



CORPORATION OF THE
TOWN OF HEARST

**2026 MUNICIPAL AND
SCHOOL BOARD
ELECTIONS**

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

Should you have any questions regarding the enclosed procedures,
please contact the Clerk's Office at 705-362-4341 (1001).

Revised | September 9, 2026

Contents

1. DEFINITIONS	3
2. APPLICATION OF PROCEDURES	4
3. ELECTION OFFICIALS	4
4. BALLOTS	4
5. VOTE COUNT TABULATORS	4
5.1 PROGRAMMING OF VOTE COUNT TABULATOR	5
5.2 TESTING OF VOTE COUNT TABULATOR.....	5
5.2.1 Testing Vote Count Tabulators (Diagnostic Testing)	5
5.2.2 Testing Memory Devices	5
5.2.3 Testing Ballots	5
5.2.4 Test Documentation.....	5
6. CANDIDATES/SCRUTINEERS	6
7. PROCEDURES AT THE VOTING PLACE	7
7.1 BALLOTS RETURNED (REJECTED) BY THE VOTE TABULATOR	8
7.2 PROCEDURES IN THE EVENT OF EQUIPMENT MALFUNCTION DURING THE VOTING PROCESS.....	10
7.3 PROCEDURES IN THE EVENT OF POWER FAILURE.....	11
8. PROCEDURES FOR ADVANCE VOTING	12
9. PROCEDURES FOR CLOSE OF VOTING ON VOTING DAY	13
9.1 PROCEDURES FOR CLOSE OF VOTING AT SUBSTATION POLLS.....	14
10. PROCEDURES IN THE EVENT OF TABULATOR FAILURE AT CLOSE OF POLL.....	14
11. RECOUNTS.....	14
DS200 OPEN PROCEDURES	16
DS200 CLOSE PROCEDURES.....	17
DS200 BALLOT SCANNER – HOW TO SHUT DOWN THE DS200 SCANNER DURING ADVANCE DATES – INSTRUCTIONS	18

1. DEFINITIONS

In these procedures,

“Act” means the *Municipal Elections Act, 1996, S.O. 1996, c. 32*, as amended;

“Auxiliary Compartment” means the front compartment of the ballot box in the tabulator and where electors’ ballots are temporarily stored in the event of a vote count tabulator fails to operate;

“Ballot-Marking Pen” means the designated black ballot-marking pen provided by an election official for the use by a voter to mark the ballot;

“Blank Ballot” means a ballot without votes in any of the specified voting spaces. A blank ballot card will be processed in the same manner as a cast ballot.

“Deputy Returning Officer (DRO)” means a person appointed under oath by the Clerk pursuant to subsection 15(1) of the Act who shall have such powers and perform such duties at a polling place as may be delegated in writing by the Clerk pursuant to subsection 15(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/Vote Tabulator Operator.

“Memory Drive” means a removable memory device that the vote count tabulator uses to store the scanner’s election definition, audit log, and other election-specific information.

“Secrecy Folder” means an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks on the ballot face, but does expose the initials of the DRO;

“Substation Poll” means a voting place where no vote tabulator is provided on-site during voting (Foyer des pionniers long-term care home and Notre-Dame Hospital), thus necessitating the reading of ballots using the vote count tabulator after the close of voting on Voting Day at Place des Arts.

“Valid Mark” means a mark made in the designated space to the right of the candidate’s name, using the ballot-marking pen provided by the Deputy Returning Officer; filling in the oval immediately to the right of the candidate’s name will be considered a valid mark;

“Vote Count Tabulator” means an apparatus that digitally scans a specified area on the ballots to read the votes and tabulate the results;

“Vote Tabulator Operator (VTO)” means a Deputy Returning Officer designated by the Clerk of the Town of Hearst to operate the vote count tabulator at the voting place.

2. APPLICATION OF PROCEDURES

These procedures apply to the municipal and school board elections conducted by the Town of Hearst for which the use of vote counting equipment has been authorized by By-law No. 11-2026 pursuant to section 42 of the *Municipal Elections Act, 1996*.

Any matter not provided for in this procedure shall be dealt with as far as practicable in accordance with the principles of the *Municipal Elections Act, 1996*.

The Clerk may make such minor revisions to the material referenced in this manual as may be necessary prior to the election, including the addition of any omitted administrative or procedural instructions.

3. ELECTION OFFICIALS

The Clerk may appoint election officials for the purposes of these procedures and may designate their titles and duties.

4. BALLOTS

A circular or oval shape will appear on the ballot to the right of each candidate's name for the marking of the ballot.

Instructions provided by the Deputy Returning Officer direct the elector to vote by completely filling in the blank space adjacent to the candidate(s) of their choice.

5. VOTE COUNT TABULATORS

Each voting place shall be equipped with a vote count tabulator, except for the Foyer des Pionniers and Notre-Dame Hospital substation polls.

The ballots from substation polls will be tabulated at Place des Arts after the close of voting, on Voting Day.

A backup (spare) vote count tabulator, tested in accordance with subsection 5.2 herein, shall be available at each voting place to ensure the continuity of voting in the event of an emergency or equipment malfunction.

