Oakville votes

2018 Municipal Election

Procedures for the use of voting and vote counting equipment for the 2018 Oakville municipal election

Last Updated: December 2017

PREAMBLE AND AUTHORITY

This procedure defines a process for the use of electronic vote counting equipment for the 2018 Oakville Municipal and School Board Election ('election') conducted by the Clerk of the Town of Oakville as the Returning Officer pursuant to the *Municipal Elections Act, 1996* (*Act*) and its applicable regulations.

Town of Oakville By-law 1997-157, passed under the authority of section 42(1) of the *Act*, authorizes the use of voting machines, voting recorders, optical scanning vote tabulators or other voting devices for the purposes of voting or counting votes.

Where this procedure does not provide for any matter, the matter shall be addressed in accordance with the principles of the *Act*. 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 *Act* gives the authority to the Town Clerk ('Clerk') as Returning Officer, to establish procedures and forms for the use of voting and vote-counting equipment within the municipality. Subsection 42(4) of the *Act* provides that the procedures and forms established by the Clerk, if they are consistent with the principles of the *Act*, prevail over anything in the *Act* and the regulations made under it. The *Act*, further gives authority to the Clerk to provide for any matter or procedure that is not provided for in the *Act*.

The definitions and procedures provided apply to the municipal election to be held on Monday, October 22, 2018 including all advance voting opportunities provided.

SCOPE

This procedure covers all items to be addressed with regard to the use of voting and vote counting equipment for the 2018 municipal election. It applies to the Returning Officer and any election official appointed by the Returning Officer, as well as all candidates, scrutineers, and eligible voters. This procedure shall be updated as required at the Clerk's discretion.

REFERENCES

Municipal Elections Act, 1996
By-law 1997-157

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1.0   GENERAL INFORMATION

1.1   General overview

Voting day is Monday, October 22, 2018. Elections are held for position of Mayor, Members of Oakville Town Council, Members of Town and Regional Council, School Board Trustees, and Regional Chair.

1.2   Appointment of election officials

The Clerk shall appoint election officials for the purposes of implementing this procedure and may designate their titles and duties. Such appointments shall be in writing and each election official shall be required to take an oath in accordance with the general principles of the *Act.*

1.3   Voters

A voter must be:
- a Canadian citizen;
- at least 18 years of age as of voting day;
- a resident of the Town of Oakville or the owner or tenant of land in the Town of Oakville, or the spouse of such owner or tenant; and
- not prohibited by law from voting.

1.4   Advance voting opportunities

Advance voting will be held no earlier than 30 days prior to voting day. Dates, times, and locations to be established by the Clerk.

1.5   Voting day

Voting locations established by the Clerk must remain open from 10 a.m. to 8 p.m. on Monday, October 22, 2018, in accordance with the *Act*.

1.6 Ballots

Composite ballots shall be used for the election which shall include all eligible offices 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.

On the paper ballot, a box (☐) shall be printed to the right of each candidate's name which shall be the space designated for the marking of the ballot. This shall also apply with necessary modifications to ballots relating to by-laws and questions, if applicable.

Instructions on the ballot shall direct the voter to mark the ballot by making an 'X' in the box to the right of the candidate's name of their choice or to the voter's answer to any by-law or question. Such instructions shall direct the voter to use the special marking pen provided, or alternatively, the voter may choose to cast his or her vote by using the audio accessible ballot marking device where provided.
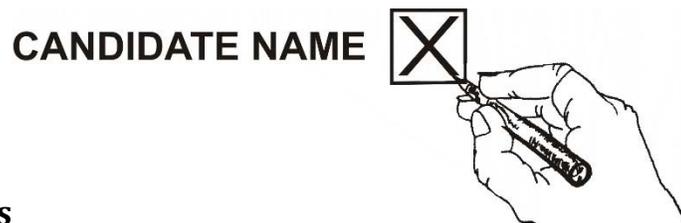
1.7 Candidates and scrutineers

