

Subject: Equipment and Supplies - By-law Authorized Voting and Vote Counting Equipment

Legislative Authority: *Municipal Elections Act, 1996* [section 42\(3\)\(a\)\(i\)](#); By-law [2025-047](#)

Clerk Approval Date: April 13, 2026 – subject to further revision

Purpose Statement:

To provide for the legislatively required procedures and forms for the use of any voting and vote counting equipment authorized by by-law.

Definitions:

“Accessible Ballot Station” means a vote equipment assistive device that can produce a used ballot which provides people with accessibility considerations the opportunity to vote independently.

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

“Advance Vote” means the location, dates and hours for casting a ballot prior to Voting Day, as required and established by [section 43](#) of the Act.

“Auxiliary Compartment” means the front compartment of the ballot box under the tabulator and where electors’ ballots are temporarily stored in the event of a tabulator failing to operate.

“Barcode Scanner” means vote equipment that identifies an electors name on a digital programmed copy of the Voter’s List through the scanning of a barcode on the printed Voter’s Notification Letter.

“Ballot” means a ballot in accordance with [section 41](#) of the Act, and:

- (a) **“Accessible Ballot”** means a ballot requiring to be produced at an accessible ballot station.
- (b) **“Cancelled Ballot”** means a used ballot rejected by the tabulator.
- (c) **“Declined Ballot”** means a ballot declined to be a used ballot by the voter.
- (d) **“Initialed Ballot”** means a ballot initialed by the Deputy Returning Officer containing a unique identifier that can be associated by the Tabulator Officer as belonging to the originating Deputy Returning Officer who initialed the ballot.
- (e) **“Replacement Ballot”** means a used ballot to replace a cancelled ballot.
- (f) **“Used Ballot”** means a ballot marked by a voter deposited or intended to be deposited into the ballot box.

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

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

“Candidate” means a person who has been nominated and certified under Sections [33](#) and [35](#) of the Act.

“Clerk” means the statutorily appointed clerk for the Town of Caledon and Returning Officer for Town of Caledon Municipal Elections.

“Designated Election Official” means any person designated by the Clerk to perform certain election functions, and:

- (a) **“Greeter”** means reporting to the Supervising Deputy Returning Officer, the first point of contact as voters arrive at the voting location and is the designated election official responsible for greeting and assisting electors, ensuring electors have required documentation, ensuring efficient movement of voters through the voting location and for responding to general election inquiries.
- (b) **“Deputy Returning Officer”** means reporting to the Supervising Deputy Returning Officer, the designated election official responsible for striking voters from the voters’ list, issuing ballots, processing revisions to the voters’ list and administering oaths.
- (c) **“Supervising Deputy Returning Officer”** means reporting to the Clerk, the designated election official responsible for the overall administration and conduct of voting at the voting location.
- (d) **“Tabulator Officer”** means reporting to the Supervising Deputy Returning Officer, the designated election official responsible for operating the tabulator to process ballots cast by voters while ensuring secrecy of the vote.
- (e) **“Ward Manager”** means reporting to the Clerk, the designated election official responsible for visiting assigned voting locations repeatedly throughout voting day, supporting Supervision Deputy Returning Officer’s with ad hoc issues and acting as liaison between the voting locations and the Clerk.

“Elector” means a person whose name is on the Voter’s List or is eligible to be added on the Voter’s List by Voting Day.

“Home Voting” means an alternative voting method of a home voting service during the advance voting period as authorized by By-law 2025-048.

“Initialed Written Statement” means a written statement initialed by the Deputy Returning Officer containing a unique identifier that can be associated by the Tabulator Officer as belonging to the originating Deputy Returning Officer who initialed the written statement for the purposes of producing a coinciding accessible ballot.

“Memory Card” means a storage media device used to store digital data or programs on a temporary or permanent basis, inclusive of tabulator memory cards.