5.1 PROGRAMMING OF VOTE COUNT TABULATOR

- The vote count tabulator shall be programmed so that a printed record of the number of votes cast for each candidate can be produced at the end of Voting Day.
- The vote count tabulator shall be programmed to alert the Vote Tabulator Operator when a ballot is over-voted, blank, or missing the initials of the Deputy Returning Officer. All other ballots that can be read by the vote count tabulator shall be accepted and tabulated without interruption.

5.2 TESTING OF VOTE COUNT TABULATOR

- 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.
- When testing the vote count tabulator, 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 vote count tabulator.
- There are several “testing” phases before the voting equipment is ready for use at the advance vote or for Voting Day.

5.2.1 Testing Vote Count Tabulators (Diagnostic Testing)

- This test will ensure that the battery charge, time settings, LCD display, system memory, printer, ports, and scanners are all functioning properly.

5.2.2 Testing Memory Devices

- This will test every memory device to ensure it is not defective and can only read acceptable ballot faces.

5.2.3 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 a predetermined number of every type of ballot used, and must contain blank ballots, over-voted, under-voted and properly completed ballots. The tabulation results must then be compared with the pre-audited results.
- If the Clerk identifies an error during testing, the cause of the error shall be determined and corrected, and the test repeated until the tabulation is error-free.

5.2.4 Test Documentation

- A complete record of all testing phases must be retained.

- In the event that the competency of the voting equipment is questioned, all printouts, reports, and test decks shall be retained to verify the actions taken.

6. CANDIDATES/SCRUTINEERS

- Candidates may appoint scrutineers, in writing, to represent them at the voting place.
- Scrutineers must show their written appointment to election officials upon request.
- The Deputy Returning Officer is responsible for the conduct of the voting place and no candidate or scrutineer has any right to interfere with the Deputy Returning Officer in the discharge of their duties.
- During the fifteen (15) minutes before the opening of the voting place, the scrutineers who are entitled to be present in a 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 to delay the timely opening of the voting place.
- A candidate may have one scrutineer at each ballot issuing location and each vote count tabulator at the voting place, save and except for the hospital/long-term care home substation polls, where only one scrutineer per candidate shall be permitted.
- Candidates who enter the voting place are considered to be scrutineers. The number of scrutineers who may be present must be reduced by one while the candidate who appointed them is present in the voting place. If the candidate's presence means the number of scrutineers that may be present will be exceeded, then one scrutineer must leave the voting place.
- Scrutineers may place their seal on the ballot box immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal. The seal may contain the scrutineer's initials to be identifiable to the candidate/scrutineer, but must not contain the candidate's name or imply campaign literature.
- Sitting at the tables provided for election officials is not permitted.
- Scrutineers must not attempt to directly or indirectly influence how an elector votes.
- Scrutineers are not allowed to enter a voting compartment while occupied by an elector, or to be in a position to see how the elector marks their ballots.
- Scrutineers shall not display any campaign material or literature in a voting location or on themselves.
- To protect the secrecy of the vote, scrutineers will not be able to examine the ballots or to object to ballots or to the counting of votes in a ballot as provided for in clauses 47(5)(e) and 47(5)(f) and subsection 54(3) of the Act, as the ballots are being fed into the vote count tabulator by the election official.

- Scrutineers may place their seal with their initials on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal.
- Scrutineers may place their seal with their initials on the ballot box after the counting of the votes on Voting Day when the Deputy Returning Officer seals the box, so that ballots cannot be deposited or withdrawn without breaking the seal.

7. PROCEDURES AT THE VOTING PLACE

- The dates, hours and locations for advanced voting shall be established by the Clerk and advertised to the public.
- On Voting Day, the Place des Arts voting place officially opens to receiving the public to vote at 9:00 a.m., and closes at 8:00 p.m.
- The Foyer des Pionniers and Notre-Dame Hospital substation polls shall operate during reduced hours on Voting Day, as determined by the Clerk.
- If a vote count tabulator is to be used in the voting place:
 - The Vote Tabulator Operator (VTO) or election official shall, in the presence of all scrutineers present, cause the vote count tabulator to print a copy of all totals in its memory before opening of the voting place confirming “0” totals;
 - If the totals are zero for all candidates, the VTO or election official shall ensure that the zero printout remains affixed to the vote count tabulator until the results are printed by the vote count tabulator after the close of the vote. The Deputy Returning Officer shall sign the zero results tape, and any scrutineer present may also sign the tape, if they so desire.
 - If the totals are not zero for all candidates, the VTO or election official shall immediately notify the Clerk and shall conduct the vote using the auxiliary back-up compartment of the ballot box until the vote count tabulator is made operational or the back-up vote count tabulator is placed into service, or until the Clerk makes such other arrangements as he/she deems expedient.
- As each elector arrives at the ballot issuing table, the Deputy Returning Officer (DRO) verifies the voter’s identity and confirms that the name of the person is entered on the voters’ list. If the elector’s name does not appear on the voters’ list, or if any information recorded on the list is inaccurate, the DRO shall complete the required application or revision process. Where the elector is entitled to vote, the DRO shall add the elector to the voters’ list or make the necessary correction to the voters’ list, and have the elector sign the EL15 form “Application to Amend Voters’ List”.
- The DRO shall, at the same time as the ballot is delivered, provide a secrecy folder to the voter and briefly explain the voting process.

