



Town of Georgina

Procedures for the Use of Vote Tabulators

These are the certified Rules and Procedures for Vote Tabulator Equipment in the 2026 Municipal Election for the Town of Georgina.

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Town Of Georgina
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TOWN OF GEORGINA

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1. AUTHORITY

The *Municipal Elections Act*, 1996, S.O. 1996, c. 32, Sched., as amended (the “Act”) in subsection 42(3) requires that the Clerk establish procedures for any voting and vote-counting equipment authorized by bylaw. The Council of the Corporation of the Town of Georgina passed Bylaw Number 2021-0030 (EL-1) and Bylaw Number 2022-0028 (EL-1) authorizing the use of voting and vote-counting equipment such as voting machines, vote recorders and optical scanning Vote Tabulators, for the 2026 Municipal Election

Section 12 of the Act gives the Clerk as Returning Officer the authority to provide for any matter or procedure for which there is otherwise no provision in statute or regulation, but which is, in the Clerk’s opinion, necessary or desirable for conducting the Municipal Election.

2. APPLICATION OF PROCEDURES

- (1) These procedures apply to the October 26, 2026 Municipal Election in accordance with subsection 42 of the Act.
- (2) In accordance with Section 12 of the Act, the Clerk may provide for any matter or procedure that is not otherwise provided for in the Act or regulation, and, in the opinion of the Clerk, is necessary or desirable for conducting the election.
- (3) Where these procedures do not provide for any matter, an election to which these procedures apply will be conducted in accordance with the principles of the Act. These principles are generally recognized to include the following:
 - (a) The secrecy and confidentiality of individual votes is paramount;
 - (b) The election should be fair and non-biased;
 - (c) The election should be accessible to all Eligible Voters;
 - (d) The integrity of the process should be maintained throughout the election;
 - (e) There is to be certainty that the results of the election reflect the votes cast;
 - (f) Eligible Voters and Candidates should be treated fairly and consistently; and
 - (g) A proper majority vote decides the election by ensuring, so far as reasonably possible, that valid votes be counted and invalid votes be rejected.
- (4) The Clerk has the right to amend these procedures and will circulate such amendments to Candidates.
- (5) These procedures are subject to change in the case of an emergency as prescribed in Section 53 of the Act.
- (6) The Clerk shall appoint Election Officials in writing for the purposes of implementing these procedures and may designate their duties and titles.

3. DEFINITIONS

“Act” refers to the *Municipal Elections Act, 1996, S.O., 1996, c. 32*.

“Advance Voting Period” refers to the days during which Eligible Voters can vote prior to Voting Day.

“Ambiguous Mark” refers to a situation where the vote tabulator detects a mark in a designated voting space that does not meet the mark threshold. Ambiguous mark also includes any ballot that the vote tabulator returns with the invalid mark or undefined mark message.

“Auxiliary Compartment” refers to a compartment located at the front of the ballot box, where marked ballots are temporarily stored in the event a vote tabulator fails to operate.

“Ballot” refers to a paper ballot prepared under Sections 41(2) and 41(6) of the Act, which includes the names of all Candidates.

“Ballot Box” refers to a secure container into which voted ballots are deposited. This may include supply ballot box, ballot transfer container or other container as determined by the Clerk in accordance with the Act. It also includes the containers into which completed ballots are deposited at voting places where tabulators are not immediately utilized.

“Blank Ballot” is the message provided by the vote tabulator indicating that a ballot could not be read by the vote tabulator because the ballot was completely blank or the marks on the ballot could not be read by the vote tabulator.

“Ballot Transfer Container” refers to a box used to transfer ballots to the voting location. If the ballot transfer container is being used to transfer ballots that have been processed by the vote tabulator from the voting location to the location and person designated by the Clerk, the box shall be appropriately sealed.

“Cancelled Ballot” refers to a ballot returned by an Elector and exchanged for a replacement ballot. A cancelled ballot may be a defective ballot that cannot be processed by the vote tabulator or ballot that has been spoiled, such as if an Elector has inadvertently marked the wrong Candidate or over-voted a race, and the Elector would like a replacement ballot.

“Candidate” refers to a person whose nomination has been certified by the Clerk under Section 35 of the Act.

“Clerk” refers to the Town Clerk/Returning Officer for the Town of Georgina who is responsible for conducting this Election under the authority of the Act, or their designate.

“Composite Ballot” refers to a ballot style which includes Candidates for all eligible offices to be elected on a single ballot face.

“Damaged→Rejected Ballot” is a ballot that cannot be successfully processed by the vote tabulator and for which no replacement ballot is issued or reproduced. This may occur where: the ballot has been torn, damaged, defaced, or altered to the extent that the Elector’s voting intention cannot be determined; the ballot has been accidentally damaged by the Election Official; the ballot’s marks cannot be reasonably interpreted or replicated by the supervisor; or the ballot is otherwise unsuitable for duplication or adjudication.

