

Vote tabulator and voter assist terminal procedures



Purpose

This document establishes the procedures for the use of vote tabulators and voter assist terminals in a Markham municipal and/or school board election or referendum.

Application and scope

These procedures apply to all Markham municipal and/or school board elections and referendums involving the use of vote tabulators and/or voter assist terminals.

Legislative authority

Section 42 of Ontario's Municipal Elections Act (MEA) authorizes the council of a municipality to pass a by-law permitting the use of alternative voting methods and vote counting equipment for municipal and school board elections. Under this authority, Markham City Council has enacted By-law 2017-21 permitting the use of optical scan vote tabulators in Markham municipal and school board elections.

Section 42 of the MEA directs that, where a by-law authorizing alternative voting methods or vote counting equipment has been passed, Markham's City Clerk will establish procedures and forms for the use of the methods and/or equipment, which if consistent with the principles of the MEA, prevail over anything prescribed in the MEA and any regulations made under it. Under this direction, Markham's City Clerk has established these procedures governing the use of vote tabulators and voter assist terminals in Markham municipal and school board elections.

Section 12 of the MEA further authorizes Markham's City Clerk to establish and/or clarify any matter or procedure of the election process that is not prescribed by law and is necessary or advisable for conducting the election.

Section 53 of the MEA further authorizes Markham's City Clerk to declare an emergency and implement alternate arrangements if circumstances have arisen that are likely to prevent the election from being conducted according to the prescribed rules of the MEA. These arrangements, if consistent with the principles of the MEA, prevail over anything prescribed in the MEA and any regulations made under it.

Pre-election procedures

1. Programming vote tabulators and voter assist terminals

1.1 The vote tabulators used in an election are programmed so that:

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- (a) A printed record of the vote totals is produced indicating the number of votes cast for each voting option (i.e., candidate and/or answer) on the ballot.
 - (b) A ballot is returned by a vote tabulator if the ballot:
 - i. Has not been initialed by a designated election official (“Ballot not authorized”);
 - ii. Has more votes in the designated marking areas than the voter is permitted to select for a particular contest or ballot question (“Over voted contests”);
 - iii. Contains no votes in any of the designated marking areas (“Blank ballot”);
 - iv. Is marked in such a way that it cannot be properly read by the vote tabulator (“Unreadable mark(s)”); or,
 - v. Is damaged, defective, or otherwise unreadable by the vote tabulator (“Ballot could not be read”).
- 1.2 The voter assist terminals used in an election are programmed so that:
- (a) The memory media contains all ballot styles featured in the election;
 - (b) Each ballot is properly recognized and a selection can be made for any voting option (i.e., candidate or answer) on the ballot; and,
 - (c) The voter is prompted to review and confirm their selections before authorizing the marking of the ballot.
- ## 2. Testing
- 2.1 Before voting days, testing is performed on:
- (a) Each vote tabulator to verify that it accurately counts the votes cast for all voting options (i.e., candidates and/or answers) on the ballot; and,
 - (b) Each voter assist terminal to verify that it accurately marks the ballots for all voting options (i.e., candidates and/or answers) on the ballot.
- 2.2 Safeguards are implemented during testing to verify that each system (and each individual component used for processing and tabulating votes):

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- (a) Is isolated from all other applications and programs; and,
- (b) Is protected against unauthorized access by remote devices.

2.3 The test for each vote tabulator is performed by:

- (a) Loading the memory media for all ballot styles in the election;
- (b) Producing a zero totals report to confirm that no votes are stored in the memory media;
- (c) Inserting a pre-audited group of test ballots and comparing the test vote totals against the expected outcome;
- (d) Determining if a voter is precluded from making more selections than is allowed for a given contest or ballot question;
- (e) Simulating scenarios in which a voter casts a ballot with fewer selections than permitted for each contest or ballot question;

2.4 The test for each voter assist terminal is performed by:

- (a) Loading the memory media for all ballot styles featured in the election;
- (b) Inserting each ballot style to verify that they are recognized and properly communicated through the unit's multi-sensory platform;
- (c) Inserting blank ballots and marking each according to a pre-determined number of votes for each voting option (i.e., candidate and/or answer) using each of the unit's assistive input devices;
- (d) Determining if a voter is prevented from making more selections than is permitted for a given contest or ballot question;
- (e) Simulating scenarios in which a voter casts a ballot with fewer selections than permitted for each contest or ballot question;
- (f) Inserting test ballots marked by the voter assist terminal into one or more vote tabulators to verify that the ballots are recognized and that the vote totals are consistent with the expected outcome.

