



Traditional Paper Ballot Voting and DS200 Tabulator Operations

**Township of Ramara
2026 Municipal and School Board Election
Policy & Procedure**

Prepared by: Department of Corporate Services

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1. DEFINITIONS

In this procedure,

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

“Advance Vote” means the in-person voting opportunities available prior to Voting Day when eligible electors may vote by paper ballot in the election.

“Ballot Box” means the cardboard box on which the tabulator is placed and in which voters’ completed ballots are stored. The ballot box is a sealed unit that ensures ballots are safely stored once they are cast to prevent tampering during the election.

“Ballot Marking Pen” means the designated black ballot marking pen provided by an Election Official for the use of a voter to mark a ballot.

“Blank Ballot” is a composite ballot with no valid marks, or is marked such that the mark is insufficient in size or darkness to determine a voter’s intent.

“Cancelled Ballot” means a ballot that has been returned to the Election Official by the voter for replacement with a new ballot.

“Clerk” means the Clerk of the Corporation of the Township of Ramara.

“Declined Ballot” means a ballot that is returned to the Election Official by the voter because the voter has decided not to cast a ballot. A Declined Ballot is not processed by the tabulator.

“Election Official” means a person designated by the Clerk to perform certain election functions.

“Headquarter Location” means the Township of Ramara Administration Centre.

“Scrutineer” means a person appointed by a certified candidate to represent them during voting and at the counting of votes, including a recount. A candidate may also act as a scrutineer at a voting location.

“Secrecy Folder” means a paper folder in which a ballot can be placed to conceal the names of the candidates and the marks upon the face of the ballot and to expose the initials of the Election Official;

“USB Memory Drive” means a memory card that is inserted and removed in order to collect and store tabulated totals.

“Used Ballot” means a ballot that has been received from a voter and deposited in the valid box.

“Valid Mark” means a mark made in the designated space to the right of the candidate’s name using the black ballot-marking pen provided by the Election Official. The most common mark used for this type of equipment requires the voter to fill in a space provided to the right of the candidate’s name.

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

“Voting Location” means the Ramara Administration Centre (2297 ON-12, Brechin, ON, L0K 1B0) and Ramara Centre (5482 ON-12, Orillia, ON, L3V 0L7), or other voting place that may be determined by the clerk.

“Voting Screen” means the screened area provided for the privacy of the voter to mark the ballot.

“Zero Printout” means a printed report of the totals in the tabulator, which is printed at the opening of the voting location and confirms zero totals for all candidates.

2. PURPOSE

This procedure applies to the In-person Paper Ballot Voting of the Township of Ramara 2026 Municipal and School Board Election that will take place on October 10, 15, and 17, 2026, and the tabulating that will take place on Voting Day, being October 26, 2026, after 8 p.m.

Township of Ramara Bylaw 2025.52, passed under section 42(1) of the *Municipal Elections Act*, 1996 (MEA), authorizes the use of Optical Scanning Vote Tabulators during the 2026 Township of Ramara Municipal and School Board Election for the purposes of counting votes and voting. In accordance with section 42(3) and (4) of the MEA, this document defines the procedure for the use of voting and vote-counting equipment during the 2026 Township of Ramara Municipal and School Board Election as established by the Clerk of the Township of Ramara.

Where this procedure does not provide for any matter, the matter shall be addressed in accordance with the principles of the MEA. These principles are generally recognized as being:

- (i) the secrecy and confidentiality of the voting process is paramount;
- (ii) the election shall be fair and non-biased;
- (iii) the election shall be accessible to the voters;
- (iv) the integrity of the process shall be maintained throughout the election;
- (v) certainty that the results of the election reflect the votes cast; and,

(vi) voters and candidates shall be treated fairly and consistently.

The definitions and procedures provided in this document apply to the Municipal and School Board Election Vote Counting to be held on October 26, 2026, as well as the advance voting opportunities, that will take place at the following dates, times and locations:

- Saturday, October 10, 2026, from 10 a.m. to 3 p.m. at the Ramara Administration Centre (2297 ON-12, Brechin)
- Thursday, October 15, 2026, from 4 p.m. to 8 p.m. at the Ramara Centre (5482 Highway 12, Ramara)
- Saturday, October 17, 2026, from 10 a.m. to 3 p.m. at the Ramara Centre (5482 Highway 12, Ramara)

There will be no proxy voting.

This procedure applies to the Returning Officer and any Election Official appointed by the Returning Officer, as well as all candidates, scrutineers, and eligible voters.

These procedures shall be updated as required at the Clerk's discretion and will distribute notice of amendment(s) as applicable.

These procedures are subject to change without notice in case of an emergency as prescribed in Section 53 of the MEA.

3. ELECTION OFFICIALS

The Clerk may appoint Election Officials for the purposes of undertaking this procedure and may designate the Clerk's power and duties and establish their title and duties. Such appointments shall be in writing. The Clerk may continue to exercise the delegated power and duties, despite the delegation. Upon appointment, all Election Officials shall be required to take an Oath of Office in accordance with the general principles of the MEA.

4. BALLOTS

Composite ballots shall be used for the election, which shall include all eligible offices by ward distinguished by school support type. Five ballot types per ward shall be utilized consisting of English-Public, French-Public, English-Separate, French-Separate, and Non-Resident.

5. TABULATORS

The Township of Ramara shall use the DS200 vote tabulator for the 2026 Municipal and School Board Elections.

The Clerk shall provide a tabulator at each of the Advance Votes. In-person paper ballot voting is not available on Voting Day (October 26, 2026).

At the voting location on the Advance Vote days, the voter makes their selections by filling in the voting targets next to their choices. The ballot is inserted into the tabulator, which performs the following functions:

- Scans the ballot.
- Interprets the digital image of the ballot and appends to the bottom of the image a record of how that ballot was counted.
- Redundantly stores and tallies results.
- Prints cumulative totals of all votes cast after the voting locations have been closed.