- Upon receiving the ballot, the voter shall:
 - Proceed to the voting compartment; and
 - Using the ballot-marking pen provided, vote by filling in the oval to the right of the candidate(s) of their choice.

NOTE: Only one person is permitted in a voting compartment at any time, unless they are assisting a voter. **A SWORN DECLARATION IS REQUIRED BEFORE THEY CAN ASSIST THE ELECTOR.**

- After marking the ballot in the voting compartment, the voter shall:
 - Insert the ballot into the secrecy folder, with the Deputy Returning Officer's initials showing;
 - Leave the voting compartment without delay;
 - Deliver the secrecy folder containing the ballot to the VTO or election official.
- The VTO or election official shall, in the presence of the voter and without removing the ballot from the secrecy folder, verify the initials of the Deputy Returning Officer or other designated election official, and:
 - If a vote count tabulator is available in the voting place, insert the ballot facing down into the feed area of the vote count tabulator until the vote count tabulator draws the ballot from the secrecy folder, in full view of the voter. The public count display will increase incrementally with each voter; OR
 - If a vote count tabulator is not available in the voting place (substation polls), insert the ballot face down directly into the ballot box from the secrecy folder, in full view of the voter.
- A person whose ballot has been placed in the ballot box is deemed to have voted.

The voter **must** remain at the vote count tabulator until the ballot has been successfully processed by the tabulator.

7.1 BALLOTS RETURNED (REJECTED) BY THE VOTE TABULATOR

Rejected Ballot

At times, the tabulator might reject a ballot due to a general error or because it's unable to read the ballot. The VTO shall attempt to reinsert the ballot into the feed area in different orientations. If the issue keeps occurring, the VTO shall refer the voter to the issuing Deputy Returning Officer and the DRO shall write "defective" on the back of the ballot, place it in the "cancelled" ballot envelope, and deliver another ballot to the voter, all while maintaining the secrecy of the vote. The replacement ballot will then be re-inserted into the ballot feed of the vote count tabulator.

Ballot Missing DRO Initials

If the vote count tabulator alerts the Vote Tabulator Operator that a ballot is missing the initials of the Deputy Returning Officer, the VTO shall return the ballot to the elector in the secrecy folder and direct the elector to the issuing Deputy Returning Officer. The DRO shall initial the ballot in the designated area, while maintaining the secrecy of the vote, and the elector shall return the ballot to the VTO for processing.

Over-Voted Ballot

If the vote count tabulator alerts the Vote Tabulator Operator that a ballot is over-voted, the VTO shall advise the elector that the ballot has been marked for more candidates than permitted for one or more offices.

The VTO shall ask whether the elector wishes to cast the ballot as marked or receive a replacement ballot. If the elector chooses to cast the ballot as marked, the VTO shall follow the tabulator prompt to accept the ballot. The over-voted race will not be counted, but any other races properly marked on the ballot will be counted.

If the elector wishes to receive a replacement ballot, the VTO shall return the ballot to the elector in the secrecy folder and direct the elector to the issuing Deputy Returning Officer. The DRO shall mark the original ballot as cancelled, place it in the appropriate “cancelled” ballot envelope, and issue a replacement ballot to the elector.

Blank Ballots

If the vote count tabulator alerts the Vote Tabulator Operator that a ballot appears to be blank, the VTO shall advise the elector that the tabulator has not detected any votes on the ballot.

The VTO shall ask whether the elector wishes to cast the ballot as blank or return to the voting compartment to complete or correct the ballot. If the elector wishes to cast the ballot as blank, the VTO shall follow the tabulator prompt to accept the blank ballot. Once accepted, the elector is deemed to have voted and is not entitled to receive another ballot.

If the elector wishes to complete or correct the ballot, the VTO shall return the ballot to the elector in the secrecy folder and direct the elector to the voting compartment. If the ballot is again read as blank after being reinserted, the elector may choose to cast the ballot as blank or request a replacement ballot through the issuing Deputy Returning Officer.

Substation Ballots

Where ballots cast at a substation poll (Foyer des Pionniers and Notre-Dame Hospital) are read by the vote count tabulator after the close of voting on Voting Day (when voters are no longer present), the Deputy Returning Officer or designated election official shall address any returned/rejected ballot in accordance with the following procedures, while maintaining the secrecy of the vote and in full view of any candidates or scrutineers present.

If the vote count tabulator rejects a ballot because it cannot be read, the DRO or designated election official shall attempt to reinsert the ballot into the feed area in different orientations. If the ballot continues to be rejected, the ballot shall be marked “defective” on the back and a replacement ballot shall be prepared bearing the same marks contained in the designated voting spaces on the defective ballot. The replacement ballot shall be clearly marked “replacement” and assigned a serial number, which shall also be recorded on the defective ballot. The defective ballot shall be placed in the “cancelled” ballot envelope and the replacement ballot shall be fed **into the vote count tabulator**. If the vote count tabulator alerts that a substitution ballot is over-voted, the ballot shall be accepted as marked where permitted by the tabulator. The over-voted race shall not be counted, but any other races properly marked on the ballot shall be counted.