2.5 Any errors detected during testing of the vote tabulators and voter assist terminals are identified, corrected, and tested again until errorless vote totals for each unit are achieved.

2.6 Notice is provided to candidates of a date and time to observe a demonstration of the vote tabulators and voter assist terminals to be used in the election.

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- 2.7 Once the testing of each system is complete, Elections Markham:
 - (a) Clears the test totals from each vote tabulator's memory media, and seals the cleared memory media inside the vote tabulator's memory media slot;
 - (b) Seals the memory media of each voter assist terminal inside the unit's memory media slot; and,
 - (c) Securely stores the vote tabulators and voter assist terminals until their deployment during voting days.
- 2.8 Elections Markham retains the test ballots, vote totals reports, and any other materials used in the programming of the vote tabulators and voter assist terminals for the legislated record retention period established in the MEA.

Voting procedures

3. General

- 3.1 A vote tabulator is used at every voting place in which Elections Markham administers paper ballot voting, and at select special voting places determined by Elections Markham.
- 3.2 A voter assist terminal is available at every voting place in which paper ballots are issued during early voting days, and at select special voting places as determined by Elections Markham.

4. Opening the voting place

- 4.1 Before opening a voting place, the designated election official and at least one other election official will verify that there are no ballots or other materials already stored in the tabulator stand.
- 4.2 On the first day in which a vote tabulator will be used in the election, the designated election official will power on the vote tabulator in the following manner:
 - (a) Position the vote tabulator on the vote tabulator stand;
 - (b) Plug in and follow set instructions for turning on the vote tabulator;
 - (c) Confirm that the date, time, and assigned voting place displayed on the vote tabulator are correct;

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- (d) Using the vote tabulator's display screen, confirm that no ballots are stored on the vote tabulator's memory media;
- (e) Produce a zero totals report from the vote tabulator to verify that no votes are stored on the vote tabulator's memory media;
 - i. The zero totals report is produced in front of any candidates or scrutineers who are present and want to observe;
 - ii. The zero totals report stays affixed to the vote tabulator until the final vote totals are tallied and printed after the close of voting on final voting day;
 - iii. If the zero totals report shows that votes are stored on the vote tabulator's memory media before any votes have been cast, the election officials will notify Elections Markham, who will arrange to have the vote tabulator repaired or replaced;
 - iv. If the vote tabulator cannot be repaired or replaced before voting hours begin, the designated election official will insert any marked ballots into the tabulator stand's auxiliary compartment until a properly functioning vote tabulator is available.
- (f) Initial the zero totals report with at least one other election official and any candidates or scrutineers who want to do so;
- (g) Prompt the vote tabulator to start receiving ballots.

4.3 On every subsequent voting day in which a vote tabulator is used again, the designated election official will power on the vote tabulator in the following manner:

- (a) Position the vote tabulator on the tabulator stand;
- (b) Plug in and follow set instructions for turning on the vote tabulator;
- (c) Confirm that the date, time, and assigned voting place displayed on the vote tabulator are correct;
- (d) With at least one other election official, verify that the number of cast ballots displayed on the vote tabulator is the same as the number recorded at the close of the previous voting day;
- (e) Prompt the vote tabulator to resume receiving ballots;

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- (f) Produce a printed configuration report;
 - i. The configuration report stays affixed to the vote tabulator until the final vote totals are tallied and printed after the close of voting on final voting day; and,
- (g) Initial the status report with at least one other election official and any candidates or scrutineers who want to do so.

5. Marking the ballot

5.1 Before issuing a ballot to a voter, the designated election official will:

- (a) Initial the top of the ballot;
- (b) Demonstrate to the voter how to indicate their selection(s);
- (c) Place the ballot in a secrecy folder; and,
- (d) Direct the voter to the voting area.