“Defective Ballot” refers to a ballot that the vote tabulator is not able to read and process.

“Declined Ballot” A declined ballot occurs when an eligible Elector attends the voting place, is issued a ballot, and then formally chooses not to vote by returning the ballot to the Election Worker indicating that they decline it and is not processed by the vote tabulator. The ballot is recorded as "declined" by the Deputy Returning Officer and is not counted for any candidate or question.

“Designated voting space” refers to the space within the oval outlined in black appearing to the right of a Candidate’s name.

“Election Official” means the person designated by the Clerk in writing to perform certain election functions as determined by the Clerk. An election official may include, but is not limited to, an Assistant Returning Officer, Election Assistant, Deputy Returning Officer (DRO), Revision Clerk (RC), Information Clerk (IC), and/or any other designated Election Official.

“Eligible Voter” refers to a person who is entitled to be an Eligible Voter , if, on Voting Day, they meet the qualifications outlined in Section 17(2) and are not prohibited from voting under Section 17(3) of the Act.

“Forfeited Ballot” refers to a ballot issued to an Elector that is not returned as required. An Elector forfeits their right to vote when they remove a ballot from the voting location or otherwise fail to return the ballot in accordance with the election procedures.

“Invalid Ballot” refers to the message provided by the vote tabulator indicating that the ballot is a defective ballot and is not able to be read and processed.

“Mark” means any mark made in the designated voting space.

“Memory Card” refers to a card where all tabulated vote totals are stored for each vote tabulator.

“Misread Ballot” is the message generated by the vote tabulator indicating that a ballot will not be accepted by the Vote Tabulator because essential ballot identification markings cannot be found on the ballot. 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.

“Over-Voted” refers to the situation where a ballot has been marked for more than the number of Candidates allowed for in the designated voting space.

“Rejected Ballot” refers to a ballot that has been cast but is subsequently rejected from the count in accordance with Section 54 of the *Municipal Elections Act, 1996* and O.R. 101/97. Rejected ballots under Section 54 are counted and determined during the count, adjudication, or recount process and are distinct from ballots returned by the vote tabulator.

“Rejected→Replaced” refers to a ballot that cannot be successfully processed by the vote tabulator and has been set aside for review by Election Officials. Following review, the Supervisor determines that the Elector’s voting intention can be reasonably interpreted and reproduces the ballot onto a replacement ballot for counting purposes.

“Results Tape” refers to a paper record produced by each vote tabulator at the close of voting to show unofficial results for each Candidate.

“Scrutineer” refers to a person appointed in accordance with Section 16 of the Act.

“Secrecy Folder” refers to a device in which a ballot is placed so as to conceal the names of the Candidates and the marks made by the Eligible Voter upon the face of the ballot but which exposes the initials of the Election Official.

“Tabulator” refers to the device in which ballots are securely deposited at designated voting places during the voting period and on Voting Day.

“Voting Day” refers to the day on which the final vote is to be taken in the 2026 Municipal Election.

“Voting Location” refers to a specific physical location designated by the Clerk in accordance with Section 45 of the Act at which voting takes place.

“Voting Screen” refers to a physical barrier designed to provide privacy to an Eligible Voter while they mark the ballot.

“Zero Report Tape” refers to a paper record produced by each vote tabulator prior to the opening of a voting location demonstrating that no votes have been cast for any Candidate.

4. **BALLOTS**

(1) The ballot shall be a composite ballot containing:

- (a) The names of each Candidate, which will appear in alphabetical order;
 - i. By surname for each office to be elected; and,

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- ii. In the case where two (2) or more Candidates for the same office to be elected have identical surnames, by their given name.
- (2) An oval shall appear on the ballot to the right of each Candidate's name as the designated voting space for the marking of the ballot.
 - (3) There shall appear on the ballot an area where the Election Official shall enter their initials.
 - (4) There shall appear on the ballot timing marks that will be interpreted by the vote tabulator to verify that the document being processed is a valid ballot for the purpose of tabulation.
 - (5) There shall appear on the ballot instructions and symbols to ensure that the Eligible Voter properly marks their ballot by fully filling in the designated voting space for the Candidate(s) of their choice.

5. VOTE TABULATORS – WHERE USED

- (1) Vote Tabulators shall be used at every voting location except the voting locations designated by the Clerk. The ballots cast at such locations shall be counted by a central tabulator located at the Georgina Civic Centre.