“Election Headquarters” means a location designated by the Clerk within Town Hall supplied with a telephone and internet connection to assist voters during the voting period limited to regular office hours of 8:30 a.m. to 4:30 p.m. Monday to Friday during the voting period with extended hours whenever a Voting Place is open during the voting period.

“Scrutineer” means an individual, appointed in writing by a certified candidate, to represent them during the voting process.

“Secrecy Folder” means an apparatus in which a ballot can be placed to conceal the names of the candidates and the marks upon the face of the ballot to expose the initials of the Deputy Returning Officer.

“Tabulator” means a vote counting equipment or device that optically or digitally scans the used ballot to read the votes in the designated areas and store the results to a memory card for later processing.

“Town Hall” means the premises and municipal facilities located at 6311 Old Church Rd, Caledon, Ontario.

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

“Voter” means an elector who is voting or has voted.

“Voter Notification Card” means a letter containing Voting Information including locations to vote in person and contact information for assistance, mailed individually to every person on the Voters’ List or provided by Designated Election Officials to people who are on the Voters’ List.

“Voters’ List” means the Preliminary List of Electors, as corrected by the Clerk under the provisions of [Section 22](#) of the Act.

“Voting Compartment” means a location within the voting place that provides a privacy screen at a direction pointed in a way which ensures a valid mark may be put on the ballot while maintaining secrecy of the vote.

“Voting Place” means an established voting place for an election in accordance with [section 45](#) of the Act, and

- (a) **“Enhanced Accessible Voting Place”** means a voting place with an accessible ballot station.
- (b) **“Special Voting Place”** means a voting place in institutions or retirement homes as prescribed in [section 45\(7\)](#) of the Act.

“Voting Day” means the final day on which the vote is to be taken in an election.

“Voting Period” means the period in which an elector may cast their vote and includes advance vote, home voting, special voting places, and Voting Day.

Scope:

This procedure applies to the Clerk, Designated Election Officials, electors, voters, candidates, and scrutineers, as prescribed.

The Clerk shall, in writing, appoint election officials for the purposes of this Procedure and may designate their titles and duties.

Where this procedure does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the Act.

Procedure:

Part 1: Tabulator Programming

- 1.1 Tabulators shall be programmed so that a printed record of the number of votes cast for each candidate can be produced.
- 1.2 Ballots which the tabulators cannot read such as ballots damaged or defective or that have been marked in a way that the ballot cannot be processed by a tabulator, and ballots which are marked with overvoted race(s) will be returned to the Designated Election Official for inspection at any part in this procedure.

Part 2: Tabulator Logic and Accuracy Testing

- 2.1 The Clerk shall have the tabulators tested after Nomination Day as outlined in [section 31](#) of the Act and prior to the first Advance Vote to ensure that they will accurately count the votes of all candidates when marked with the pen provided and with a valid mark in the designated area.
- 2.2 The Clerk shall notify all candidates of scheduled logic and accuracy testing dates.
- 2.3 All test results may be audited by an external, independent accounting firm, before the first Voting Day and again within seven days following Voting Day which may include auditing select tabulators.
- 2.4 When testing the tabulators, adequate safeguards shall be taken to ensure that the system or any part of it used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices can gain access to the system.
- 2.5 A dedicated system for the processing and tabulation of votes shall be used applicable to the tabulator logic and accuracy testing.
- 2.6 Any spare tabulators shall be tested along with the other tabulators designated for use.
- 2.7 Testing of election equipment shall include, but is not limited to, the following:
 - a. ensuring that the clock, LCD display, system memory, printer, serial port, auxiliary port, and ballot reader are all functioning properly,
 - b. the memory card is fully operational,

- c. accessible ballot stations are functioning as designed,
 - d. barcode scanners are calibrated and accurately identifying test voters names on the Voter's List from the scanned barcode on Voter Notification Letters, and
 - e. printed ballots are tested for each tabulator, which must include every type of ballot and be comprised of sample blank, accessible, under-voted, over-voted, and properly completed ballots, in accordance with Part 3 of this procedure.
- 2.8 If a tabulator or memory card is found to be defective and is to be replaced, it must be tested before it is placed into operation and repeated until an errorless count is made and certified by the Clerk.
- 2.9 The Clerk shall, at the completion of the test, retain the programs, test materials and ballots in the manner provided for in [section 88](#) of the Act for the keeping of election records.
- 2.10 The Clerk shall have access to the pre-audited group of ballots and other materials used in the programming of the tabulators.
- 2.11 Scrutineers or candidates may observe tabulator logic and accuracy testing and the Clerk shall prepare an accessible observation area for them.