1. Only the candidate or one appointed scrutineer may be in attendance at any one time for each tabulator at each voting location when the vote is being taken or counted.
2. To protect the secrecy of the vote, candidates and scrutineers shall not be able to examine or object to the ballots or counting of votes in a ballot as the ballots are being fed into the vote tabulator by the designated election official.
3. Appointed scrutineers shall be at least 16 years of age and must present proof of appointment by the candidate and identification upon entering the voting location. Candidates and scrutineers shall be required to take an oral oath and sign in each time they enter a voting location. They shall also be required to sign out when leaving a location.
4. Candidates or their appointed scrutineers shall be permitted to enter the voting location 15 minutes prior to opening and may remain after the close of voting, in order to observe the opening and closing procedures at the voting location. Candidates/scrutineers shall not be allowed to enter the voting location after the close of voting on voting day (8 p.m.).
5. Candidates/scrutineers shall not interfere in any way with the administration of voting procedures at the voting location.

2.0 USE OF VOTE COUNTING EQUIPMENT

The Town of Oakville shall utilize portable ballot scanning machines from Dominion Voting for the 2018 Municipal Election, in accordance with By-law 1997-157, authorizing the use of vote tabulator machines.

All voting locations during advance voting and on voting day shall be provided with an ImageCast Precinct tabulator – Figure 1 ('tabulator') to process ballots, with the exception of reduced hours locations.

Figure 1:

An ImageCast Precinct with Ballot Marking Device will be available at one designated location (Town Hall) during advance voting and on voting day. This unit is intended to serve voters with accessibility needs (voters have the option of marking a ballot using the audio accessible ballot marking device) and consists of the following accessible components:

- ImageCast Precinct tabulator (Figure 1)
- Audio-Tactile Interface ('handheld device'), with braille markings (Figure 2, 3)
- headphones used to interact with the system (Figure 2)
- sip & puff device (Figure 2)
- hand/foot paddles ('paddle device') (Figure 2)
- external printer for printing the audio session ballot once the voter has made her/his selections (Figure 2)

Where a vote tabulator has not been provided (in the case of those locations where reduced hours of voting have been authorized by the Clerk), election officials shall attend the voting location, and during the established hours of operation, administer the voting process in accordance with established procedures. All marked ballots shall be secure for transport to a regular voting location as designated by the Clerk, for processing through the vote tabulator provided to that location.

Figure 2:

External USB Printer

Figure 3:
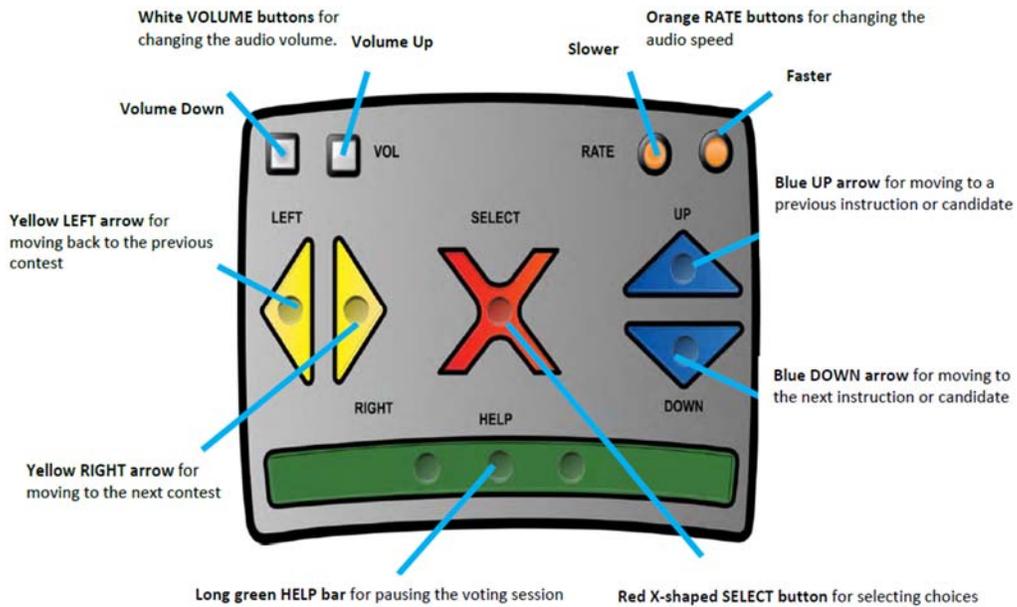
3.0 PROGRAMMING AND TESTING OF VOTE COUNTING EQUIPMENT

3.1 Programming of tabulators

1. Prior to advance voting and voting day, all tabulators shall be programmed so that a printed record may be obtained of the number of votes cast for each candidate and for the answer to any by-law or question.