5.1 PROGRAMMING OF TABULATORS

- (a) The vote tabulators shall be programmed so that a printed record of the number of votes cast for each candidate can be produced.
- (b) The vote tabulators shall be programmed so that the following ballots are returned to the operator:
 - i. Ballot that could not be read
 - ii. Over-voted ballot
 - iii. Blank ballot

5.2 TESTING/DEMONSTRATION OF TABULATORS

- (a) Prior to the first Advance Vote day, the Clerk shall test the vote tabulators to ensure they will accurately count the votes cast for all candidates. 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 vote tabulators.
- (b) Candidates and their scrutineers may attend a demonstration of the vote tabulators. The Clerk shall give adequate notice of the date, time, and location of the demonstration.

5.3 SET-UP OF TABULATORS

(a) At each Advance Vote Day, set-up of the Vote Tabulator shall be as follows:

- i. The designated Election Official shall set up the Vote Tabulator Stand and position it in accordance with the layout diagram provided and show other Election Officials, and any Scrutineers present that the Vote Tabulator Stand is indeed empty.
- ii. In full view of Election Officials and any Candidates and/or Scrutineers present, cut the tie on the Vote Tabulator carrying bag using the scissors provided and remove the unit.
- iii. Gently place the Vote Tabulator on top of the Vote Tabulator Stand and ensure that it is properly situated, flush to the back of the Stand.
- iv. The AC cord is to be plugged into the back of the machine, fed through the hole near the back right of the ballot stand, and plugged into a nearby power outlet.

SURPLUS POWER CORD SHOULD BE TAPED TO THE SIDE OF THE VOTE TABULATOR STAND TO AVOID PROBLEMS WITH IT GETTING “BUNCHED UP” BEHIND THE VOTE TABULATOR AND TO PREVENT A TRIPPING HAZARD. THIS IS VERY IMPORTANT!

DS200 VOTE TABULATOR



5.4 PRODUCTION OF ZERO TOTALS REPORT

Note: Images are provided as examples only.

(a) Approximately 15 minutes before the opening of the Voting Location, a designated Election Official will perform the following actions to produce a Zero Totals Report:

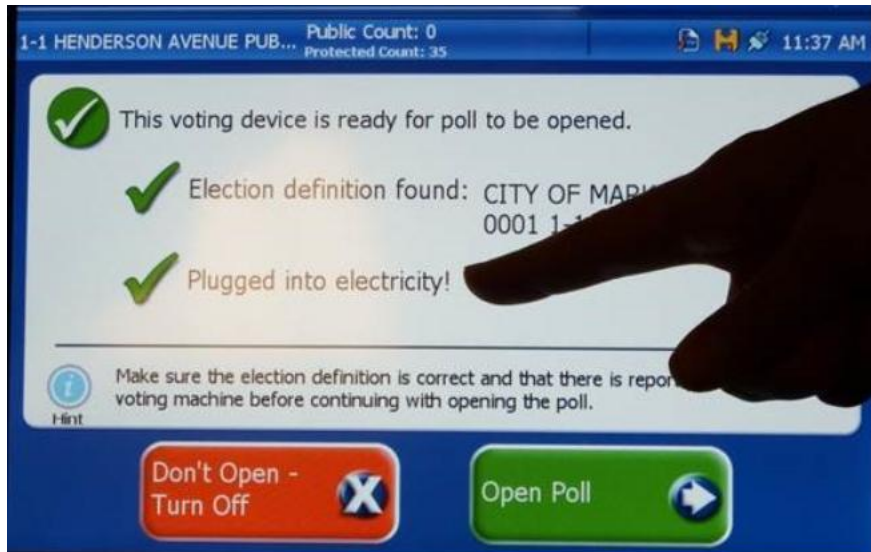
STEP 1 - Unlock the DS200 lid/LCD screen with key provided and open lid.



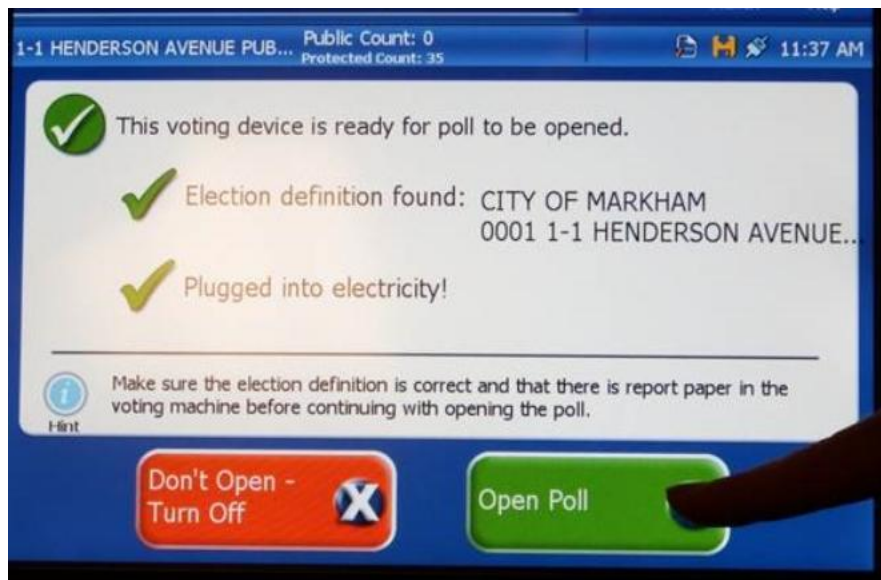
STEP 2 - Once the diagnostic process is completed, a diagnostics tape is printed. The Election Official will enter the security code and press "Accept."