Part 3: Testing Ballots

- 3.1 The testing of ballots shall be conducted following the programming of tabulators and memory cards.
- 3.2 A pre-audited group of ballots marked with the designated black ballot marking pen in the designated area, including ballots are tested for tabulation that fall into each of the following categories:
- a. ballots recorded with a pre-determined number of votes for each candidate,
 - b. ballots that have votes more than the number allowed by law for each candidate, and
 - c. ballots that have no votes recorded.
- 3.3 A varying number of votes are assigned to each candidate.
- 3.4 Accessible ballot station assistive devices available for use during the election are used for testing ballots on the votes for all races in the election.
- 3.5 The output of the tabulation is compared with the pre-audited results.

Part 4: Opening Regular Voting Places

- 4.1 The Supervising Deputy Returning Officer shall bring the necessary equipment and supplies to provide an accessible vote to the Voting Place from Election Headquarters and with support of all Designated Election Officials at the Voting Place, establish the Voting Place prior to its opening in accordance with the Act and directions provided by the Clerk.

- 4.2 On all subsequent Advance Voting days:
- a. the tabulator and other election supplies shall be brought to the advance polling place or obtained from the secured on-site storage area,
 - b. the tabulator shall be plugged in and the number of ballots cast on the display shall be verified with the number of ballots cast from the previous day's count, and
 - c. the seals are to be removed on the ballot box and the tabulator, and voting is to resume.
- 4.3 The Tabulator Officer shall, in the presence of all scrutineers and Designated Election Officials present, cause the tabulator to print a copy of all totals in its memory card before the opening of the voting place confirming zero (0) totals, or in the event of the same tabulator's use at a second advanced voting place within the same Ward, that the total of the interim printout before the opening of the second advanced voting place matches the total of the interim printout for the closing of the first advanced voting place in the same Ward.
- 4.4 The Tabulator Officer shall immediately notify the Supervising Deputy Returning Officer, who shall subsequently notify the Ward Manager if the totals are not zero, or the interim printouts of the first advanced voting place closing do not match the opening of the second advanced voting place, for all candidates and shall conduct the vote using the auxiliary back-up compartment of the ballot box until the tabulator is made operational or the Ward Manager provides a back-up tabulator to the voting place.
- 4.5 The Tabulator Officer shall ensure that the zero printout or matching interim advanced opening printout remains affixed to the tabulator until after the close of the vote if the totals are zero or matching.
- 4.6 All Designated Election Officials and scrutineers present may sign the zero totals report or the matching interim advanced opening printout totals report.
- 4.7 The Tabulator Officer shall, in the presence of all scrutineers and election officials present, cause the tabulator to print a copy of all totals in its memory card once every three hours while a regular voting place is open, and follow procedures outlined in sections 4.5 and 4.6 in this Part, as applicable, each time a copy of totals are printed.