5.2 To manually mark their ballot, the voter will:

- (a) Proceed to the voting area;
- (b) Fill in the oval(s) next to the voting option(s) (i.e., candidate(s) and/or answer(s)) of their choice with a ballot marking pen;
- (c) Place the ballot into the secrecy folder with their selections concealed and the election official's initials showing; and,
- (d) Deliver their marked ballot to the designated election official to process it through the vote tabulator.

5.3 To mark their ballot using a voter assist terminal, the voter will:

- (a) Consult with the designated election official to determine what type of assistive device they require to mark their ballot;
- (b) Insert their ballot into the voter assist terminal's ballot entry slot;
- (c) View and/or listen to the voter assist terminal's instructions;
- (d) Select the voting options (i.e., candidate(s) and/or answer(s)) of their choice;
- (e) Review and confirm their selections;

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- (f) Place (or request an election official to place) their marked ballot into the secrecy folder; and,
 - (g) Deliver their marked ballot to the designated election official to process it through the vote tabulator.
- 5.4 On receiving a secrecy folder containing a marked ballot, the designated election official will:
- (a) Ask the voter to remain in the voting place until their ballot has been processed through the vote tabulator;
 - (b) Verify the initials of the ballot-issuing election official without removing the ballot from the secrecy folder;
 - (c) Insert the ballot into the vote tabulator with the ballot-issuing election official's initials facing down.

6. Ballot returned by vote tabulator

- 6.1 **Ballot not authorized:** If a ballot has not been initialed by a designated ballot-issuing election official:
- (a) If the voter is present, the designated election official will direct the voter back to the ballot-issuing election official to initial it.
 - (b) If the voter refuses to return the ballot or is no longer present, the designated election official will:
 - i. Ask a ballot-issuing election official to initial the ballot if they are confident that it was issued at the voting place; and,
 - ii. Re-insert and cast the ballot through the vote tabulator.
- 6.2 **Over voted contests:** If the ballot has more votes in the designated marking areas than the voter is permitted to select for a particular contest or ballot question:
- (a) If the voter is present, the designated election official will inform the voter that an overvote has been detected by the vote tabulator.
 - i. If the voter wants to mark another ballot, the election official will direct them to return the overvoted ballot to a ballot-issuing election official. On receiving the overvoted ballot, the ballot-issuing election official will:

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1. Write 'Cancelled' on the back of the ballot and fold it in half;
 2. Place the ballot in the cancelled ballots envelope;
 3. Issue the voter a replacement ballot; and,
 4. Re-instruct the voter on how to properly indicate their selection(s) on the replacement ballot.
- ii. If the voter confirms that they want to cast the overvoted ballot as is, the designated election official will:
1. Advise the voter that their selections for the overvoted contest(s) or ballot question(s) will be excluded from the count;
 2. Re-insert the ballot into the vote tabulator; and,
 3. Override the overvote alert and cast the ballot through the vote tabulator.
- (b) If the voter refuses to mark a replacement ballot or is no longer present, the designated election official will insert the overvoted ballot into the tabulator stand's auxiliary compartment and undertake the following steps after the close of voting for that day with at least one other election official and in full view of any scrutineers present:
- i. Where the ballot has valid marks and the election officials are confident of the voter's intent, one of the election officials will:
 1. Write 'Original' on the ballot and a unique serial number indicating the voting place, the date, and the sequence number among any other rejected and replaced ballots;
 2. Prepare a replacement ballot by making a mark in the designated marking areas according to their interpretation of the voter's intent, initialing the ballot, and writing 'Replacement' and the same serial number as recorded on the original ballot.
 3. Place the original ballot in the replaced ballots envelope;
 4. Insert and cast the replacement ballot through the vote tabulator; and,