STEP 3 – The Election Official will verify that the information on the screen is correct and that there is a checkmark beside “Plugged into Electricity.”



STEP 4 – Once verified, the Election Official will push “Open Poll” on the screen.



STEP 5 – The Election Official will ensure that the Zero “0” Totals Report tape will print automatically



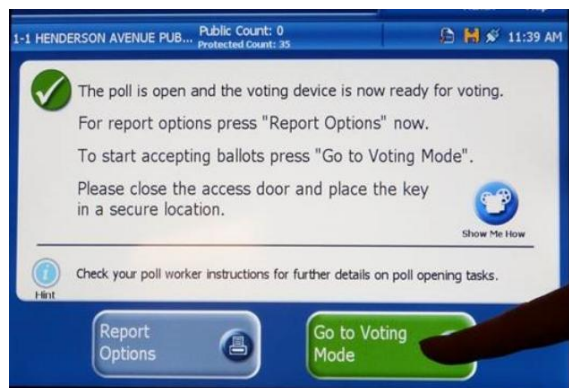
STEP 6 – If the Zero Totals Report does not print automatically, the Election Official will contact the vendor for support immediately and will not remove the Zero Totals Report from the machine.

STEP 7 – The Election Official will verify that the time, date, and Voting Place name are accurate and sign beneath the zero “0” totals.

STEP 8 – Any other Election Officials, Candidates, and/or Scrutineers in the voting location at the time of the Zero Total Report may sign underneath the signature if they wish to do so. (Zero Totals Report remains outside the Vote Tabulator).

STEP 9 – The Election Official will remove the key and place it around their neck until the close of the voting. If an emergency forces them to leave the premises, remember to give the key to the Deputy Returning Officer or designate.

STEP 10 – The Election Official will push “Go to Voting Mode” on screen to activate the tabulator to receive ballots.



THE VOTE TABULATOR IS NOW READY TO ACCEPT BALLOTS.

5.5 ELECTION OFFICIALS' INITIALS

- (a) Before the opening of a Voting Place, each Election Official will show the designated Tabulator Operator their initials.
- (b) Initials must be in the box for the tabulator to receive the ballot.

THE TABULATOR OPERATOR IS REQUIRED TO VERIFY THAT EACH BALLOT HAS THE ELECTION OFFICIAL INITIALS PRIOR TO INSERTING BALLOTS INTO THE VOTE TABULATOR.

5.6 OPENING OF THE VOTING PLACE

The Deputy Returning Officer will declare the Voting Place open at the designated start time, determined by each Advance Vote date.

THE TABULATOR IS NOW READY TO RECEIVE COMPLETED BALLOTS FROM VOTERS AND PROCESS THEM.

6. VOTING PROCEDURES

6.1 PROCEDURES IN NORMAL CIRCUMSTANCES

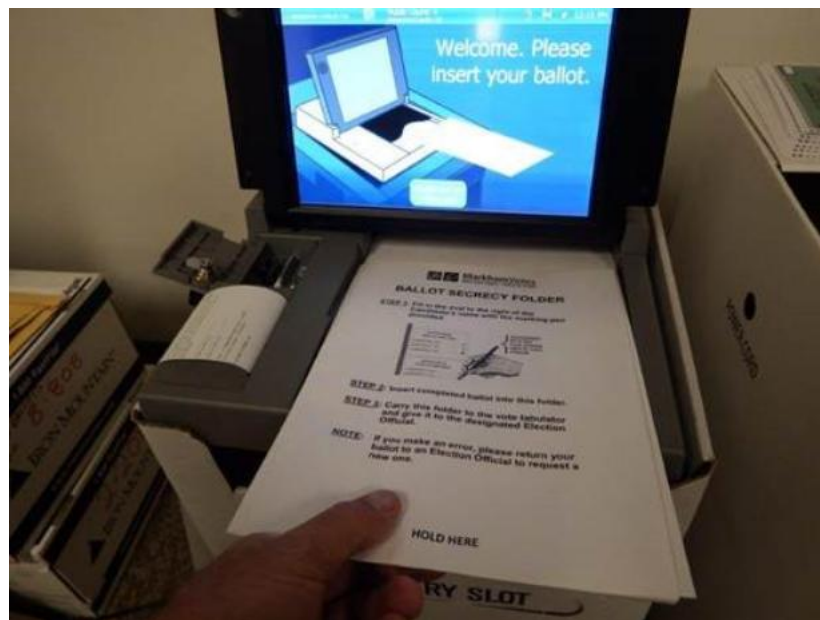
- (a) As a voter arrives at an Election Official's table, the Election Official will verify the voters' identity and verify that the name of the person is on the Voters' List.
- (b) The Election Official will provide each qualified voter with the appropriate ballot and briefly explains the voting process.
- (c) If the voter is not on the Voters' List, the Election Official will take the elector through the process to add them to the Voters' List prior to receiving a ballot.
- (d) The voter will take their ballot to a Voting Screen and mark their ballot.
- (e) After the voter has finished marking their ballot, they will deliver it to the designated Tabulator Operator inside a secrecy folder along with the ballot marking pen.
- (f) As each voter arrives at the Vote Tabulator, the Tabulator Operator will take the following steps:
 - i. Ask the voter to remain beside them until the Vote Tabulator has successfully accepted the ballot.

IT IS VERY IMPORTANT THAT VOTERS DO NOT LEAVE THE VOTE TABULATOR AREA UNTIL THEIR BALLOT IS FULLY PROCESSED.

- ii. Receive the secrecy folder containing the marked ballot in such a way that the Election Official's initials are displayed (at the top right-hand corner of the ballot outside the secrecy folder).
- iii. Verify the Election Official's initials on the ballot.



- iv. In full view of the voter, turn the secrecy folder over (Election Official's initials facing down) and position the completed ballot within the Ballot Entry Slot.