Part 5: Regular Voting Place Voting Procedures

- 5.1 The Greeter welcomes electors entering the Voting Place, confirms they are providing proof of their entitlement to vote, and triages them to the most convenient or accessibly available Deputy Returning Officer.
- 5.2 The Deputy Returning Officer follows the voting procedure outlined in [section 52](#) of the Act through:
- a. either manually searching the elector on the Voter's List with a provided Voter Notification Card or scanning the barcode with a calibrated barcode scanner on their provided voter notification card, and verifying elector's identity,
 - b. manually searching the elector on the Voter's List based on provided valid identification from the elector, or

- c. in the event valid identification is provided without the elector's name on the Voter's List, requiring the elector to attest in-writing they are an eligible elector and adding them to the Voter's List.
- 5.3 The elector may provide their Voter Notification Card for secure retention by the Deputy Returning Officer and disposition in accordance with [section 88](#) the Act.
- 5.4 The Deputy Returning Officer shall immediately place any received Voter Notification Cards from electors into a designated secured envelope or container provided in a manner and form which ensures the electors privacy and confidentiality are securely kept.
- 5.5 The elector may request an accessible ballot at available enhanced accessible voting places upon the Deputy Returning Officer's validation of the elector's eligibility to vote.
- 5.6 The Deputy Returning Officer shall for electors without accessibility considerations:
 - a. select the electors associated ballot,
 - b. initial it in a designated area on the ballot to verify it as the correct ballot type for the elector,
 - c. provide an elector with their associated initialed ballot and a secrecy folder upon confirmation of their eligibility to vote, and
 - d. strikes off, puts a line through, or crosses off the electors name off the Voter's List.
- 5.7 The Deputy Returning Officer shall, in the event of a requested accessible ballot and in accordance with [section 52](#) paragraph 4 of the Act:
 - a. provides an initialed written statement of the associated ballot eligible to be cast to the elector in the manner provided by the Clerk which ensures the secrecy of the vote and a secrecy folder,
 - b. directs them to the available accessible ballot station, and
 - c. strikes off, puts a line through, or crosses off the elector's name off the Voter's List.
- 5.8 An elector who receives their initialed ballot and secrecy folder:
 - a. directly proceeds to the voting compartment provided,
 - b. votes for the candidate(s) of their choice by using black ballot marking pen provided by putting a valid mark to the right of the chosen candidate(s) name,
 - c. inserts the marked ballot into the secrecy folder with the Deputy Returning Officer's initials showing,
 - d. promptly leaves the voting compartment, and
 - e. delivers the secrecy folder containing the ballot to the Tabulator Officer assigned to the Tabulator.
- 5.9 An elector who receives an initialed written statement for an accessible ballot to be produced:
 - a. directly proceeds to the accessible ballot station,
 - b. determines any assistance required to complete the accessible ballot and is provided the support authorized by them and in accordance with the Act,

- c. votes for the candidate of their choice by using the relevant accessible ballot station assistive device associated with their accessibility considerations which most effectively reviews and puts a valid mark to the right of the chosen candidate(s) name,
 - d. inserts the marked ballot into the secrecy folder and places the initialed written statement on top of the secrecy folder with the Deputy Returning Officer's initials showing,
 - e. promptly leaves the accessible ballot station, and
 - f. delivers the secrecy folder containing the initialed written statement to the Tabulator Officer assigned to the tabulator.
- 5.10 The Tabulator Officer in the presence of the voter and without removing the used ballot from the secrecy folder, receives the initialed written statement if applicable, and verifies that the Deputy Returning Officer initials are on or for the ballot.
- 5.11 The voter shall, unless assistance is required, insert the used ballot directly into the tabulator until the tabulator draws the ballot from the secrecy folder, passing through the tabulator and deposited into the ballot box beneath the unit.
- 5.12 The Tabulator Officer places any received initialed written statements into the auxiliary compartment upon the ballot's deposit into the ballot box.
- 5.13 The voter leaves the Voting Place upon the confirmed casting of their ballot with directional guidance from the Greeter as required.