6. PROGRAMMING THE VOTE TABULATORS

- (1) The vote tabulator shall be programmed so that a printed record of the number of votes cast for each candidate can be produced.
- (2) The vote tabulator will be programmed so that ballots are handled by the vote tabulator as follows:
 - (a) Ballots which the vote tabulators cannot read (i.e. ballots invalid, defective or misread or that have been marked in a way that the ballot cannot be processed by a vote tabulator) are returned to the originating Election Official (DRO).
 - (b) Ballots which are marked with over-votes will be returned by the vote tabulator for inspection by the Eligible Voter.
 - (c) The vote tabulator accepts and tabulates results for all cast ballots. Any contests that are blank, under-voted, or over-voted will be logged as such and the remaining contests will be tabulated appropriately.

- (d) Blank ballots will be identified to the Eligible Voter, by the vote tabulator on the LCD screen with the option to "RETURN" or "CAST".
- (3) The vote tabulator is programmed so that a message is generated on its LCD screen to indicate to the Election Official that one of the following ballot conditions have been detected by the vote tabulator and the ballot is being returned:
 - (a) Blank ballot is a ballot without marks in any of the designated voting spaces and Blank ballot will be identified to the Eligible Voter , by the vote tabulator on the LCD screen with the option to "RETURN" or "CAST".
 - (b) A ballot is damaged or defective or has been marked in such a way that it cannot be properly processed by the vote tabulator. Ballots which the vote tabulators cannot read are returned to the originating Election Official (DRO) for replacement.
 - (c) Under-vote ballot is a ballot which does not include a mark for one or more contest(s). The under-voted ballot will be returned by the vote tabulator for inspection by the Eligible Voter and confirmation of intent.
 - (d) Over-vote ballot is a ballot which is marked for an office(s) more than the voter is entitled to vote for. The over-voted ballot will be returned by the vote tabulator for inspection by the Eligible Voter and confirmation of intent.
 - (e) The vote tabulators are programmed to accept and tabulate results for all cast ballots. Any contests that are blank, under-voted, over-voted, or damaged or defective will be logged as such and the remaining contests will be tabulated appropriately.
- (4) The LCD screen on the vote tabulator will display "Over-voted ballot" to the Eligible Voter and identify the specific over-voted portion on the ballot. The options available to the Eligible Voter are to "RETURN" or "CAST". If the Eligible Voter chooses to "RETURN", the vote tabulator will return the ballot to the Eligible Voter for correction. If the Eligible Voter chooses to cast the over-voted ballot, the vote tabulator will only tally valid portions of the ballot which are not over-voted.
- (5) The LCD screen on the vote tabulator will display an "Under-voted ballot" to the Eligible Voter and identify the specific under-voted portion on the ballot. The options available to the Eligible Voter are to "RETURN" or "CAST". If the Eligible Voter chooses to "RETURN", the vote tabulator will return the ballot to the Eligible Voter for correction. If

the Eligible Voter chooses to "CAST" the under-voted ballot, the vote tabulator will only tally valid portions of the ballot that are appropriately voted.

7. TESTING OF VOTE TABULATORS

- (1) Prior to Voting Day, the Clerk shall conduct testing of all vote tabulators to be used in the election, including replacement vote tabulators, to ensure that they will accurately count the votes cast for all Candidates and operate as programmed.
- (2) When testing a vote tabulator, the Clerk will ensure that adequate safeguards have been taken to ensure that the system, or any part of it, that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the vote tabulator.
- (3) The Clerk shall give notice of the date and time of the testing of the vote tabulators to Candidates.
- (4) There are two testing phases before the vote tabulators are ready to use at an advance poll or for Voting Day. These phases include:
 - (a) Testing the Vote Tabulators (Acceptance Testing) – this test will ensure that the clock, LCD display, system memory, printer, serial port, auxiliary port, and ballot reader, as applicable, are all functioning properly.
 - (b) Testing Ballots (Logic and Accuracy Testing) – once the ballots have been printed and received from the printer, a pre-audited group of ballots marked in the designated voting space area will be prepared and tested on each vote tabulator.
- (5) Prior to Voting Day, the Clerk shall test the equipment and ballots to ensure that they will accurately count the votes cast for all Candidates that are marked with a valid mark in the designated area.
- (6) If the Clerk detects any errors in the test, the cause of the error is identified and corrected. Applicable testing is repeated until an errorless test is achieved and verified to the satisfaction of the Clerk.
- (7) The Clerk shall, at the completion of the test, clear the vote totals from the test ballots in the memory cards and seal the memory card inside the vote tabulator.
- (8) The Clerk shall, at the completion of the test, retain the programs, test materials and ballots in the manner provided for pursuant to Section 88(1) and Section 88(2) of the Act for the keeping of election records.

- (9) The Clerk shall not alter or make changes to the materials referred to in Section 7(8) of these procedures.