5. Record the occurrence, serial number, and outcome.
 - ii. Where election officials are unable to determine the voter's intent, or where a replacement ballot also cannot be read by the vote tabulator, one of the election officials will:
 1. Write 'Rejected' on the ballot; and,
 2. Place the ballot in the rejected ballots envelope.
 3. Record the occurrence, serial number (if applicable) and outcome.
- 6.3 **Blank ballot:** If the ballot contains no votes in any of the designated marking areas:
- (a) If the voter is present, the designated election official will:
 - i. Inform the voter that the vote tabulator has not detected any votes in any of the designated marking areas; and,
 - ii. Re-instruct the voter on how to properly indicate their selections.
 - (b) If the voter confirms that they want to cast a blank ballot, the designated election official will re-insert the ballot into the vote tabulator and override the blank ballot alert to cast the ballot through the vote tabulator.
 - (c) If the vote tabulator continues to return the ballot and the voter refuses to mark a replacement ballot or is no longer present, the designated election official will insert the blank ballot into the tabulator stand's auxiliary compartment and undertake the following steps after the close of voting for that day with at least one other election official and in full view of any scrutineers present:
 - i. Where the ballot has valid marks and the election officials are confident of the voter's intent, one of the election officials will:
 1. Write 'Original' on the ballot and a unique serial number on the ballot indicating the voting place, the date, and the sequence number among any other rejected and replaced ballots;
 2. Prepare a replacement ballot by making a mark in the designated marking areas according to their

interpretation of the voter's intent, initialing the ballot, and writing 'Replacement' and the same serial number as recorded on the original ballot.

3. Place the original ballot in the replaced ballots envelope;
4. Insert and cast the replacement ballot through the vote tabulator; and,
5. Record the occurrence, serial number, and outcome.

ii. Where the election officials are unable to determine the voter's intent, or where a replacement ballot also cannot be read by the vote tabulator, one of the election officials will:

1. Write 'Rejected' on the ballot; and,
2. Place the ballot in the rejected ballots envelope.
3. Record the occurrence, serial number (if applicable) and outcome.

6.4 **Unreadable mark(s):** If the ballot is marked in such a way that it cannot be properly read by the vote tabulator:

- (a) The designated election official will re-insert the ballot at different orientations (face-down/up, head-first/last).
- (b) If the vote tabulator continues to return the ballot and the voter is still present, the designated election official will:
 - i. Inform the voter that the vote tabulator has not detected any votes in any of the designated marking areas; and,
 - ii. Re-instruct the voter on how to properly indicate their selections.
- (c) If the vote tabulator again continues to return the ballot and the voter is still present:
 - i. The designated election official will inform the voter that the ballot cannot be read by the vote tabulator and direct them to return it to the ballot-issuing election official to receive a replacement ballot.
 - ii. The ballot-issuing election official will:

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1. Write 'Cancelled' on the back of the ballot and fold it in half;
 2. Place the ballot in the cancelled ballots envelope;
 3. Issue the voter a replacement ballot; and,
 4. Re-instruct the voter on how to properly indicate their selection(s).
- (d) If the vote tabulator continues to return the ballot and the voter refuses to mark a replacement ballot or is no longer present, the designated election official will insert the unreadable ballot into the tabulator stand's auxiliary compartment and undertake the following steps after the close of voting for that day with at least one other election official and in full view of any scrutineers present:
- i. Where the ballot has valid marks and the election officials are confident of the voter's intent, one of the election officials will:
 1. Write 'Original' on the ballot and a unique serial number indicating the voting place, the date, and the sequence number among any other rejected and replaced ballots;
 2. Prepare a replacement ballot by making a mark in the designated marking areas according to their interpretation of the voter's intent, initialing the ballot, and writing 'Replacement' and the same serial number as recorded on the original ballot.
 3. Place the original ballot in the replaced ballots envelope;
 4. Insert and cast the replacement ballot through the vote tabulator; and,
 5. Record the occurrence, serial number, and outcome.
 - ii. Where the election officials are unable to determine the voter's intent, or where a replacement ballot also cannot be read by the vote tabulator, one of the election officials will:
 1. Write 'Rejected' on the ballot; and,
 2. Place the ballot in the rejected ballots envelope.