Part 6: Home Voting and Special Voting Place Vote Counting Procedures

- 6.1 Home voting procedures shall occur in accordance with its own separately established procedures by the Clerk in accordance with [section 42\(3\)\(a\)\(ii\)](#) of the Act.
- 6.2 Special Voting Place voting procedures shall occur in accordance with [45\(8\) to \(10\)](#) and [section 52](#) of the Act.
- 6.3 The Clerk shall ensure sealed ballot boxes or envelopes containing the used ballots from home voting and special voting places are returned to Election Headquarters in a secure manner for the insertion of the used ballots through tabulators on Voting Day at a location in Town Hall designated by the Clerk.
- 6.4 This designated location shall have adequate accommodation for each candidate or their scrutineer who intends to view the used ballots from home voting or special voting places insertion into the tabulator, notifying the clerk at least seven days before voting day of that intention.
- 6.5 Adequate accommodation includes the designated location being televised or livestreamed to another room where the accommodation is provided.

- 6.6 The Designated Election Official shall, in the presence of all scrutineers and election officials present:
 - a. cause the tabulator to print a copy of all totals in its memory card before the opening of the voting place confirming zero (0) totals,
 - b. immediately notify the Clerk if the totals are not zero, for all candidates and shall discontinue until the tabulator is made operational or the Clerk provides a back-up tabulator to the designated location, and
 - c. ensure that the zero printout remains affixed to the tabulator until after all the votes have been counted if the totals are zero for all candidates.
- 6.7 All Designated Election Officials and scrutineers present may sign the zero totals report.
- 6.8 Sealed ballot boxes or envelopes returned from home voting and special voting places to the designated location are opened and individually placed into the tabulator by Designated Election Officials three hours prior to closing Regular Voting Places on Voting Day.
- 6.9 The closing of Special and Home Voting Polling Locations are completed in accordance with Part 13 of this procedure.

Part 7: Tabulator Cannot Read Ballot with Voter Present

- 7.1 In the event the tabulator cannot read the ballot and the voter who delivered the ballot is present, the Tabulator Officer will advise the voter of the error message on the display screen, of either a blank or over-vote on the ballot, to determine if this was the voter's intent before re-inserting the ballot into the feed area of the tabulator.
- 7.2 If it was not the intent to submit a blank or over-voted ballot, the voter, with the assistance of the Tabulator Officer if necessary, shall re-insert the ballot into the feed area of the tabulator.
- 7.3 If the tabulator again rejects the ballot, the Tabulator Officer shall mark the ballot as cancelled, place the ballot in an envelope marked as cancelled designated for cancelled ballots, and deliver another initialed ballot to the voter from the Deputy Returning Officer for them to repeat section 5.7 or 5.8 as outlined in this procedure.
- 7.4 If the elector declines to accept another ballot upon an originally submitted used ballot rejected by the tabulator, the Tabulator Officer shall mark the used ballot as declined and insert it into an envelope marked as declined designated for declined ballots.

Part 8: Tabulator Cannot Read Ballot with Voter Not Present

- 8.1 In the event the tabulator cannot read the ballot and the voter who delivered the ballot is not present, the Designated Election Official shall re-insert the ballot into the feed area of the tabulator.
- 8.2 If the poll level tabulator again rejects the ballot, the Designated Election Official shall mark the ballot as cancelled.

- 8.3 The Designated Election Official shall, in full view of any candidates or scrutineers present, mark another ballot with the same marks contained in the designated voting spaces on the associated cancelled ballot, and the ballot shall be clearly labeled as replacement and given a sequential number which shall be recorded on the cancelled ballot.
- 8.4 The cancelled ballot shall be inserted into an envelope marked as cancelled and designated for cancelled ballots, with the Designated Election Official substituting the replacement ballot for the cancelled ballot through feeding the replacement ballot into the tabulator.