8. CANDIDATES AND SCRUTINEERS

- (1) While in a voting location, a Candidate is deemed to be a Scrutineer unless they are in the voting location to vote as an Eligible Voter.
- (2) A maximum of one (1) Scrutineer per Candidate will be allowed for each Deputy Returning Officer in the voting location. If the Candidate who appointed the Scrutineer enters the voting location, the Scrutineer shall leave.
- (3) Scrutineers must comply with any procedures, complete any form and take any oath or affirmation required by the Clerk related to their roles and responsibilities.
- (4) Scrutineers must show their written appointment and identification to Election Officials upon request.
- (5) To protect the secrecy of the vote, Scrutineers at the voting location will not be permitted to:
- (a) Monitor the process of casting votes through the vote tabulator; or
 - (b) Monitor, or listen to, or participate in any conversation or communication between the Eligible Voter and the Election Official responsible for the vote tabulator; or,
 - (c) View or be appraised of any messages that appears on the LCD screen on the vote tabulator.
- (6) Despite subsection 8(5) of these procedures, scrutineers may from time to time request to be advised of the number of ballots processed by the Vote Tabulator.

9. VOTE TABULATOR SET UP – OPENING THE VOTING LOCATION

- (1) Prior to the opening of a voting location, during the voting period, the Election Official(s) shall, in the presence of all Candidates and/or Scrutineers present at that time:
- (a) Confirm that there are no ballots in the tabulator; and,
 - (b) Print a copy of the zero totals tape, confirming zero totals.

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- (2) If the totals on the zero totals tape are zero for all Candidates, the Election Official shall sign the zero totals tape, which may also be signed by any Scrutineers.
 - (3) If the totals on the zero totals tape are not zero for all Candidates, the Election Official shall:
 - (a) Immediately advise the Clerk, who shall either:
 - i. Provide technical support required to cause the vote tabulator to print a correct zero totals tape showing zero totals; or
 - ii. Provide a replacement vote tabulator;
 - (b) If the Clerk provides a replacement vote tabulator, the Election Official shall carry out the requirements of Section 9(1) of these procedures.
 - (c) If the vote tabulator is not operational prior to the opening of the voting location, the Election Official shall conduct the election using the auxiliary compartment procedures as outlined under Section 17 of these procedures.
 - (4) The Election Official shall record the number of ballots cast as displayed on the vote tabulator periodically throughout the day for the purpose of preparing a reconciliation of the ballots used, and in the case of advance voting, the ballots used each day.

10. VOTING PROCEDURES

- (1) The Clerk shall delegate to an Election Official the authority to initial a ballot and issue the ballot to an Eligible Voter.
- (2) The Election Officials shall, at the same time as the ballot is handed to a Eligible Voter, provide a secrecy folder and ballot marking pen to each Eligible Voter and provide instructions to the Eligible Voter on how to mark the ballot properly by fully completing the designated voting space and returning the ballot in the secrecy folder in order for Election Officials to verify the initials on the ballot.
- (3) Upon receiving the ballot and secrecy folder, the Eligible Voter shall:
 - (a) Proceed to the voting screen; and,
 - (b) Vote by marking the desired designated voting space(s).
- (4) After marking the ballot, the Eligible Voter shall:

- (a) Insert the ballot into the secrecy folder so as to conceal their marks in the designated voting space and expose the initials of the Election Official;
 - (b) Leave the voting screen without delay;
 - (c) Deliver the secrecy folder containing the ballot to the Election Official; and
 - (d) Before leaving the voting location, wait until the Election Official enters the ballot into the vote tabulator and confirms that the ballot has been accepted.
- (5) In the presence of the Eligible Voter and in a discreet manner which keeps concealed the marked ballot, the Election Official verifies the initials of the Election Official who issued the ballot, and:
 - (a) If a vote tabulator is operational at the voting location, slowly slides the ballot initial-side down from the secrecy folder into the ballot entry slot until it is accepted by the vote tabulator; or
 - (b) Where a vote tabulator fails to operate, the Election Official shall:
 - i. Slowly slide the ballot initial-side down from the secrecy folder into the auxiliary compartment;
 - ii. Process any ballots stored in the auxiliary compartment through the vote tabulator only after the close of voting; and,
 - iii. Seals the auxiliary compartment when not in use.

11. BLANK BALLOT AND UNDERVOTED BALLOTS

- (1) If the vote tabulator's LCD screen indicates that a blank ballot and/or under-voted ballot is returned by the vote tabulator and the Eligible Voter who delivered the ballot is still present, the Election Official shall:
 - (a) Quietly advise the Eligible Voter that the vote tabulator does not detect any votes in any of the designated voting spaces, and advise the Eligible Voter to mark the ballot by fully completing the designated voting space to the right of the name(s) of the Candidate(s) of their choice using the ballot marking pen provided;