2. Each tabulator shall also be programmed so that a ballot will not be immediately accepted for the reasons outlined below:
   a. **A blank ballot** - a ballot without votes in any of the designated voting spaces as determined by a tabulator.
   b. **An over voted ballot** - a ballot where more than the permitted voting space(s) are marked for an office, as determined by a tabulator.
   c. **An ambiguously marked ballot** - a ballot where the tabulator cannot read the marks in the designated voting spaces on the ballot.
   d. **An invalid/misread ballot** - a ballot which cannot be read due to markings made on the ballot other than in the designated voting spaces or where an incorrect ballot for the voting ward was issued, or a damaged ballot.
   e. **No DRO Initials** – a ballot where the election official has not placed their initials in the top-right corner of the ballot.

   The tabulator will display a message on the operator screen indicating the reason for the ballot not being accepted and the designated election official will be prompted by the tabulator to verify voter intent (see Section 4.4 Inserting of ballots into the tabulator).

3.2 Procedures for logic and accuracy testing of tabulators

1. Prior to voting day, the Clerk or designate shall test the tabulators to ensure an accurate count of the votes cast for all candidates, by-laws and questions. When testing the tabulator, adequate safeguards shall be taken to ensure that the system, or any part of it, that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the tabulator.

2. The test for the tabulator shall be conducted by:
   a. loading the voting location tabulator memory cards into the tabulator designated for that voting location;
   b. producing a zero tape to confirm that no votes are stored in the tabulator memory cards;

    c. tabulating a pre-audited group of ballots including those that fall into each of the categories of ballots described in Section 3.1 (2) of this procedure upon which a pre-determined number of votes are recorded for each candidate and, if applicable, the answer to any by-law or question; and;

    d. comparing the output of the tabulation against the pre-audited results.

3. If the Clerk detects any error in the test, the cause of the error shall be ascertained, corrected and the test shall be repeated until an errorless test is achieved.

4. The Clerk shall, at the completion of the test:

    a. clear the vote totals of the test ballots in each tabulator memory card;

    b. seal the memory card inside the tabulator; and

    c. retain any programs, test materials and documentation in the same manner as is provided in the *Act* for the keeping of election records.

5. The Clerk shall not alter or make changes to the materials referred to in clause 4(c) above.

4.0 PROCEDURE AT VOTING LOCATIONS

4.1 Opening the voting location

Clerk's Note: The opening procedure of each subsequent day at advance voting locations will differ from the following steps, whereby the tabulator will be powered on by the election official and the tabulating of ballots will resume from the previous advance voting day, providing for a continuous record of vote tabulation.

1. Each tabulator shall be assigned to a particular location.
2. The election official responsible shall confirm the tabulator location by checking the label on the right side of the machine.
3. In the presence of at least one other election official and any candidates or scrutineers present, the election official is to verify that there are no ballots or other materials present within the ballot box.
4. At locations offering accessible voting, the election official will connect the handheld device and printer to the tabulator.
5. The election official shall, in the presence of other election staff and any candidates or scrutineers present, cause the tabulator to print a zero totals tape from the memory card prior to the opening of the voting location.
6. The election official shall verify that the heading at the top of the tape lists the correct voting location name and number, that this tape contains a listing of candidate's names and offices in the exact order as they appear on the official ballot(s), and that the totals are zero for all candidates.
   a. If the totals are zero for all candidates, the election official shall post the first zero tape on a wall in the voting location and print a second (duplicate) zero tape. The election official shall ensure that the second zero tape printout remains affixed to the tabulator until the close of voting;
   b. If the totals are not zero for all candidates, the election official shall immediately notify the Clerk or designate and shall open the voting location using the back-up compartment of the ballot box (auxiliary compartment) until the tabulator is made operational or a replacement tabulator is made available and a zero totals tape is produced.