If the vote count tabulator alerts that a substitution ballot appears to be blank, the ballot shall be accepted as a blank ballot where permitted by the tabulator.

If the vote count tabulator alerts that a substitution ballot is missing the initials of the Deputy Returning Officer, the ballot shall be referred to the Clerk or Deputy Returning Officer for review. Where it can be confirmed that the ballot was properly issued at the substitution poll, the ballot may be initialled in the designated area, while maintaining the secrecy of the vote, and then processed by the vote count tabulator. Where confirmation cannot be made, the matter shall be documented and dealt with as directed by the Clerk.

Any irregularity or issue arising from the processing of substitution ballots shall be recorded by the DRO or designated election official on the appropriate election record.

Processing Ballots from Auxiliary Compartment

Where a vote count tabulator problem occurred during advance voting or on Voting Day and it becomes necessary to process ballots from the auxiliary compartment after the close of voting on Voting Day (when voters are no longer present), the Deputy Returning Officer or designated election official shall address any returned/rejected ballot in accordance with the procedures outlined above for Substitution Ballots, while maintaining the secrecy of the vote and in full view of any candidates or scrutineers present.

7.2 PROCEDURES IN THE EVENT OF EQUIPMENT MALFUNCTION DURING THE VOTING PROCESS

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

The following steps shall be performed by the Deputy Returning Officer or designated election official in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities:

- Remove the memory device from the malfunctioning vote count tabulator.
- Turn on the replacement vote count tabulator and proceed to print the configuration report. The report tape shall be signed and attached to the vote count tabulator.
- Insert the flash drive into the replacement vote count tabulator.

- Verify that the public count agrees with the last known public count from the malfunctioning tabulator.
- Press the DON'T CLOSE KEEP VOTING button on the tabulator touch screen which will then bring up the blue welcome screen.
- The existing ballot box shall continue to be used to accept ballots that are to be fed through the replacement vote count tabulator for the remainder of the day.

At no time shall an elector be prevented from casting their ballot. Until the vote count tabulator has been properly replaced, ballots shall be manually inserted into the auxiliary compartment of the ballot box. Once the back-up vote count tabulator is in service, ballots shall again be inserted into the feed area of the tabulator. After the close of voting, the ballots from the auxiliary compartment shall be retrieved and fed through the vote count tabulator.

In the event that a memory device malfunctions after it has been used to open and tabulate ballots, the Deputy Returning Officer or designated election official shall immediately contact the Clerk's Office. Once a replacement memory device has been provided, the DRO or designated election official shall:

- Verify that the vote count tabulator and replacement memory device are operational, seal the ballot box containing any ballots which were previously processed or inserted into the auxiliary compartment during the "equipment swap" and set it aside in a secure location until the close of the poll.

A new, empty ballot box is then used to accept ballots that are to be fed through the vote count tabulator with the new memory device for the remainder of the day.

The Deputy Returning Officer or designated election official shall turn on the vote count tabulator and proceed to print, verify and sign the zero totals report, as was done prior to the opening of the poll.

After the close of voting, the ballots from the original ballot box and the auxiliary compartment (if any), shall be retrieved and fed through the vote count tabulator.

7.3 PROCEDURES IN THE EVENT OF POWER FAILURE

- If power fails, the VTO shall immediately turn off the vote count tabulator and begin manually feeding the ballots into the auxiliary compartment of the ballot box;
- When power returns, the VTO shall revert back to feeding the ballots through the vote count tabulator and shall leave the ballots in the auxiliary compartment. After 8:00 p.m., when the polls close, the VTO or designated election official shall read the ballots in the auxiliary compartment using the vote count tabulator.
- If power has not returned by 8:00 p.m., at the close of the polls, the VTO or designated election official shall turn the vote count tabulator on and utilize the battery power to read all ballots in the auxiliary compartment and run the results tape.

Note: The tabulator can function for up to 6 hours on its backup battery. The above procedures will, in the event of a lengthy power failure, ensure there is sufficient battery charge to permit the tabulation of results after 8:00 p.m. at the close of the polls.

8. PROCEDURES FOR ADVANCE VOTING

Each advance poll shall be treated individually for vote-counting purposes, with each advance poll using its own memory stick. The Clerk shall ensure the secure storage and safekeeping of the vote count tabulator, ballot boxes, and memory sticks until the tally of the votes on Voting Day.

The total of the votes at an advance poll shall not be printed and the procedures under Section 9 shall not be followed until after 8:00 p.m. on Voting Day.