- (b) Ask the Eligible Voter if the voter wishes to re-examine and properly mark their ballot. If so, the Election Official returns the ballot by pressing the vote tabulator "RETURN" button and returns the ballot to the Eligible Voter.
 - (c) The Election official instructs the Eligible Voter to mark the ballot in accordance with the instructions on the ballot.
- (2) If the Eligible Voter declines the opportunity to re-examine and re-mark the ballot properly, the Election Official shall, using the vote tabulator "CAST" button, cause the vote tabulator to accept the ballot.
- (3) If it is the Eligible Voter's intent to cast a blank or under-voted ballot/contest, the Election Official would select the vote tabulator "CAST" button. The ballot will be counted, however an under-vote will be registered for any contest or issue where a choice was not marked.
- (4) If it is not the Eligible Voter's intent to cast a blank or under-voted ballot/contest, the Election Official would select the vote tabulator "RETURN" button. The ballot will be returned to the Eligible Voter uncounted, and the Eligible Voter can return to the voting screen, mark their choices, place the ballot within the secrecy folder and return the secrecy folder to the election official to re-feed the ballot in the tabulator.
- (5) If the Eligible Voter is not present and is not able to re-examine the ballot to re-mark the ballot, the Election Official will use the vote tabulator "CAST" button, causing the vote tabulator to accept the ballot.
- (6) The vote tabulator will accept blank ballots as this may be the choice of the Eligible Voter.
- (7) The vote tabulator can be programmed to detect and notify the Eligible Voter when it encounters a blank or under-voted ballot. The display will indicate that the ballot has under-voted contest(s) and offer the Eligible Voter two choices, "RETURN" ballot or "CAST" ballot.

12. OVER-VOTED BALLOT

- (1) If the vote tabulator's LCD screen identifies over-voted ballot for any of the races (i.e. the Eligible Voter filled in too many ovals), the vote tabulator is programmed to detect and notify the Voter. An over-vote is when more than the allowed number of selections in a contest has been marked. The display will indicate that one or more contests have too many votes cast and offer the Eligible Voter two choices, "RETURN" button or "CAST" button.

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- (2) If an over-voted ballot is returned by the vote tabulator and the Eligible Voter who delivered the ballot is still present, the Election Official shall:
- (a) Quietly advise the Eligible Voter that the vote tabulator detects more votes for an office than the voter is entitled to vote for;
 - (b) Ask the Eligible Voter if they wish to re-examine their ballot or wish to mark another ballot;
 - i. If the Eligible Voter wishes to mark another ballot, the Election Official shall fold the ballot and mark the reverse side of the ballot "Cancelled" and direct them to return to the Election Official who issued the ballot;
 - ii. The Eligible Voter returns to the applicable Election Official to have the cancelled ballot placed in the "Cancelled Ballot" envelope and be issued a replacement ballot;
 - iii. The Election Official delivers another ballot to the Eligible Voter; and
 - iv. The Election Official instructs the Eligible Voter to mark the ballot in accordance with the instructions on the ballot.
 - (c) If the Eligible Voter is not present or declines to re-examine their ballot or the opportunity to mark another ballot, the Election Official will, using the vote tabulator "CAST" button, cause the vote tabulator to accept the ballot and record any valid votes that may appear on the ballot. Only those races where the ballot was properly marked shall be counted.

13. BALLOT ACCIDENTALLY SPOILED

- (1) If a ballot has been accidentally spoiled and the Eligible Voter would like a replacement ballot, the Election Official takes back the "spoiled" ballot and provides the Eligible Voter with a replacement ballot. This must happen before the Eligible Voter tries to deposit the ballot into the vote tabulator.
- (2) The Election Official shall fold the ballot and mark the reverse side of the ballot "Cancelled", and place the spoiled ballot in the "Cancelled Ballot" envelope, to be returned with their supplies at the end of the voting day. Special note on the statement form confirms the number of ballots issued and returned.

14. DAMAGED OR DEFECTIVE, MISREAD OR INVALID BALLOT

- (1) If the vote tabulator's LCD screen indicates that a damaged or defective ballot is returned by the vote tabulator and the Eligible Voter is still present, the Election Official shall re-insert the ballot into the feed area of the vote tabulator. If, after three attempts, the vote tabulator again rejects the ballot, the Election Official will place the ballot in the "Defective Ballot" envelope and direct the Eligible Voter to obtain another ballot from the issuing Election Official. The "defective ballot" is returned to the originating Election Official to be recorded as a defective ballot and replacement ballot is issued.
- (2) The Election Official asks the Eligible Voter if they wish to be issued a replacement ballot. If so, the Election Official returns the ballot by pressing the vote tabulator "RETURN" button.
- (3) If the Eligible Voter declines the opportunity for a replacement ballot, the Election Official folds the ballot in half, marks the reverse side of the ballot "declined" and attends to the applicable Election Official to have the declined ballot placed in the "Declined Ballot" envelope.
- (4) If the Eligible Voter who delivered the ballot is not present, the Election Official marks the ballot "defective" and inserts the ballot into the "Defective Ballot" envelope to be replicated at the end of the voting day by the Election Official.
- (5) The Election Official will substitute the replacement ballot for the damaged or defective ballot and feed the replacement ballot into the vote tabulator in accordance with the procedures.
- (6) The Election Official will record the number of ballots cast as displayed on the vote tabulator periodically throughout the day for preparing reconciliation of the ballots used, and in the case of advance voting, the ballots used each day.