Part 9: Tabulator Malfunction During Voting or Vote Counting

- 9.1 If a tabulator malfunctions during the voting or vote counting process and the memory card is still functional, any obvious resolutions including but not limited to leveling a tilt, clearing an impediment, or ensuring the power source is uncompromised are first attempted to return the tabulator to its functionality before replacement of the tabulator.
- 9.2 If it is determined necessary at the discretion of the Supervising Deputy Returning Officer, the faulty tabulator is replaced with a spare unit by notifying the Ward Manager to bring a spare tabulator to the voting place or notifying the Clerk to bring a spare tabulator to the designated location for vote counting of home voting and special voting places.
- 9.3 The Designated Election Official shall:
 - a. remove the memory card from the malfunctioning tabulator and insert the memory card into the replacement unit,
 - b. pack up the malfunctioning unit and set up the replacement tabulator with the Ward Manager or Clerk who delivered the replacement tabulator's assistance in packing the malfunctioning unit for expediency,
 - c. turn on the replacement tabulator,
 - d. proceed to print a re-start tape to verify the number of ballots processed prior to tabulator malfunction, and
 - e. sign the re-start tape and attach it to the replaced tabulator.
- 9.4 All Designated Election Officials and scrutineers present may sign the re-start tape.
- 9.5 The existing ballot boxes continue to be used to accept ballots that are to be fed through the replacement tabulator until close of polls.

Part 10: Memory Card Malfunction

- 10.1 The Supervising Deputy Returning Officer notifies the Ward Manager immediately in the event the memory card malfunctions.
- 10.2 The Ward Manager immediately notifies the Clerk of any memory card malfunctions and provides the Supervising Deputy Returning Officer with a replacement memory card and empty ballot box, if applicable.

- 10.3 The Supervising Deputy Returning Officer shall upon receiving a replacement memory card and empty ballot box provided by the Ward Manager:
 - a. verify that the tabulator and replacement memory card are operational,
 - b. seal the ballot box containing any ballots that were previously processed or inserted into the auxiliary compartment during the swap,
 - c. set it aside in a secure location until the close of the voting place, and
 - d. retrieve the new, empty ballot box provided to accept ballots that are to be fed through the tabulator with the new memory card until the close of polls.
- 10.4 The Tabulator Officer shall turn on the tabulator and proceed to print, verify and sign the zero totals report, as was done prior to the opening of the poll.
- 10.5 The ballots in the original ballot box are not fed through the replacement tabulator prior to the close of the poll.
- 10.6 In the event of a memory card malfunction during the vote counting of the home vote and special voting place, relevant sections of this Part may be bypassed through restarting the vote count with the retrieval of any ballots inserted into the tabulator within the original ballot box prior to memory card malfunction, and re-inserting them into the tabulator with the new, empty ballot box.

Part 11: Closing of Advance Voting Places

- 11.1 The Tabulator Officer and Supervising Deputy Returning Officer shall check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed.
- 11.2 Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the tabulator and follow Part 8 of this procedure where there are marks on the ballot in the designated voting space(s) but the tabulator cannot process the ballot.
- 11.3 Any set aside sealed ballot box containing ballots that were previously processed or inserted into the auxiliary compartment during a swap prior to a memory card malfunction are unsealed, re-opened, and processed through the tabulator.
- 11.4 The Tabulator Officer shall in accordance with the principles of [section 43\(5\)\(a\)](#) of the Act:
 - a. Look at the display on the tabulator and write down the number of ballots processed through the unit on a supplied tracking sheet if first or second advance vote day, or a statement form if its final advance vote day,
 - b. secure the tabulator against receiving any more ballots,
 - c. print, verify and sign the interim or final totals report along with any scrutineers or candidates who are present and wish to sign,
 - d. unplug the tabulator if it is one of the first two advance voting days or turn off the tabulator if it is one of the final two advance voting days,
 - e. seal the ballot box while signing the seal or ballot box along with any candidates or scrutineers who may be present and wanting to do so,
 - f. seal the ballot feed slot in the tabulator,
 - g. prepare the equipment and supplies for transportation if a secure area is not used on-site, and

- d. place all supplies, excluding the statement envelope and the sealed ballot box, in the election material container provided by the Clerk and seal it, and
- e. deliver the tabulator, the sealed ballot box(es), the sealed election material container(s) and the tracking sheet or statement envelope to Town Hall.

11.9 The equipment and supplies delivered to Town Hall are returned to Election Headquarters for secure storage by a Designated Election Official.