After the close of each day of advance voting, the DRO or designated election official shall check the auxiliary compartment of the ballot box to ensure all ballots have been processed, and shall immediately proceed as follows:

- Record the number of ballots cast as displayed on the vote count tabulator screen (Public Count), then proceed with the vote count tabulator shut down as per the “**How to Shut Down the DS200 Scanner During Advance Dates - Instructions**” attached herewith;
- Complete the Statement of Ballot Account of the number of:
 - Ballots received from the Clerk;
 - Ballots counted by the vote count tabulator;
 - Cancelled ballots; and
 - Unused ballots;
 - Seal the ballot box;
 - Keep the vote count tabulator, sealed ballot box, and memory stick at Town Hall, where the Clerk will provide for their secure storage in the vault.

At least one hour before the opening of the next advance poll, the DRO shall obtain the vote count tabulator from its secure storage and shall proceed with the next advance voting.

At the completion of the final advance poll, the Clerk shall, after closing the poll, store the vote count tabulator in the Town Hall vault, where it shall remain until Voting Day.

On Voting Day, the Clerk shall retrieve the sealed advance vote ballot boxes and memory cards from the Town Hall vault and bring them to the Place des Arts voting place to print the advance vote reports once voting has ended.

A scrutineer or candidate may be present for the printing of the advance poll results.

9. PROCEDURES FOR CLOSE OF VOTING ON VOTING DAY

Voting closes at 8:00 p.m. on Voting Day. Only the electors remaining in the voting place at 8:00 p.m. may continue to cast their ballots. The interior doors to the voting place shall be secured and entrance restricted to election staff and those candidates and/or scrutineers authorized to remain in the voting place at the close.

At the close of voting on Voting Day, each Deputy Returning Officer shall complete a Statement of Ballot Account of the number of:

- Ballots received from the Clerk;
- Total ballots remitted;
- Cancelled ballots; and
- Unused ballots.

The DRO or designated election official shall, immediately after the close of the voting:

- Check the auxiliary compartment of the ballot box and ensure that all ballots are processed.
- Look at the public display count on the vote count tabulator and write down the number of ballots processed through the unit. The number shall be recorded on the statement of results;
- Proceed with the closing of the vote count tabulator in accordance with the instructions provided in the **“DS200 Close Procedures”** attached hereto;
- Obtain a printed report of the votes given for each candidate;
- Sign the certificate portion of the printed report along with any candidates or scrutineers who are present and wish to sign;
- Remove the printed report from the vote count tabulator and deliver the original report complete with the signed zero total report to the Clerk;
- Print the results report for each advance vote separately, using the memory device assigned to that advance vote. Sign the certificate portion of the printed report along with any candidates or scrutineers who are present and wish to sign. Remove the printed report from the vote count tabulator and deliver the original report to the Clerk;
- Using the memory device assigned to the substation poll, feed all ballots received from the substation poll into the vote count tabulator and print the corresponding results report. Sign the certificate portion of the printed report along with any candidates or scrutineers who are present and wish to sign. Remove the printed report from the vote count tabulator and deliver the original report to the Clerk;
- The Clerk shall place all printed reports, including the advance vote and substation poll results, in the statement of results envelope;
- Place a duplicate copy of the statement of results in each applicable ballot box, and ensure that all ballots counted by the vote count tabulator remain inside the tabulator ballot box;
- Seal the tabulator ballot boxes to ensure the boxes cannot be re-opened without breaking the seal; and
- Store the tabulator ballot boxes inside the Town Hall vault.

9.1 PROCEDURES FOR CLOSE OF VOTING AT SUBSTATION POLLS

Voting at the Notre-Dame Hospital and Foyer des Pionniers substation polls shall take place on Voting Day without a vote count tabulator. The Deputy Returning Officer shall, immediately after the close of voting or early voting, as the case may be, seal the ballot box in such a manner that it cannot be opened, or any ballots be deposited in it without breaking the seal.

The sealed ballot box shall be conveyed to the Place des Arts voting place, and all votes cast shall be read at the close of Voting Day by means of the vote count tabulator, in accordance with the above procedures.

10. PROCEDURES IN THE EVENT OF TABULATOR FAILURE AT CLOSE OF POLL

If a vote count tabulator has been used to tabulate votes cast in a voting place but the tabulation of the votes cannot be completed because the vote count tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Deputy Returning Officer or designated election official shall, after the close of the voting and after determining the tabulation cannot be completed:

- Seal the ballot box in such a manner that it cannot be opened, or any ballots be deposited in it without breaking the seal;
- Secure the vote count tabulator against receiving any more ballots by placing a seal over the ballot intake slot;
- Sign the seals and permit any candidate or scrutineer present to sign the seals also;
- The DRO shall advise the Clerk the vote count tabulator cannot count the votes and seek any further instructions;
- The Clerk may elect to proceed to a manual count if equipment failure persists beyond a reasonable time.
- The Clerk shall, at the completion of the count, retain the programs, memory devices, test materials and ballots in the same manner as is provided for in the Act for the keeping of election records.

11. RECOUNTS

Recounts are subject to the provisions of the *Municipal Elections Act, 1996*. If a recount of votes is held, the votes shall be counted in the same manner as the votes were counted on Voting Day.

A vote count tabulator shall be tested before a recount, in the manner described in subsection 5.2 herein.