- v. Holding the bottom corners of the secrecy folder, gently insert the secrecy folder forward into the Ballot Entry Slot until the ballot is received by the Vote Tabulator.

- vi. The Vote Tabulator will “catch” the ballot and automatically feed it through; the Vote Tabulator display will reflect that a ballot has been inserted into the Tabulator Stand/Ballot Box Container.
- vii. It is important that the Tabulator Operator does not push too hard – the ballot may not catch in the feeder, and a message “NO DATA FOUND – Please re-insert ballot” will appear. If this occurs, the Tabulator Operator will gently reinsert the ballot (still covered by the secrecy folder).
- viii. The tabulator will display the current number of voters, increased by one (1) as each ballot is inserted.
- ix. The Tabulator Operator will set aside the secrecy folder and the ballot marking pen in the basket provided and return them to the Election Officials as time permits
- x. The Tabulator Operator will thank the voter. The voter should promptly leave the Voting Place. A person whose ballot has been placed through the Vote Tabulator is deemed to have voted. They are not entitled to receive another ballot.

6.2 PROCEDURES IN EXTRAORDINARY CIRCUMSTANCES

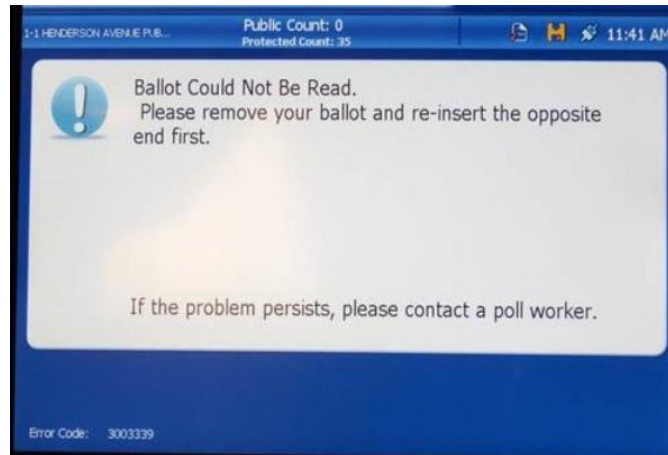
6.2.1 PERSON TAKING BALLOT FROM VOTING PLACE

- (a) Any person who has received a ballot from an Election Official *must not* take it out of the Voting Place. **A person who receives a ballot and leaves the Voting Place without returning it to the Tabulator Officer, forfeits their right to vote.** Should this occur, the issuing Election Official enters the words “forfeited vote” opposite the person’s name in the Voters’ List in the Comments column.

6.2.2 BALLOTS RETURNED (REJECTED) BY THE VOTE TABULATOR

(a) “BALLOT COULD NOT BE READ, PLEASE REMOVE BALLOT, PRESS OK AND RE-INSERT”

If this error message appears, it means the ballot cannot be processed due to an interruption of the timing marks due to a pen mark, smudge, tear, etc. If this occurs, the Tabulator Operator is to follow one of the processes below:



- i. **IF THE VOTER IS STILL PRESENT**, the Tabulator Operator will turn the ballot over (while inside the secrecy folder – the Election Official’s initials facing upwards) and attempt to re-process it.

If the same error is received, the Tabulator Operator will inform the voter that the ballot is unreadable due to a mark, smudge or tear and will ask the voter to go back behind the voting screen and fill in all circles next to the candidate names to ensure that no one can tell how they intended to vote.

The voter will then return the ballot to the Tabulator Operator, who will write **“Cancelled”** on the back and direct the voter to the Election Official who issued the original Ballot to have another ballot issued. The Election Official will place the Cancelled ballot in **“ENVELOPE B”** and provide the voter with a new ballot.

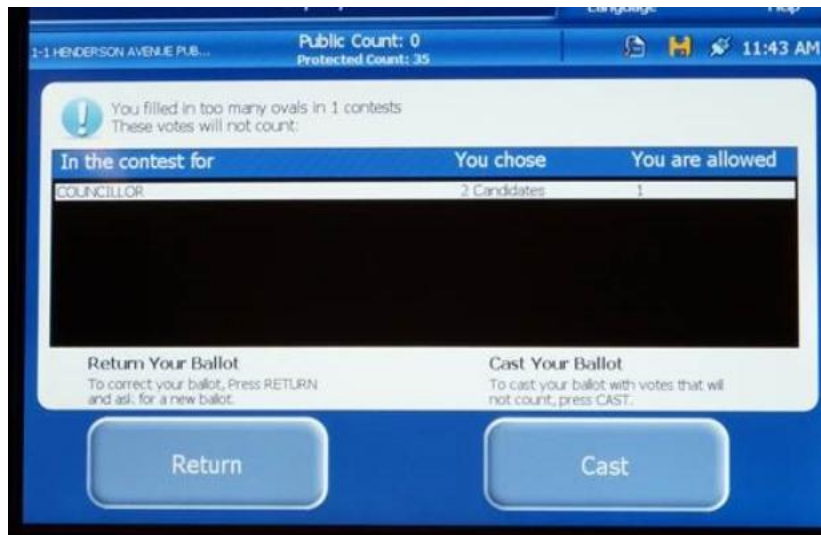
If the voter refuses to remark a new ballot, and/or refuses to return to the Election Official to get a new ballot, the Tabulator Operator will advise the voter that their vote will not be cast and politely ask the voter to leave. The Tabulator Operator will then return the ballot to the Election Official who issued it. The Election Official will then enter the words **“Declined Ballot”** beside the voter’s name on the list, and write **“Declined”** on the back of the ballot and place it in **“ENVELOPE B.”**

- ii. **IF THE VOTER IS NO LONGER PRESENT**, the Tabulator Operator will open the Auxiliary Slot of the Tabulator Stand (if not already open) and place the **BALLOT COULD NOT BE READ BALLOT** through the slot into the Auxiliary Compartment. These ballots will be processed by the Tabulator Operator and the Deputy Returning Officer after the Voting Place has closed.