4.2 During voting hours: voting procedures

1. The election officials appointed by the Clerk to issue the ballots shall ensure that the appropriate ballot is delivered to each voter and that the voters' eligibility is confirmed. The election official must adhere to the following procedures:
   a. verify the identification of the eligible voter, as described in the *Act*;
   b. record the voter as voted in the voters' list;
   c. initial the appropriate ballot type in the space provided at the top-right corner of the composite ballot (the tabulator will return any ballots not initialed by an election official);
   d. place the initialed ballot inside a secrecy folder and hand to the eligible voter, instructing the voter how to properly mark the ballot to enable it to be processed by the tabulator.

2. Upon receiving the ballot, the voter shall:
   a. proceed to the voting booth; and
   b. using the ballot marking pen provided in the voting booth, vote by marking an X in the box to the right of the candidate(s) of his/her preference within each office or for the answer to any by-law or question;

3. After marking the ballot in the voting booth, the voter shall,
   a. insert the ballot back into the secrecy folder;
   b. leave the voting booth without delay; and
   c. deliver the secrecy folder containing the ballot to the election official stationed at the tabulator.

4.3 During voting hours: accessible voting procedures

1. Voters have the option of marking a ballot using the audio accessible ballot marking device (available at Town Hall). A handheld device, hand/foot paddles, or a sip and puff device will be used in this process, along with headphones and a printer. The handheld device will be connected to the jacks on the side of the tabulator as part of the opening procedures. The ballot marked by the ballot marking device and printer will be processed by the tabulator in the same manner as a manually marked ballot.

2. If a voter requests an accessible ballot, the following procedures shall be followed:
   a. The election official shall direct the voter to an assigned area and provide them with the handheld device and headset (or alternatively, a set of hand/foot paddles or sip and puff device).
   b. The election official will start the audio presentation for the accessible ballot by pressing the security key to the security key pad on the tabulator.
   c. The election official shall insert a blank ballot into the printer that is attached to the tabulator, and position a secrecy folder at the printer exit slot to receive the ballot as it is printed.
   d. The election official shall select the "Audio Vote" option on the operator screen menu of the tabulator followed by the appropriate ballot type (ward and school support), in order to indicate the type of ballot that the voter is eligible to receive.
   e. The audio presentation of the ballot will start automatically and will allow the voter to select his/her preferred language for the audio interface. While the voter is completing his/her audio ballot, the operator screen will display a message indicating that an audio session is in progress.
   f. Once the voter has confirmed their selections and has indicated via the handheld device that they wish to print their ballot, the printer will print the vote marks on the pre-printed, blank ballot (which will emerge from the printer into the secrecy folder).
   g. The election official shall retrieve the secrecy folder containing the marked ballot and write their initials on the ballot in the "space" provided at the top-right corner.

h. The election official shall insert the ballot into the tabulator.

NOTE: While the accessible ballot function is being utilized by a voter, other voters may have their hand-marked ballots inserted into the tabulator and processed. The tabulator unit can serve both voters and accessible voters simultaneously.

3. If at any point an accessible voting session must be cancelled, the election official shall perform the following steps:
    a. press the security key to the security key pad, to display the operator screen menu;
    b. press "Audio Vote";
    c. press "YES".

4. The accessible voting session will be cancelled and the voter shall be provided with the opportunity to recommence the process. No votes will be cast until a ballot containing the selections is printed and inserted in the tabulator.

5. Should there be any problems with the printer, it shall be unplugged and plugged back in. If problem persists, the assigned election official will be contacted and repairs will be undertaken or a new printer may be issued.

4.4 Inserting of ballots into the tabulator

1. The election official responsible for the tabulator shall, in the presence of the voter and without removing the ballot from the secrecy folder;
    a. verify the initials of the election official on the top of the ballot; and
    b. insert the ballot within the secrecy folder, face down, into the ballot input slot of the tabulator until the tabulator draws the ballot from the secrecy folder.

2. In order to ensure voter intent, when a ballot described in Section 3.1(2) is returned by the vote tabulator and the ***voter is present***, the election official shall:

    a. ***Blank ballot:***

    Advise the voter that the tabulator has read the ballot as blank. In order to ensure voter intent, the election official will give the voter the opportunity to correct the ballot or cast the ballot as is.

    Where the voter declines to review the ballot or wishes to process the ballot as is, the election official, without showing the face of the ballot to any individuals present, shall insert the ballot into the ballot input slot of the vote tabulator until the ballot is drawn from the secrecy folder. The Election Official shall then follow the directions on the operator screen to enable the vote tabulator to accept the ballot. The vote tabulator will not record votes for a blank ballot.