The Clerk shall develop practices and procedure for the recount and subject to an Order under subsection 60(3) of the Act, the Clerk may provide therein for any matter that in her/his opinion is necessary or desirable for conducting the recount. A copy of the recount procedures shall be provided to each candidate affected by the recount in advance of the recount.

The Clerk shall attend the recount and bring the supply carriers, ballot transfer containers, vote count tabulators, statement of results envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.

If a vote count tabulator is used for a recount, the recount is limited to the ballots tabulated by a vote count tabulator during the advance voting and on Voting Day.

Subject to an order of a Judge under subsection 60(3) of the *Municipal Elections Act*, if a vote count tabulator is used for a recount, those persons referred to in paragraph 2, 3 or 4 of Subsection 61(1) will be unable to examine the ballots or to dispute the validity of a ballot or the counting of votes in a ballot as provided for in subsection 61(5) of the Act, as the ballots are being fed into the vote count tabulators by the election officials.

DS200 OPEN PROCEDURES

DS200 Open Procedures



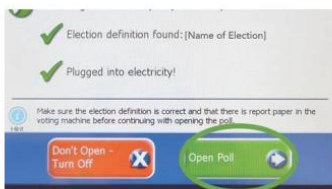
Before starting the DS200 Open Procedures be sure you have the barrel key and the ballot box.



1. Plug the DS200 power cord into an AC outlet.

2. Verify that the auxiliary and main ballot compartments are empty before folding the cardboard box lid closed.

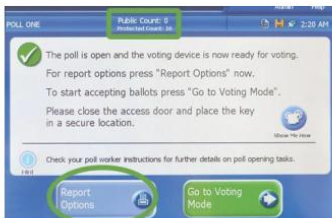
3. Unlock the front, flip up the DS200 screen, and the DS200 will automatically power up.
(If the DS200 does not automatically power up, close the lid, ensure the unit is plugged in again and re-lift the lid. If the unit still does not power up, remove security seal and unlock the access door on the front left, and press the Power button) **ENTER THE ELECTION CODE – Election1**



4. The Configuration Report will automatically print. Make sure the screen shows

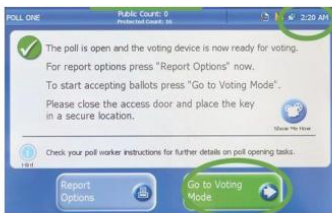
a green check mark before “Election definition found” and “Plugged into electricity.” Then press **Open Poll**.

(If the Election Definition shows not found and doesn't have a green check — remove security seal and unlock the access door and make sure the Election Definition media stick is pushed in all the way. Then lock the access door and reseal with a NEW security seal.)



5. The Status and Zero Totals reports will automatically print — if you have any issues with these reports not printing, be sure to press **Report Options** to print these reports.

(Follow your jurisdiction's procedures for handling the zero tape.)



6. Ensure that the Public Count is zero on the screen of the DS200. If it is not, call Election Central for assistance. Make sure the date, time, election and poll names are accurate.

Press **Go to Voting Mode**.



The DS200 is now ready for live voting!

****DISCLAIMER:** These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

DS200 CLOSE PROCEDURES

DS200 Close Procedures



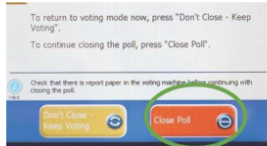
Close your polling place for voting at the assigned time, and then prepare the results for processing. Report printing and processing vote totals from the DS200's media stick are only possible after you properly close the polls.

If applicable, check the auxiliary ballot compartment for uncounted ballots, and follow your jurisdiction's rules accordingly.

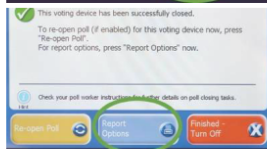


1. To officially close the polls, remove security seal and unlock the access door, press and hold down the **Close Poll** button.

The Close Poll button will turn red and then turn off.

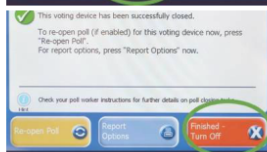


2. This screen will appear to confirm you are ready to close the poll — press **Close Poll**.



3. Depending on how your election definition was set up, the DS200 may automatically print one or more reports.

*If you need to print additional reports, press **Report Options**.*



4. Press **Finished - Turned Off** to shut down the DS200.



5. Remove the Election Definition media stick after the power button is no longer lit. Shutdown is complete.

Removing the media stick before shutdown is complete could damage the equipment.



6. Close and lock the access door and DS200. Unplug and return the power cord, close the back door and close/lock the screen and lid. Following your jurisdiction's procedures, take the Election Definition media stick and any printed reports to Election Central.



That's it! You're all done!

****DISCLAIMER:** These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

DS200 BALLOT SCANNER – HOW TO SHUT DOWN THE DS200 SCANNER DURING ADVANCE DATES – INSTRUCTIONS



DS200 Ballot Scanner

HOW TO SHUT DOWN THE DS200 SCANNER DURING ADVANCE DATES- INSTRUCTIONS

Election Systems and Software Canada ULC
<http://www.essvote.com>

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DS200

End of Advance Voting Day

- ☐ 1. Check the ballot box's Auxiliary Ballot Storage Bin for uncounted ballots. Follow your jurisdictional procedures for processing uncounted ballots. This could include scanning through the DS200 or proceeding with the close process without scanning through the DS200.