IF ELECTION OFFICIALS INSTRUCT EACH VOTER TO REMAIN BESIDE THE VOTE TABULATOR UNTIL THEIR BALLOT HAS BEEN ACCEPTED, THE ABOVE SITUATION SHOULD NOT OCCUR.

- iii. A ballot may not drop into the ballot box due to a feeding error. If this occurs, the tabulator will start beeping and a message will appear **“Ballot has been counted but did not drop into the ballot box.....Please contact a poll worker”**. The Tabulator Operator will carefully remove the ballot from back of tabulator and drop into the box. They will then **press “Poll Worker Instructions”** on screen, read the screen, **and press GO TO VOTING MODE box.**

(b) *“OVER-VOTED BALLOT”*



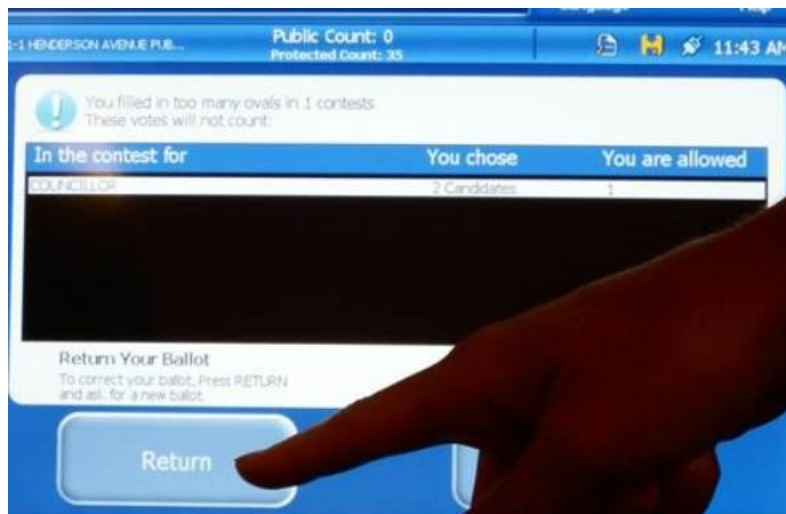
If this error message appears, the voter has over-voted (voted more than the number of candidates allowed in that race).

The Tabulator Operator will have the option to select either **“Cast Your Ballot”** or **“Return Your Ballot,”** based on the following:

- i. **IF THE VOTER IS STILL PRESENT**, the Tabulator Operator will advise the voter that they have over-voted. The Operator will then ask the voter if they wish to mark another ballot.
 - A. If the voter **declines**, the Tabulator Operator will press **“Cast”** to process the ballot. The ballot will be processed through the tabulator. The voter will be advised that the over-voted race will not be counted, but the other races will. The voter has completed their voting process and should now leave the Voting Place.



- B. If the voter wishes to mark a new ballot, the Tabulator Operator will press **“Return.”**



The ballot will be returned. The Tabulator Operator will ask the voter to go back behind the voting screen and fill in **all** circles next to the candidate names to ensure that no one can tell how they intended to vote. The voter will then return the ballot to the Tabulator Operator, who will write **“Cancelled”** on the back of the ballot.

The Tabulator Operator will ask the voter to return it to the Election Official who issued the original ballot to them and exchange it for a new ballot. The Election Official will place the cancelled ballot in the **“Envelope B”** and issue another ballot to the voter.

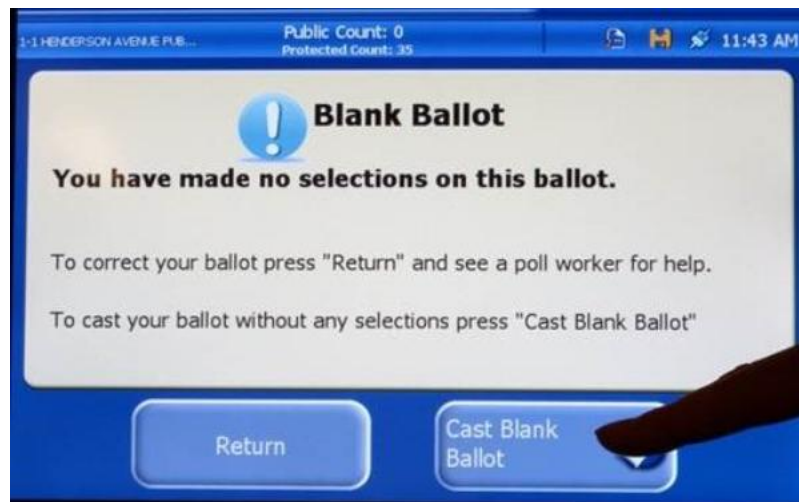
- ii. **IF THE VOTER IS NO LONGER PRESENT**, the Tabulator Operator will open the Auxiliary Slot of the Tabulator Stand (if not already open) and place the **OVER-VOTED**

BALLOT through the slot into the Auxiliary Compartment. These ballots will be processed by the Tabulator Operator and the Deputy Returning Officer after the Voting Place has closed.