Once the ballot has been accepted by the vote tabulator, the voter cannot elect to receive a new ballot.

b. ***Overvoted ballot:***

Advise the voter of the reason the ballot was not immediately accepted by the vote tabulator, and ask the voter if they wish to review their ballot to ensure voter intent. Should the voter wish to mark a new ballot, the designated election official shall mark the ballot "cancelled", place it in the appropriate envelope, and deliver a new ballot to the voter with instructions on how to properly mark the ballot; or

Where the voter declines to accept a new ballot, and directs that the original ballot be processed without making any changes, the election official, without showing the face of the ballot to any individuals present, shall insert the ballot into the ballot input slot of the vote tabulator until the ballot is drawn from the secrecy folder. The election official shall then follow the directions on the operator screen to enable the vote tabulator to accept the ballot. The vote tabulator will not record votes for overvoted offices but will record votes for offices that have been correctly marked.

Once the ballot has been accepted by the vote tabulator, the voter cannot elect to receive a new ballot.

c. ***Ambiguously marked ballot:***

Explain to the voter that the ballot was not counted by the tabulator because an ambiguous mark was detected and the machine cannot be certain of the voters' intent (i.e. a mark is too light, or a small mark was made in a box inadvertently). The election official shall ask the voter to review the ballot to ensure that it is clearly marked in the spaces provided. If the voter has inadvertently made a small mark in a box where they had not intended to, the designated election official shall mark the ballot "cancelled", place it in the appropriate envelope, and deliver a new ballot to the voter.

Should the voter present decline to accept a new ballot, inform the voter that the ballot will not be counted and will be marked "declined" and placed in the appropriate envelope. The vote tabulator will not accept ambiguously marked ballots. Upon confirming that the voter will not accept a new ballot, the election official responsible shall mark the ballot "declined" and place it in the appropriate envelope. The voter shall be advised that she/he will not be eligible to return to the voting location to obtain another ballot during voting hours.

d. ***Invalid ballot:***

Explain to the voter that the ballot is invalid and cannot be accepted by the tabulator. The designated election official shall mark the ballot "declined", place it in the appropriate envelope, and deliver a new ballot to the voter.

Should the voter present decline to accept a new ballot, inform the voter that the ballot will not be counted and will be marked "declined" and placed in the appropriate envelope. The vote tabulator will not accept ambiguously marked or invalid/damaged ballots, or ballots applicable to another ward. Upon confirming that the voter will not accept a new ballot, the election official responsible shall mark the ballot "cancelled" and place it in the appropriate envelope. The voter shall be advised that she/he will not be eligible to return to the voting location to obtain another ballot during voting hours.

e. ***No election official initials:***

Take all reasonable steps to determine which election official issued the ballot and have the appropriate initials placed on the ballot. The ballot shall then be re-inserted into the vote tabulator.

3. When a ballot described in <u>Section 3.1(2)</u> is returned by the vote tabulator and the ***voter is not present***, the Election Official shall deliver the ballot to the designated election official who shall, in the presence of any candidate or scrutineer present, determine the reason the ballot was not processed and proceed as follows:

a. ***Blank ballot:***

Where there are no marks in the appropriate voting spaces for each office, mark the top of the ballot ***"blank"*** and insert the ballot into the ballot input slot of the vote tabulator until the ballot is drawn from the secrecy folder. The election official shall then follow the directions on the operator screen to have the ballot accepted as intended by the voter.

b. ***Over voted ballot:***

Where more than the required voting space(s) have been marked for each office, mark the top of the ballot ***"over voted"*** and insert the ballot into the ballot input slot of the vote tabulator until the ballot is drawn from the secrecy folder. The election official shall then follow the directions on the operator screen to have the ballot accepted as intended by the voter.

c. ***Invalid ballot:***

Where there are marks in the appropriate voting spaces, and the voter's intentions are clear, mark the ballot ***"ORIGINAL # ___"*** and mark a new ballot, in the presence of an election official and any candidate(s) or scrutineer(s) present, with the marks contained in the specified voting spaces on the original ballot. The new ballot shall be clearly labeled "***REMADE #____***" and given the same number which was written on the original ballot. The remade ballot shall be inserted into the ballot input slot of the vote tabulator and the original ballot shall be filed in the appropriate envelope.

d. ***No election official initials:***

Where there are ***no election official initials*** in the space provided at the top of the ballot, the designated election official shall take all reasonable steps to determine which election official issued the ballot and have the appropriate initials placed on the ballot. The ballot shall then be inserted into the vote tabulator.