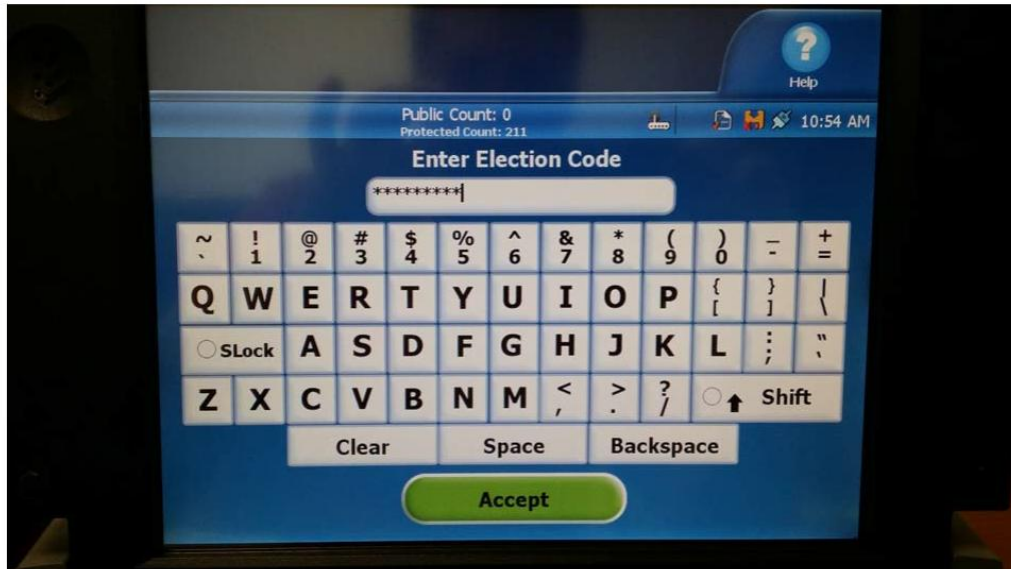
Shutting down the Advance Polls

- ☐ 1. Record the number of ballots cast (PUBLIC COUNT) on the DS200 screen.
- ☐ 2. Press the TOOLS icon in the upper right corner of the DS200 screen.

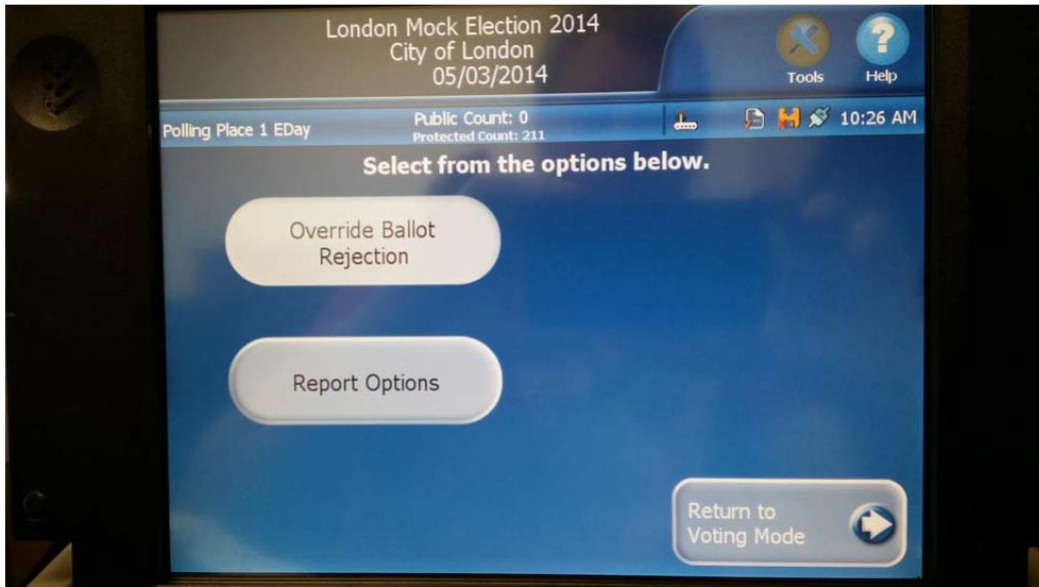


- ☐ 3. Enter the Election Code (code will only be given to Election Officials).