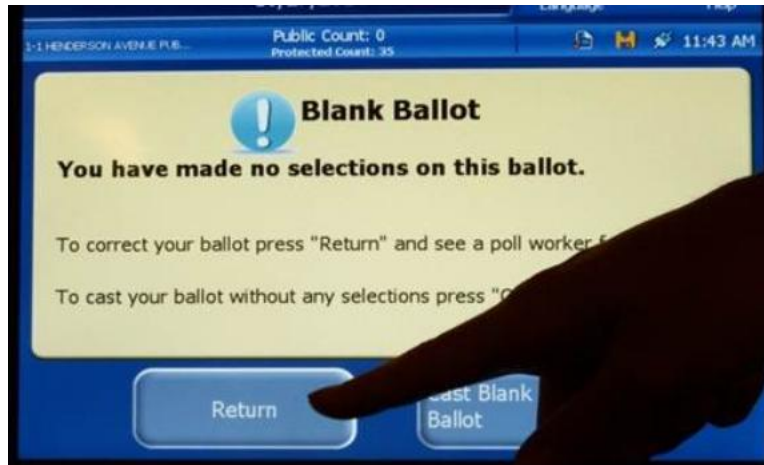
(c) *“BLANK BALLOT”*

If this error message appears, the ballot is being read as having no votes cast for any office. This may be a result of the voter not marking the ballot correctly or intending to cast a blank ballot. The Tabulator Operator will have the option to either **“Cast Blank Ballot”** or **“Return.”** When this occurs, the Operator will press **“Return”** and attempt to re-process the ballot. If the same error occurs, the Tabulator Operator will do one of the following.

- i. **IF THE VOTER IS STILL PRESENT**, the voter will be advised that the ballot they are attempting to cast appears to be blank and asked if they would like to complete the ballot.
 - A. If they wish to mark the ballot, the Tabulator Operator will press **“Return”** and return the ballot to the voter and ask them to step behind the voting screen to ensure that they marked the ballot correctly (by completely filling in the circle space to the right of the candidate names). If the same error occurs when attempting to re-process the ballot, the Tabulator Operator will cancel the ballot (by following the procedure to cancel a ballot and issue a new one) or press **“Cast Blank Ballot.”**



If the voter wishes to cast the blank ballot, the Tabulator Operator will press **“Cast Blank Ballot”** to process it.



THE VOTER HAS NOW CAST A BLANK BALLOT AND IS NOT ENTITLED TO RECEIVE ANOTHER BALLOT IN THE ELECTION.

- ii. **IF THE VOTER IS NO LONGER PRESENT**, the Tabulator Operator will open the Auxiliary Slot of the Tabulator Stand (if not already open) and place the BLANK BALLOT through the slot into the Auxiliary Compartment. These ballots will be processed by the Tabulator Operator and the Deputy Returning Officer after the Voting Place has closed.

IT IS EXTREMELY IMPORTANT THAT THE TABULATOR OPERATOR DOES NOT LOOK AT A BALLOT TO DETERMINE WHERE AN ERROR OCCURRED WHEN RETURNING A BALLOT TO THE VOTER INSIDE OF A SECRECY FOLDER.

6.2.3 VOTE TABULATOR MALFUNCTION: USING THE AUXILIARY COMPARTMENT

- (a) If the Vote Tabulator is unable to process ballots for any reason, the Tabulator Operator will deposit the ballots through the Auxiliary Slot into the Auxiliary Compartment located on the Vote Tabulator Stand.
- (b) To do so, they will open the perforated area marked “Auxiliary Slot” (if not already open), located just below the front of the Vote Tabulator. Ballots can be inserted into this slot and will be stored in the Auxiliary Compartment until the Voting Place closes.
- (c) If the Auxiliary Compartment is used, and after the last voter has voted, the Tabulator Operator will punch out the bottom perforated area located under the Auxiliary Slot and retrieve the ballots stored in the Auxiliary Compartment and process them through the Vote Tabulator.

ALL BALLOTS RETRIEVED FROM THE AUXILIARY COMPARTMENT OR REPLACEMENT BALLOTS MUST BE PROCESSED THROUGH THE VOTE TABULATOR BEFORE FINALIZING THE VOTE COUNT.

IF THE VOTE TABULATOR STOPS WORKING FOR ANY REASON, ELECTION OFFICIALS WILL CALL ELECTION SUPPORT IMMEDIATELY. A TECHNICIAN WILL BE SENT TO REPAIR OR REPLACE THE UNIT. IF THERE IS A POWER OUTAGE, THE VOTE TABULATOR CAN FUNCTION FOR UP TO SIX HOURS ON ITS BACKUP BATTERY.

7. CLOSING OF THE VOTING PLACE

- (a) At the end of the stated voting time (depending on the Advance Vote date), the Deputy Returning Officer will declare the Voting Place closed.
- (b) All voters who are inside the Voting Place at this time are entitled to vote.
- (c) The results will **not** be printed until **after 8 p.m. on Voting Day (October 26, 2026)**.
- (d) At the end of each Advance Vote Day, after each voter within the voting location has cast his/her ballot successfully and all of the following steps have been completed, the Tabulator Operator will “power down” the tabulator.
- (e) After the last voter has voted, the only people entitled to remain in the Voting Place for the tabulation of results are Election Officials and Candidates and/or Scrutineers. Once the doors have been closed, no additional people (e.g. voters, scrutineers, spouses) may enter the Voting Place.
- (f) Check auxiliary compartment in tabulator stand.
 - a. The tabulator operator will check the Auxiliary Compartment to ensure there are no ballots remaining inside of it still to be processed by the Vote Tabulator.

7.1 PROCESSING BALLOTS IN AUXILIARY COMPARTMENT

- (a) Under the direction of the Deputy Returning Officer, the Tabulator Operator will remove all ballots from the Auxiliary Compartment. These are ballots that were not processed by the Vote Tabulator and the voter who marked the ballot left the Voting Place *before* the Vote Tabulator processed their ballot or there was a malfunction of the tabulator.

- (b) These ballots will be processed into the Vote Tabulator in full view of any Candidate or Scrutineer who wishes to view the process.
- (c) If the message on the Vote Tabulator screen reads:

BLANK

- a. The Tabulator Operator will press “Cast Blank Ballot” to process the ballot through the vote tabulator.