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3. Record the occurrence, serial number (if applicable) and outcome.
- 6.5 **Ballot could not be read:** If the ballot is damaged, defective, or otherwise unreadable by the vote tabulator:
- (a) The designated election official will re-insert the ballot at different orientations (face-down/up, head-first/last).
 - (b) If the vote tabulator continues to return the ballot and the voter is still present:
 - i. The designated election official will inform the voter that the ballot cannot be read by the vote tabulator and direct them to return it to the ballot-issuing election official to receive a replacement ballot.
 - ii. The ballot-issuing election official will:
 5. Write 'Cancelled' on the back of the ballot and fold it in half;
 6. Place the ballot in the cancelled ballots envelope;
 7. Issue the voter a replacement ballot; and,
 8. Re-instruct the voter on how to properly indicate their selection(s).
 - (c) If the vote tabulator continues to return the ballot and the voter refuses to mark a replacement ballot or is no longer present, the designated election official will insert the unreadable ballot into the tabulator stand's auxiliary compartment and undertake the following steps after the close of voting for that day with at least one other election official and in full view of any scrutineers present:
 - i. Where the ballot has valid marks and the election officials are confident of the voter's intent, one of the election officials will:
 1. Write 'Original' on the ballot and a unique serial number indicating the voting place, the date, and the sequence number among any other rejected and replaced ballots;
 2. Prepare a replacement ballot by making a mark in the designated marking areas according to their

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interpretation of the voter's intent, initialing the ballot, and writing 'Replacement' and the same serial number as recorded on the original ballot.

3. Place the ballot in the replaced ballots envelope;
 4. Insert and cast the replacement ballot through the vote tabulator; and,
 5. Record the occurrence, serial number, and outcome.
- ii. Where the election officials are unable to determine the voter's intent, or where a replacement ballot also cannot be read by the vote tabulator, one of the election officials will:
1. Write 'Rejected' on the ballot; and,
 2. Place the ballot in the rejected ballots envelope.
 3. Record the occurrence, serial number (if applicable) and outcome.
- 6.6 If a scrutineer objects to the election officials' interpretation of a voter's intent, the election official will record the objection in the adjudication log. The decision made by the election official is final.
- 6.7 Elections Markham will report the total number of ballots which are rejected and not replaced after the election.

7. Vote tabulator malfunctions or stops operating

- 7.1 If a ballot becomes jammed when inserted into the vote tabulator, the designated election official will follow the instructions on the vote tabulator's display screen to determine whether the ballot has been counted, before then proceeding to clear the jam.
- (a) If the ballot has been counted but has not dropped into the tabulator stand, the designated election official will slide the vote tabulator forward to access the rear exit and gently remove the ballot so that it drops into the tabulator stand.
 - (b) If the ballot has not been counted, the designated election official will:
 - i. Slide the vote tabulator forward to access the rear exit and gently remove the ballot;

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- ii. Place the ballot back inside the secrecy folder;
 - iii. Re-adjust the vote tabulator back to its normal position on the tabulator stand; and,
 - iv. Re-insert the ballot into the vote tabulator.
- 7.2 If a vote tabulator malfunctions during voting hours, the designated election official will:
 - (a) Contact Elections Markham for technical support; and,
 - (b) Continue accepting ballots by inserting them face-down into the vote tabulator stand's auxiliary compartment.
- 7.3 If the existing vote tabulator becomes operational again, the designated election official will resume inserting ballots into the vote tabulator.
- 7.4 If the existing vote tabulator must be replaced during voting:
 - (a) If its memory media can be used in the replacement vote tabulator, the zero totals report will be transferred to the replacement vote tabulator.
 - (b) If its memory media cannot be used in the replacement vote tabulator, the designated election official will produce a new zero totals report and insert all marked ballots stored in the tabulator stand (including any ballots in the auxiliary compartment) into the replacement vote tabulator in full view of at least one other election official and any scrutineers who are present.
- 7.5 Ballots inserted into the vote tabulator stand's auxiliary compartment while the vote tabulator is inoperable will be processed through the vote tabulator after the close of voting for that day.