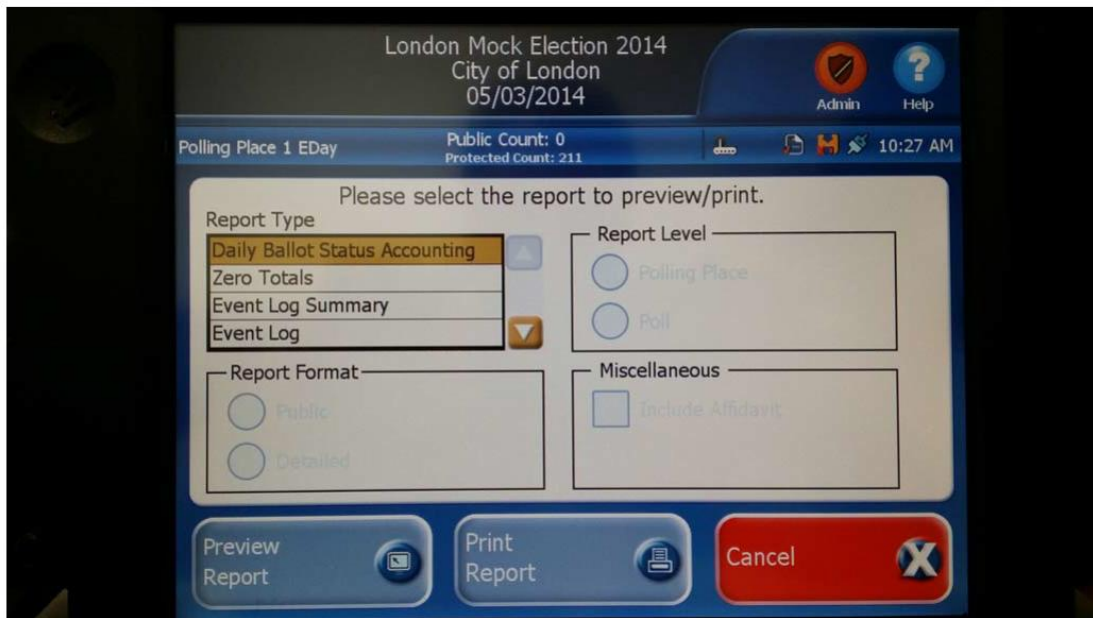
Example code – Election1 (codes are case sensitive)



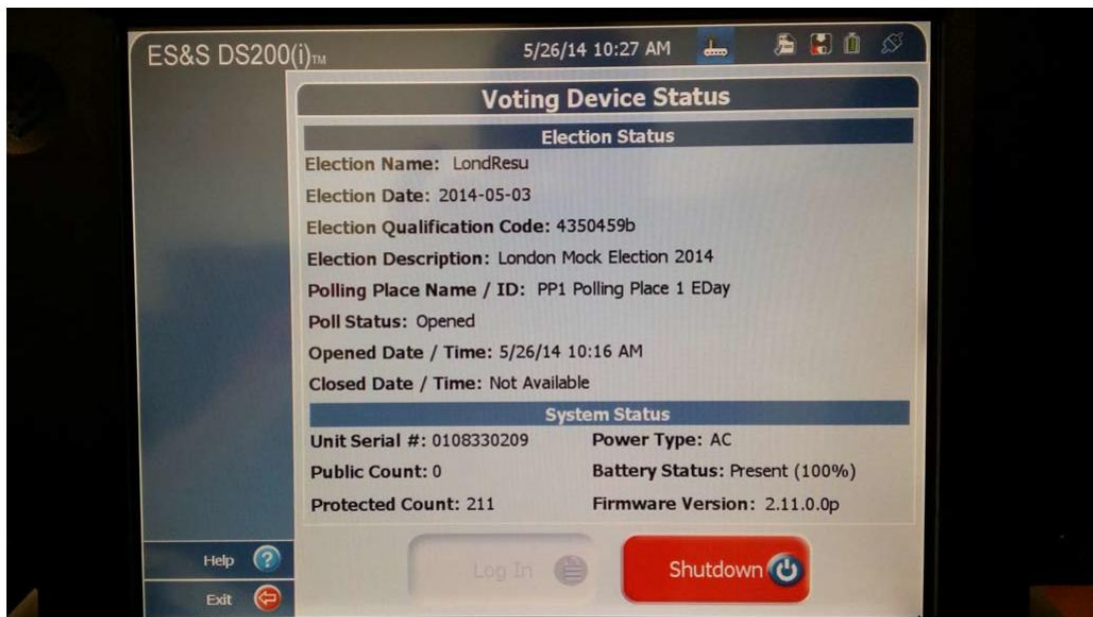
- 4. Press the REPORT OPTIONS button on the screen



- ❑ 5. Press the ADMIN icon in the upper right corner of the DS200 screen.



- ❑ 6. Press the red SHUTDOWN button on the screen



The DS200 will take approximately 1 minute to fully shutdown

- ☐ 7. Once complete, shut and lock the DS200 screen.



- ☐ 8. On both the Cardboard ballot boxes and the Plastic Ballot boxes - Pull the scanner forward about 4 – 5 inches and disconnect the power cord from the back of the terminal. You will need to lift the front of the DS200 up before sliding forward if you are using the Cardboard boxes.
- ☐ 9. Slide the scanner forward until it clears the mounting rails or cardboard walls and remove the scanner from the ballot box. Place the scanner in the carrying case.

Last, but Most Importantly

- ☐ 10. Follow the procedures established by your jurisdiction election staff to transport all required ballots, equipment and supplies, etc... to the designated location.

SPECIAL NOTE – Ensure that the scanner is plugged into power prior to its next startup. If it is not plugged in first, the scanner will not automatically power on when you unlock and lift the screen.