OVER-VOTED BALLOT

- a. The Tabulator Operator will press “Cast” to process the ballot through the vote tabulator.

BALLOT COULD NOT BE READ

- a. The Tabulator Operator will mark the ballot "cancelled – replaced," give the ballot a serial number and request a replacement ballot from the Election Official whose initials appear on the ballot.



- b. The Tabulator Operator will 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 “Cancelled – Replaced” ballot. The **replacement** ballot shall be clearly labeled "Replacement" and given the same serial number that was recorded on the “Cancelled – Replaced” ballot.



- c. The Tabulator Operator will substitute the replacement ballot for the "Cancelled – Replaced" ballot and feed the replacement ballot into the Vote Tabulator. If the Vote Tabulator will 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 Tabulator Operator are incapable of being processed by the Vote Tabulator), the Tabulator Operator will mark replacement Ballot "cancelled."
- d. The Tabulator Operator will place all the "cancelled – replaced" and "cancelled" ballots in the "Cancelled and Declined Ballot **Envelope B**" of the Election Official who provided the original ballots. If the Vote Tabulator was not able to process the replacement ballot, this fact will be recorded on both the "Cancelled – Replaced" and replacement ballots.

IF ALL VOTERS REMAIN BESIDE THE VOTE TABULATOR UNTIL THEIR BALLOT HAS BEEN SUCCESSFULLY PROCESSED, ELECTION OFFICIALS SHOULD NOT HAVE TO CARRY OUT THIS FUNCTION.

7.2 CLOSING THE ADVANCE VOTING LOCATION

- (a) After the close of each Advance Voting day, the Tabulator Operator and/or Election Official shall check the auxiliary compartment of the ballot box, as described in 7.2, for ballots to ensure all ballots have been processed.
- (b) Following this, the Tabulator Operator and/or Election Official shall immediately do the following:
 - i. Turn the vote tabulator off and place it in the carrying case provided for return to the designated Headquarter Location.
 - ii. Remove the ballots from the ballot box and place in the transfer container to be sealed and returned to the designated Headquarter Location.

iii. Deliver the sealed ballot transfer container and the vote tabulator and any other election materials to the designated Headquarter Location until 8 p.m. on Voting Day.

(c) The total of the votes on Advance Voting days shall not be printed or tallied. The vote tabulators used for Advance Voting will be processed after 8 p.m. on Voting Day.

7.3 TABULATION OF ELECTION RESULTS (AFTER 8 P.M. ON VOTING DAY)

(a) Final tabulation and the following steps **will not take place** until after 8 p.m. on Voting Day (October 26, 2026).

(b) Once Election Officials are certain that there are no more ballots to be processed through the Vote Tabulator, the Deputy Returning Officer will verbally announce that there are no remaining ballots to be processed and follow the steps outlined below:

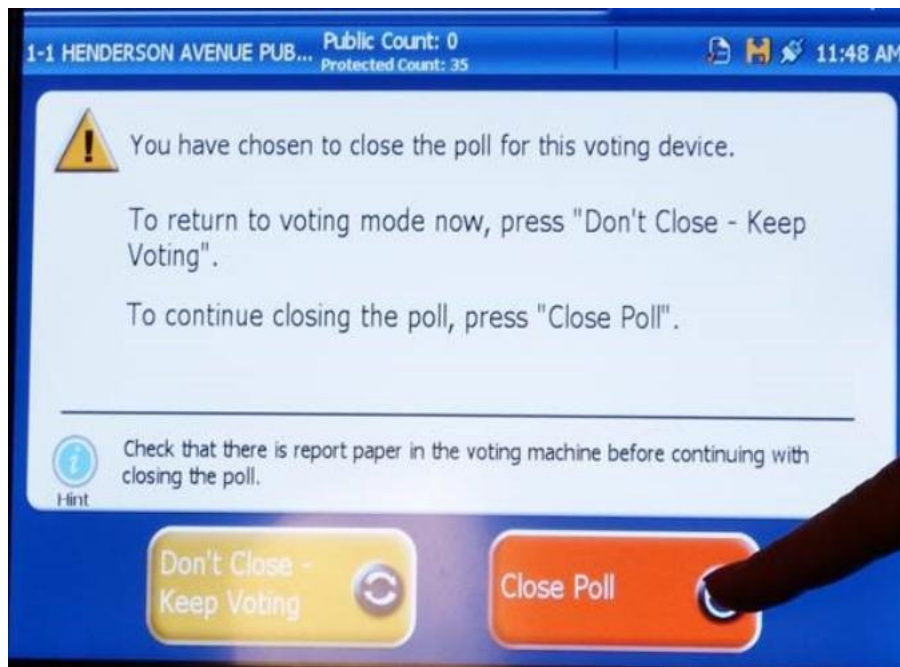
- i. Remove the key that is around their neck
- ii. Remove the seal over the access compartment