11.10 The total votes cast for each candidate at the advance vote shall only be made available after 8 p.m. on Voting Day in accordance with Part 14 of this procedure.

Part 12: Closing Special and Home Voting Polling Locations

12.1 The Designated Election Officials commence poll closing after completing the vote tabulation process for the completed ballots and ensuring all ballots are processed through the tabulator.

12.2 The auxiliary compartment will be inspected prior to finalizing the count and follow Part 8 of this procedure where there are marks on the ballot in the designated voting space(s) but the tabulator cannot process the ballot.

12.3 The Designated Election Official shall:

- a. look at the display on the tabulator and write down the number of ballots processed through the unit,
- b. unplug the tabulator, if necessary and
- c. re-seal the ballot box and the ballot feed slot in the tabulator where candidates or scrutineers may, if present place their seal on the equipment and ballot box.

12.4 The Designated Election Officials overseeing the home voting and special voting place vote count shall attend the designated location in Town Hall to complete its final statement and provide the results to candidates and scrutineers present.

12.5 The total of the votes for each candidate from the home voting and special polling place shall not be made available until after 8 p.m. on Voting Day in accordance with Part 14 of this procedure.

Part 13: Closing of Voting Place on Voting Day

13.1 Part 11, sections 11.1 to 11.3 of this procedure are followed with respect to ensuring all ballots are processed through the tabulator.

13.2 The Tabulator Officer shall then:

- a. look at the display on the tabulator and write down the number of ballots processed through the unit which will later be recorded on the statement form,
- b. secure the tabulator against receiving any more ballots by invoking the displayed Close Poll procedure for the tabulator,
- c. obtain a printed record of vote results given for each candidate,

- d. co-sign with the Supervising Deputy Returning Officer the certificate portion of the printed record,
 - e. remove the zero totals report, or interim totals report if applicable, and attached printed record of vote results from the tabulator and place them in the statement envelope,
 - f. turn off the tabulator,
 - g. seal the ballot box to ensure the box cannot be reopened without breaking the seal and covering the ballot slot, and
 - h. load for the Supervising Deputy Returning Officer to deliver the tabulator with memory card intact, ballot boxes, voting compartments, and return envelope to the designated uploading location.
- 13.3 If the tabulator that has been used to tabulate votes cast but the tabulation of the votes cannot be completed because it is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Supervising Deputy Returning Officer shall, after the close of the voting and after determining the tabulation cannot be completed, follow the same procedures outlined in section 11.5 subsections a. to f., followed by section 13.2 in place of subsection 11.5 g.
- 13.4 The printed record of voting results given to each candidate is communicated or transmitted by the Supervising Deputy Returning Officer to a Designated Election Official at Town Hall in the presence of all candidates and scrutineers present.
- 13.5 Sections 11.6 to 11.8 within Part 11 with respect to placement of ballots into envelopes, completion of statements, and returning of equipment and supplies to Town Hall are followed except for specific procedures only relevant to the advance vote.

Part 14: Advance Vote and Special Voting Place Candidate Vote Counting

- 14.1 Designated Election Officials within three hours of polls closing on Voting Day shall retrieve the advance vote tabulators and statement form envelopes from Election Headquarters to the designated location where the vote counting for the Special Voting Places and Home Voting take place in accordance with Part 6 of this procedure, and set up the tabulators so they are ready to be turned on at the close of polls at 8:00 p.m. on Voting Day.
- 14.2 Tabulators at the designated location are turned back on, if applicable, commencing at 8:00 p.m. on Voting Day by a Designated Election Official for obtaining the vote results given for each candidate.
- 14.3 The Designated Election Official shall then:
- a. unseal the statement form envelope,
 - b. look at the display on the tabulator and confirm the number of ballots previously processed through the unit matches the statement form,
 - c. invoke the displayed Close Poll procedure for the tabulator,
 - d. obtain a printed record of vote results given for each candidate,
 - e. co-sign with another Designated Election Official the certificate portion of the printed record,
 - f. remove the zero totals report, and interim totals report if applicable from the unsealed statement form envelope,