15. AMBIGUOUS MARK

- (1) If the vote tabulator's LCD screen indicates that a ballot with an ambiguous mark is returned by the vote tabulator and the Eligible Voter who delivered the ballot is still present, the Election Official shall:
 - (a) Quietly advise the Eligible Voter that in at least one of the designated voting spaces on the ballot, the mark which has been made is insufficient in size and darkness to allow the vote tabulator to determine with certainty that the mark reflects the Eligible Voter's intention;
 - (b) Ask the Eligible Voter if the Eligible Voter wishes to re-examine and properly mark their ballot. If so, the Election Official returns the ballot by pressing the vote tabulator "RETURN" button; and

- (c) The tabulator returns the ballot to the Eligible Voter;
- (d) The Election Official instructs the Eligible Voter to mark the ballot in accordance with the instructions on the ballot or offers to replace the ballot with a new ballot.
- (e) If the Eligible Voter requests a new ballot, mark the ballot "cancelled" and place it in the "Cancelled Ballot" envelope;
- (f) The Election Official delivers another ballot to the Eligible Voter and instructs the Eligible Voter to mark the ballot in accordance with the instructions on the ballot;
- (g) If the Eligible Voter declines the opportunity to re-examine and re-mark the ballot properly, or is no longer present, the Election Official shall insert the unreadable ballot into the vote tabulator's auxiliary compartment and undertake the following steps after the close of voting for that day:
 - i. Where the ballot has valid marks and the Election Official is confident of the Eligible Voter's intent, the Election Official shall:
 - 1. Write "Original" on the ballot and indicate the voting place, the date, and the sequence number among any other rejected and replaced ballots;
 - 2. Prepare a replacement ballot by making a mark in the designated marking areas according to their interpretation of the Eligible Voter's intent, initialing the ballot, and writing "Replacement" and the same sequence number as recorded on the original ballot;
 - 3. Place the original ballot in the "Rejected-replaced" envelope;
 - 4. Insert and cast the replacement ballot through the vote tabulator; and,
 - 5. Record the occurrence on the "Rejected-replaced" envelope.
 - ii. Where the Election Official is unable to determine the Eligible Voter's intent, or where a replacement ballot also cannot be read by the vote tabulator, the Election Official shall:
 - 1. Write "Rejected" on the ballot;
 - 2. Place the ballot in the "Rejected" envelope; and,
 - 3. Record the occurrence on the "Rejected" envelope.

- (2) If the vote tabulator's LCD screen indicates that a ballot with an ambiguous mark is marked, then the marked ballot is processed by the vote tabulator.

16. PROCEDURE IN THE EVENT THE VOTE TABULATOR CANNOT READ THE BALLOT

- (1) In the event that a vote tabulator cannot read the ballot or the tabulator malfunctions during the voting process, it may be necessary for an adjustment or replacement of the vote tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare vote tabulator.
- (2) If a ballot is rejected by the vote tabulator and the Eligible Voter who delivered the ballot is present, the Election Official shall re-insert the ballot into the feed area of the vote tabulator and try a second and/or third time. If the vote tabulator again rejects the ballot, the Election official shall:
- (a) Advise the Eligible Voter that the ballot cannot be processed by the vote tabulator;
 - (b) Ask the Eligible Voter if they would like another ballot and, if so, the Election Official will mark the ballot "Cancelled";
 - (c) The Election Official will direct the Eligible Voter to take the rejected ballot to the Election Official that issued the ballot;
 - (d) The Election Official will place the rejected ballot in the "Cancelled Ballot" envelope;
 - (e) The Election Official will provide a replacement ballot to the Eligible Voter; and,
 - (f) The Election Official will instruct the Eligible Voter to mark the ballot in accordance with the instructions on the ballot.
- (3) If rejected ballot is returned by the vote tabulator and the Eligible Voter who delivered the ballot is still present and declines to accept another ballot, the Election Official marks the ballot "rejected" and will take the ballot to the Election Official that issued the ballot. No votes will be counted on a rejected ballot.
- (4) The Election Official will place the rejected ballot in the "Rejected Ballot - not replaced" envelope.