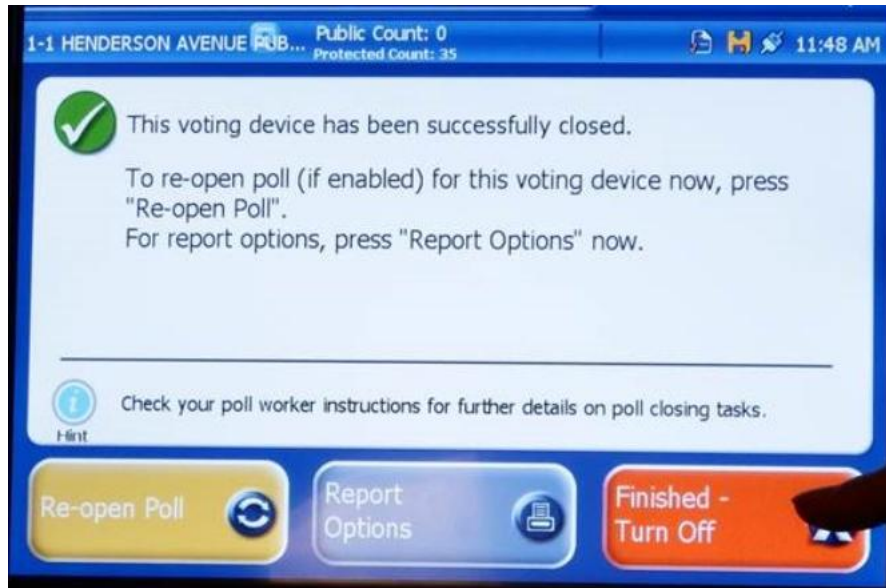
- iii. Open the access compartment with the key
- iv. Hold "Close Poll" button for 3 seconds until the final screen comes up



- v. Push “Close Poll” on screen,



- vi. Read screen and push “Finish – Turnoff” on the screen. The Vote Tabulator will shut down.



The Vote Tabulator will automatically print “Voting Results Reports.” The Tabulator Operator will then do the following:

1. Sign the first copy of the “Voting Results Report” and have all other Election Officials, Candidates and/or any Scrutineers who wish to do so do the same.
2. Give the first copy to the Deputy Returning Officer for placement in the PINK RESULTS ENVELOPE.
3. Tape the second copy of the Results Report on an accessible wall near the vote tabulator for Candidates and/or Scrutineers to view.
4. Keep the third copy of the Results Tape.

IF THE PRINTING OF THE RESULTS TAPE DOES NOT OCCUR AUTOMATICALLY, OR ADDITIONAL BALLOTS ARE DISCOVERED AFTER THE RESULTS HAVE BEEN TABULATED, CALL ELECTION SUPPORT IMMEDIATELY.

8. USB MEMORY DRIVE

- (a) Once all the Election results have been tabulated, the Tabulator Operator will remove the “USB Memory Drive.”



(b) The Operator will place and seal the “USB Memory Drive” in the ENVELOPE provided and **immediately** return it to the Township Administration Centre.

9. RECOUNTS

As per section 60(1) of the MEA, a recount shall be held in the same manner as the original count. If a recount of votes is held in the Township of Ramara, Optical Scanning Vote Tabulators will be used.

10. EMERGENCIES

Pursuant to the *Municipal Elections Act*, 1996, Section 53, an emergency may be declared by the clerk if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act.

Such emergencies may include, but are not limited to, a declared state of emergency by the Township, the event of a flood, public health emergency, significant weather event, fire, or power failure in the municipality.

In the event of an emergency, the clerk/returning officer shall advertise on local media, radio, and television stations, if possible, and post notices at the voting location(s) and on the Township website and social media to the extent possible, that the election has been delayed.

In the event that the clerk/returning officer or deputy returning officer is unable to be present to conduct procedures on the Advance Vote date, every effort shall be made to have a substitute qualified person appointed or available to attend to the election details.

In the event of a declared emergency or public health emergency, the clerk may implement alternative voting procedures and health and safety measures as permitted under the *Municipal Elections Act*, 1996, to ensure the election is conducted in a manner that is accessible, safe, and compliant with applicable legislation and public health direction.

Measures at voting locations and returning offices may include:

- Physical distancing requirements;
- The availability of personal protective equipment (PPE), including masks and hand sanitizer;
- Enhanced cleaning and disinfection of voting locations and high-touch surfaces;
- The use of protective barriers, such as plexiglass, for election officials where appropriate;
- The posting of public health and safety signage at entrances and throughout voting locations.

Any requirements related to masking or other health measures will be implemented in accordance with applicable public health direction and communicated to voters in advance, where possible.

11. ACCESSIBILITY

The clerk shall have regard for the needs of candidates and electors with disabilities, in accordance with the Township's accessibility plan for the election.

The clerk shall ensure the voting places are accessible to candidates and electors with disabilities.

Election officials will be available for assistance during the Voting Period and on Voting Day.

In accordance with Section 12.1 (3) of the MEA, the clerk shall prepare a report within 90 days after Voting Day about the identification, removal, and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

The Corporation of the Township of Ramara has an Accessibility Policy. The Municipal Election for Corporation of the Township of Ramara will be conducted with having regard to the policies as established.

12. AMENDMENTS TO PROCEDURES

The clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.

These procedures are subject to change without notice in case of an emergency as prescribed in Section 53 of the MEA.

13. AFTER VOTING DAY

At no time after Voting Day shall any information regarding the voter, PINs, and ballots come together to allow anyone to know how an elector has voted.

All election materials shall be destroyed in accordance with the principles of Section 88 of the *Municipal Election Act*, 1996.

14. ATTACHMENTS – FORMS

The following forms have been approved for use by The Corporation of the Township of Ramara for the election process:

Form #	Name of Form	Section
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1))
EL11	Appointment and oath of an Election Official	(S.15(2))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))

EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17	Notice of Nomination for Office	(S.32)
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
EL10	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL25(A)	Certificate and Receipt for Ballots	(S.41(1))
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter or Election Official	
El 27A	Oath of Elector Requesting Assistance of a Friend	
EL29(A)	Voting Instructions	(S.52(3),(4))
EL29(B)	Voter Instructions and Sample Ballot	
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL37	Certificate of Maximum Campaign Expenses	(S.76(7))
EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)

EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42	Notice to Candidate of Filing Requirements	(S.78(6))
EL43	Notice of Default	(S.80(3))
EL46	Ballots Account	
EL47	Election Official Application	
EL48	Refund of Nomination Fee	

Additional forms have been prepared for the 2026 Municipal and School Board Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the *Municipal Elections Act, 1996*.