Post-vote procedures

8. Closing the voting place during early voting days

- 8.1 After the close of voting on each early voting day, the designated election official will:
 - (a) Retrieve any ballots inserted into the vote tabulator's auxiliary compartment, and insert them into the vote tabulator;

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- (b) Record the total number of ballots cast as shown on the vote tabulator's display screen;
 - (c) Power down the vote tabulator, close the display screen and lock it (ensuring that no vote totals are generated by the vote tabulator);
 - (d) Remove all cast ballots from the vote tabulator stand, place them into a ballot transfer container, seal the container with the seals provided, and label the container with the appropriate voting place and date; and,
 - (e) Deliver the ballot transfer container to Elections Markham for secure storage.
- 8.2 If the vote tabulator will not be used at the voting place on final voting day, the designated election official will, after the close of voting on the last early voting day, repeat the preceding steps and place the vote tabulator in its transport case to be securely stored by Elections Markham until final voting day.

9. Closing the voting place on final voting day

- 9.1 After the close of voting on final voting day, the designated election official will:
- (a) Confirm that any ballots in the tabulator stand's auxiliary compartment are inserted into the vote tabulator;
 - (b) Initiate the tabulation of the vote totals by producing the printed vote totals report and wirelessly transmitting the encrypted vote totals to Elections Markham's secured network for data decryption and aggregation into the results system.
 - (c) Post a copy of the printed vote totals report on a wall inside the voting place for any scrutineers to view;
 - (d) Power down the vote tabulator and place it in its transport case;
 - (e) Deliver the vote tabulator to Elections Markham's designated location.
- 9.2 If the vote tabulator malfunctions during the tabulation of the vote totals, the designated election official will contact Elections Markham for instructions.

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- (a) If the wireless vote totals transmission was not received by Elections Markham Headquarters, the designated election official will:
 - i. Remove the memory media from the tabulator and insert it into a memory media reader that uploads the vote totals into Elections Markham's results system; and/or,
 - ii. Communicate the vote totals to Elections Markham Headquarters by telephone using the printed vote totals report for data entry into the results system.
- (b) If the vote tabulator's memory media and report printing components have malfunctioned and cannot be repaired in a timely manner, the designated election official will:
 - i. Remove all the ballots from the tabulator stand (including the auxiliary compartment) and place them into a ballot transfer container;
 - ii. Advise any scrutineers present at the voting place where the ballots will be re-tabulated by Elections Markham.
 - iii. Deliver the vote tabulator and ballot transfer container to Elections Markham's designated location.
- (c) At Elections Markham's designated location, the designated election officials will:
 - i. Replace the inoperable vote tabulator and/or the memory media;
 - ii. Produce a zero totals report;
 - iii. Insert all ballots from the ballot transfer container into the replacement vote tabulator;
 - iv. Initiate the tabulation of the vote totals on the replacement vote tabulator and produce the printed vote totals report; and,
 - v. Enter the vote totals into Elections Markham's results system.

10. Special paper ballots

- 10.1 Special paper ballots include ballots cast at a special voting place, during a home visit, and at Elections Markham Headquarters.
- 10.2 Special paper ballots are processed centrally through one or more vote tabulators at a date, time and place set by Elections Markham.
- 10.3 Each candidate is allowed to have one representative present for each station where special paper ballots are being sorted and/or processed through a vote tabulator.
- 10.4 In full view of any scrutineers present, designated election officials will:
 - (a) Power on the vote tabulator;
 - (b) Insert the memory media drive for the applicable voting place or method (Note: ballots cast during home visits will be processed on a single memory media drive);
 - (c) Produce a zero totals report confirming that no votes are stored on the memory media drive;
 - (d) Open the ballot box(es) or ballot transfer container(s);
 - (e) Unseal any sealed marked ballots by:
 - i. Removing each sealed ballot from its outer and inner envelope;
 - ii. Placing all ballots back into a container and shuffling it; and,
 - iii. Re-opening the container.
 - (f) Insert the ballots into the vote tabulator one at a time.
- 10.5 If a vote tabulator returns a ballot, the designated election official will re-insert the ballot at different orientations (face-down/up, head-first/last). If the tabulator continues to return the ballot, it will be set aside for examination in a container marked 'For adjudication'.
- 10.6 After all ballots from the ballot box(es) or ballot transfer container(s) for the special voting place have been processed through the vote tabulator or set aside for adjudication, the City Clerk or their delegate will:
 - (a) Ask the designated election official to re-insert each of the returned ballots from the 'For adjudication' container into the vote tabulator one at a time to prompt the error message; and,