- g. attach the printed record of vote results from the tabulator to them, and
 - h. turn off the tabulator.
- 14.4 The printed record of voting results given to each candidate is communicated by the Designated Election Official to all candidates and scrutineers present and conveyed to the Designated Election Officials receiving voting results from Supervising Deputy Returning Officers outlined in section 13.4 of the procedure.
- 14.5 The Designated Election Official shall then:
- a. place the original copy or copies of the statement(s) with the attached printed record of vote results with the zero totals and interim totals, if applicable back into the unsealed statement envelope,
 - b. reseal the envelope, and
 - c. return the tabulators and resealed statement envelopes to Election Headquarters within Town Hall.

Part 15: Vote Count Results Delivery

- 15.1 If, at the close of the voting it is impracticable to count the votes with the tabulators, the Clerk may direct that all the votes cast in the election shall be counted manually following sections [54](#) and [55](#) of the Act.
- 15.2 The Clerk shall, at the completion of the count, retain the programs, memory cards, test materials and ballots in the same manner as is provided for in [section 88](#) the Act for the keeping of election records.
- 15.3 The Clerk shall designate a location for the uploading of the votes from the tabulators, ensuring all tabulating equipment and sealed ballot boxes containing the used ballots are returned to the designated uploading area in a secure manner.
- 15.4 The designated uploading area shall have adequate accommodation for each candidate or their scrutineer who intends to view the uploading of the results from the memory cards and who, at least seven days, inclusive of weekends, before Voting Day, notifies the Clerk in writing of that intention.
- 15.5 Adequate accommodation includes the designated uploading area being televised or livestreamed to another room where the accommodation is provided.
- 15.6 Proceedings at the designated uploading area are under direction of the Clerk or persons designated by the Clerk and no other person shall interfere in the proceedings in any way.
- 15.7 The results of the election are determined, declared, made available, and examined in accordance with [section 55\(3\) to \(5\)](#) of the Act.
- 15.8 Recounts are completed as soon as reasonably possible in accordance with [section 56](#) of the Act and [By-law 2025-100](#).

Roles:

The Clerk is responsible for maintenance and revisions of these procedures in accordance with the Act, and for completing the relevant established procedures as prescribed.

The Accessibility Coordinator and Access and Privacy Coordinator are responsible for reviewing relevant aspects of this procedure which ensure an accessible vote can take place, secrecy of the vote is kept, and elector privacy is maintained, respectively.

The Legislative Coordinator and Deputy Clerk are responsible for peer reviewing drafted procedures, and any revisions to established procedures.

Neuvote Systems Inc. is contractually responsible for the provision of tabulators, accessible ballot stations and technical support services as outlined in the contract.

Designated Clerk's Division personnel are responsible for completing Parts 6 and 13 of this procedure, including but not limited to any other relevant established procedure affecting Home Voting and voting at Special Voting Places.

The Clerk designated Ward Manager, Supervising Deputy Returning Officer, Deputy Returning Officer, Tabulator Officer and Greeter are responsible for completing the relevant established procedures as prescribed.

Reference and Related Documents:

[Municipal Elections Act, 1996](#)

By-law [2025-047](#) A By-Law to authorize the use of voting and vote counting equipment for the 2026 Town of Caledon Municipal and School Board Election, and to repeal By-law 2022-005

By-law [2025-048](#) A By-law to provide for a home voting service during the advance voting period for the 2026 Town of Caledon Municipal and School Board Election

By-law [2025-100](#) A By-law to adopt a policy in respect to the circumstances in which the Clerk shall conduct an automatic recount in a municipal election or by-election and to provide the policy therein

Clerk's procedure and forms for the use of the Home Voting Alternative Voting Method authorized by By-law 2025-048

Ballot Counting Tracking Sheet and Statement Form

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR