Candidates may appoint scrutineers in writing to represent them at the voting place;
- (2) Scrutineers shall show their written appointment to the Designated Election Official upon request;
- (3) During the fifteen minutes prior to the opening of the voting location, the scrutineers who are entitled to be present in the voting location during voting hours are entitled to inspect the ballots and all other papers, forms and documents relating to the vote but not so as to delay the timely opening of the voting location;
- (4) Only one scrutineer for each certified candidate for each ballot box at the voting location may be present within the voting location at any time. If the candidate enters the voting location, the scrutineer shall leave;
- (5) 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 poll level vote tabulator by the Designated Election Official.



A handwritten signature in black ink, appearing to read "C. Gauthier".

Chris Gauthier

City Clerk/Returning Officer