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- (5) If a rejected ballot is returned by the vote tabulator and the Eligible Voter who delivered the ballot is not present, the Election Official shall place the rejected ballot in the auxiliary compartment until the close of voting, and will undertake the following steps after the close of the voting, each day:
- (a) Where there are marks in the designated voting space(s) but the Vote Tabulator cannot process the ballot the Voting Location Supervisor shall:
 - (i) Mark the ballot “rejected – replaced”, give the ballot a number and request a replacement ballot from an Election Official;
 - (ii) Prepare a replacement ballot in full view of any Candidates or Scrutineers present by marking a new ballot with the same marks contained in the designated voting space(s) on the rejected – replaced ballot, and the replacement ballot shall be clearly labelled “replacement” and given a serial number which shall also be recorded on the “rejected – replaced” ballot;
 - (iii) Substitute the replacement ballot for the “rejected – replaced” ballot and feed the ballot into the vote tabulator. If the vote tabulator still does not process the replacement ballot (i.e. the original marks made by the Eligible Voter in the designated voting space(s) and duplicated by the Election Official are incapable of being processed by the vote tabulator), mark replacement ballot “rejected”; and,
 - (iv) Place the “rejected – replaced” ballot in the “Rejected – replaced” envelope and place the “rejected” ballot in the “Rejected Ballot” envelope of the Election Official that provided the ballot. If the vote tabulator was not able to process the replacement ballot, this fact shall be recorded on both the rejected – replaced and replacement ballots.

17. PROCEDURE IN THE EVENT THE VOTE TABULATOR MALFUNCTIONS

- (1) In the event that a vote tabulator malfunctions due to technological or other unexplainable errors during the voting process, it may be necessary for an adjustment or replacement of the vote tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare vote tabulator and follow the procedures as outlined under Section 10 of these procedures.

NOTE: AT NO TIME SHALL A VOTER BE PREVENTED FROM CASTING THEIR BALLOT

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- (2) Eligible Voters will continue to cast their ballots by inserting their ballots into the auxiliary compartment of the ballot box via the Election Official during the vote tabulator replacement process.
 - (3) The ballots inserted into the auxiliary compartment will be tabulated through the vote tabulator after the close of voting and before the vote tabulator is closed.
 - (4) The following steps shall be performed in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities:
 - (a) An Election Official will place the appropriate notice on the malfunctioning equipment.
 - (b) The Election Official shall phone the elections office and request a replacement vote tabulator. Once the replacement vote tabulator is delivered, the memory card will be removed from the malfunctioning vote tabulator and inserted into the replacement vote tabulator.
 - (c) The Election Official shall remove the zero report affixed to the malfunctioning vote tabulator and place it in the results envelope.
 - (d) The Election Official shall pack up the faulty equipment, ensuring the ballots in the ballot box remain secured, and place the substitute vote tabulator securely on top of the ballot box.
 - (e) The Election Official shall turn on the replacement vote tabulator and proceed to print a status report to verify the number of ballots processed at the poll that day. No results should be displayed on this tape. The Election Official shall then sign the status report and leave the tape affixed to the replacement vote tabulator. The Election Official shall set-up the vote tabulator in the same manner as opening the voting location. The ballot box is not replaced.
 - (f) If readable, the Election Official shall compare the number of ballots scanned on the malfunctioning vote tabulator to the status report on the replacement vote tabulator. The number of ballots shown should be equal to or greater than the number on the malfunctioning vote tabulator.

18. ACCESSIBLE VOTING PROVISIONS:

- (1) The Act and the *Accessibility for Ontarians with Disabilities Act* both require and encourage accommodations to allow Eligible Voters with disabilities to participate in the 2026 Municipal Election.

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- (2) Any Election Official who has taken an oath or affirmation of secrecy from the Election Official may assist a Eligible Voter in any manner if they are unable to attend to a voting screen independently, including: assisting a Eligible Voter to mark his or her ballot behind a voting screen; attending to a Eligible Voter in a vehicle parked at a voting place, or in the special voting places.
 - (3) An Eligible Voter may request assistance from a friend to mark their ballot properly, provided they have taken an oath or affirmation of secrecy from the Election Official.
 - (4) Where accessible ballot marking equipment is available, the Election Official shall provide instruction to Eligible Voters and assist as required in accordance with the principles outlined in Section 2 of these procedures as applicable. Candidates and Scrutineers shall observe the same rules set out in Section 8 of these procedures when Eligible Voters use accessible ballot marking equipment.