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- (b) Adjudicate each returned ballot according to the steps outlined in these procedures.
- 10.7 If a scrutineer objects to the City Clerk or delegate's interpretation of a voter's intent, the City Clerk or their delegate will record the event and ballot serial number in the adjudication log. The decision made by the City Clerk or their delegate is final.
- 10.8 Once all ballots have been processed through the vote tabulator, the election official will, without initiating the vote count, power down and remove the tabulator's memory media drive.
- 10.9 The memory media drive containing the vote counts will be sealed inside an envelope, signed by any scrutineers present, and securely stored until the date and time set by Elections Markham for tabulation.

11. Tabulation of early voting paper ballots and special paper ballots

- 11.1 The following are tabulated centrally on final voting day at a time and place set by Elections Markham:
 - (a) Paper ballots cast during early voting days where the vote tabulator is not in use at the same voting place on final voting day; and,
 - (b) Special paper ballots.
- 11.2 Each candidate is entitled to have one representative present during the tabulation of early voting paper ballot and special paper ballot vote totals.
- 11.3 Designated election officials will tabulate the vote totals by:
 - (a) Inserting the voting place's memory media into a vote tabulator;
 - (b) Powering on the vote tabulator;
 - (c) Confirming that the number of cast ballots shown on the vote tabulator's display screen matches the documentation from the voting place;
 - (d) Initiating the tabulation process and producing one or more copies of the vote totals report;
 - (e) Powering down the vote tabulator; and,
 - (f) Removing the memory media and placing it in the designated container for secure storage by Elections Markham.

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11.4 A vote tabulator may be used to tabulate the vote totals for multiple voting places through substitution of the vote tabulator’s memory media.

12. Election results

12.1 Vote totals from the vote tabulators are combined with the vote totals from any other voting channels to produce the overall election results.

12.2 Elections Markham reviews, validates, and publishes the unofficial results for each contest and/or ballot question on Elections Markham’s official information website and any other channels it considers appropriate after the close of voting in the election.

12.3 Results from the following will be published as an aggregate number:

- (a) Home visits; and,
- (b) Voting places where the number of ballots cast is less than 10.

12.4 The City Clerk certifies the official results for each contest and/or ballot question at a later date.

13. Recount

13.1 A recount is conducted in the same manner as outlined in these procedures, except that all ballots will be tabulated at a central location determined by Elections Markham.

13.2 If a recount is held, any persons present are not allowed to examine the ballots before they are inserted into the vote tabulator.

Roles and responsibilities

Elections Markham periodically reviews and updates this policy to support legislative compliance as well as the principles of transparency, consistency, and accessibility. Updates made during an election period will be communicated to candidates and the public.

Date approved: May 2022
Last updated: May 2026
Approved by: Markham City Clerk

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Appendix "A" – Ballot adjudication guide

Clear voter intent examples

<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input type="radio"/></p>

Vote tabulator and voter assist terminal procedures



Unclear voter intent examples

<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/> Candidate B</p> <p>Candidate B <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B no! <input type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A No one <input type="radio"/></p> <p>Candidate B <input type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>
<p>Mayor Vote for 1</p> <p>Candidate A <input type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	<p>Mayor Vote for 1</p> <p>Candidate A <input checked="" type="radio"/></p> <p>Candidate B <input checked="" type="radio"/></p>	

Vote tabulator and voter assist terminal procedures



Appendix “B” – Date, time and place for processing special paper ballots through vote tabulators

Date	Start time	Location
Day before or second day before final voting day	10:00 AM	101 Town Centre Boulevard (EMHQ)

Appendix “C” – Start time for counting early voting paper ballots and special paper ballots on final voting day

Number of voting places reporting	Start time	Location
5 or fewer	7:00 PM	101 Town Centre Boulevard (EMHQ)
6 to 14	6:30 PM	101 Town Centre Boulevard (EMHQ)
15 to 24	6:00 PM	101 Town Centre Boulevard (EMHQ)
25 or more	5:30 PM	101 Town Centre Boulevard (EMHQ)