19. CLOSING DESIGNATED VOTING LOCATIONS ON VOTING DAY

- (1) All designated voting locations shall close by 8:00 p.m. on Voting Day in accordance with Section 46(1) of the Act.
- (2) All Eligible Voters in the voting locations when the voting location closes will be permitted to vote.
- (3) Only Election Officials, Candidates and Scrutineers are permitted to remain in the voting location after the close of voting.
- (4) After all Eligible Voters remaining in the voting place after 8:00 pm have had their ballots processed by the vote tabulator and have left the voting place, the Election Official shall:
 - (a) Remove ballots from the auxiliary compartment of the ballot box, if required due to a vote tabulator malfunction, and tabulate them through the vote tabulator;
 - (b) Ensure there are no ballots in the auxiliary compartment before proceeding with writing the number of ballots processed through the vote tabulator and closing the poll;
 - (c) Keep reports attached to the vote tabulator and store with the vote tabulator;
 - i. Print two (2) copies of the results tape from the vote tabulator;

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- ii. Remove the two (2) copies of the results tape from the vote tabulator and sign the certificate portion of both copies (any Candidate or Scrutineer present shall be able to sign the certificate portion as well);
 - iii. Place the first copy of the results tape that includes the zero totals tape in the statement envelope; and
 - iv. Place the second copy of the results tape in the ballot box.
- (d) Unplug the vote tabulator and remove it from the ballot box;
 - (e) Seal the ballot box with the materials provided, in such a manner so that ballots cannot be deposited into or withdrawn from the ballot box without breaking the seal, and initial the seal; and
 - (f) Deliver the sealed ballot box and vote tabulator to the return location.

20. VOTING LOCATIONS WHERE TABULATORS NOT IMMEDIATELY UTILIZED

- (1) The Clerk may determine that special voting locations with reduced voting hours will receive ballots cast by Eligible Voters in the traditional manner. If such a determination is made, the ballots cast at designated special voting locations will be counted by a central vote tabulator located at the Georgina Civic Centre.
- (2) In these circumstances, the Election official shall conduct the voting in accordance with the Voting Procedures section of these procedures except the ballots cast shall be manually placed by the Election Official into a secure ballot box.
- (3) Upon their arrival from the special voting locations, the Election Official shall count the ballots from the special voting location in the following manner:
 - (a) Insert all the voted ballots from the ballot box into the vote tabulator;
 - (b) If the vote tabulator rejects a ballot for any reason other than the ballot being a damaged/defective ballot or having an ambiguous mark, the Election Official shall, using the vote tabulator, override procedure to cause the vote tabulator to accept the ballot and record any valid votes that may appear on the ballot.

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- (c) If the vote tabulator rejects a ballot for being a damaged/defective ballot or for having an ambiguous mark, the Clerk and/or Election Official will follow the requirements in these procedures, with any necessary modifications.

21. RECOUNTS

- (1) In accordance with the Act, if a recount is held, the recount will be in accordance with these procedures subject to the necessary modifications acknowledging that the tabulation of votes will occur at a single place and in the absence of Eligible Voters. The votes will be counted in the same manner as the original count – that is, using vote tabulators.
- (2) In accordance with clause 42(4) 3. ii. of the Act, those individuals permitted to be in attendance during the recount are not entitled to examine the ballots or to dispute the validity of a ballot or the counting of votes in a ballot box as the ballots are being fed into the vote tabulator by the Election Official.
- (3) Vote tabulators will be tested before the recount unless a recount occurs within ten (10) days after Voting Day.

22. EMERGENCY

- (1) In accordance with Section 53 of the Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the principles of the Act.
- (2) During a declared emergency, the Clerk is authorized to make any arrangements they consider advisable for the conduct of the election.
- (3) The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- (4) If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- (5) The emergency continues until the Clerk declares that it has ended.

23. RESULTS

- (1) The total of the votes from the advance voting period will not be made available until after the close of voting at 8:00 p.m. on October 26, 2026
- (2) Results from online voting will be aggregated with the results from in-person voting and displayed as unofficial results in the election night results system and on the Town of Georgina's website as soon as practicable after 8:00 p.m. on October 26, 2026.
- (3) Pursuant to Section 55(4) and subject to the provisions of Section 56 of the Act, concerning "recount", the Clerk shall, as soon as possible after Voting Day, declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected.

24. OFFENCES AND PENALTIES

- (1) In accordance with the Act, a person is guilty of an offence and liable, upon conviction, to a financial penalty if they:
 - (a) vote online without being entitled to do so;
 - (b) vote more than once in the Town;
 - (c) induce or procure a person to vote online when that person is not entitled to do so;
 - (d) having appointed a voting proxy that remains in force, vote otherwise than by the proxy;
 - (e) having been appointed a voting proxy, vote under the authority of the proxy when the Eligible Elector has cancelled the proxy, is no longer entitled to vote or has died;
 - (f) provide false or misleading information to a person whom the Act authorizes to obtain information;
 - (g) without authority, supply their online voting information to anyone for the purpose of allowing them to vote;
 - (h) take, open or otherwise deal with online voting information without having authority to do so;
 - (i) directly or indirectly,

- (i) offer, give, lend or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of an Eligible Voter's vote;
 - (ii) advance, pay or cause to be paid money intending that it be used to commit an offence referred to in clause (i) (i), or knowing that it will be used to repay money used in that way;
 - (iii) give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an Eligible Voter's vote;
 - (iv) apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an Eligible Voter's vote;
- (j) attempt to do any of the above.