4.5 Ballots cast

At all times, the number of ballots that have passed through the tabulator is displayed on the operator screen.

4.6 Tabulator troubleshooting / Tabulator jams

1. If the tabulator fails to operate, the election official shall unplug the tabulator and plug it back in, checking the power source. If the tabulator still fails to operate, the election official shall arrange for repairs to be made to the tabulator, or a replacement if required. The auxiliary compartment of the ballot box will be utilized to insert and store the ballots. If the auxiliary compartment is used at any point in the day, at the close of voting, in the presence of the designated election official, the ballots will be removed from the auxiliary compartment and fed into the ballot input slot of the vote tabulator.

2. The tabulator is equipped with a back-up battery, but if it becomes inoperable for any reason during the day, the election official responsible shall arrange for repairs to be made to the tabulator, or a replacement if required.

3. Tabulator paper jams are rare, but may occur. The tabulator uses image processing to check each ballot. If any jam has occurred, the machine will report a paper jam and the message on the operator screen will note if the results from the jammed ballot have been saved or not. Election officials perform the following steps should a jam occur:
   a. request that the voter remain at the ballot box
   b. not look at the markings on the ballot;
   c. determine if the ballot is visible at either the front ballot entry slot or the rear ballot exit slot (the ballot is long enough that part of it will be visible at either end);
   d. if the ballot is visible from the front ballot entry slot and the message on the operator screen says 'Paper Jam, Results Not Saved', pull the ballot out, press 'CLEARED' and re-insert the ballot into the tabulator; or
   e. if the ballot is not visible from the front of the entry slot and the message on the operator screen says 'Paper Jam, Results Saved', lift the tabulator off the ballot box to expose the back exit slot, and ensure the ballot is dropped into the box and follow the directions on the key pad in order to resume normal operation;

f. if a ballot is damaged and cannot be accepted by the tabulator, the election official will mark "cancelled' at the top of the ballot and place in the appropriate envelope. A new ballot will be issued for the voter to re-mark. Should the voter not be present, the steps outlined in Section 4.4(3)(c) will be followed.

4. If at any time, the tabulator is inoperable, for any reason, the voting process will not stop. The election official shall follow the procedures outlined below and utilize the auxiliary compartment:
   a. open the auxiliary slot and insert ballots into the auxiliary compartment of the ballot box;
   b. once the tabulator becomes operational again, the auxiliary compartment shall be sealed against further use with the time and initials of the election official noted on the seal in addition to those of any candidates or scrutineers present. The seal shall remain intact until the close of voting unless the auxiliary compartment is required at another time throughout voting day at which time the seal will be broken in the presence of any candidates or scrutineers present;
   c. at the close of voting, prior to powering down the tabulator, and in the presence of the election officials and any candidate(s) or scrutineer(s) present, the election official shall remove any ballots from the auxiliary compartment and insert into the ballot input slot of the working tabulator.

5.0 CLOSING THE VOTING LOCATION PROCEDURES

Clerk's Note: At the end of each advance voting day, the tabulators will be powered down and secured. On voting day, these tabulators will be secured at Town Hall, where the results tapes will be processed by the tabulator in accordance with regular procedures at the close of voting (8 p.m.).

1. Where a vote tabulator has been utilized at a voting location, the election official shall, after the close of voting:
    a. check the auxiliary compartment of the ballot box, to ensure all ballots have been processed. Any ballots in the auxiliary compartment shall be processed immediately through the tabulator;
    b. note the number of ballots that were counted by the tabulator, displayed on the operator screen;
    c. secure the tabulator against receiving any more ballots by contacting the security key with the sensor. The close option will be selected, generating instruction to the election officials and two results tapes will be printed;
    d. remove the first printed tape, which will consist of the original zero totals tape and any interrupt messages during voting hours and the votes given for each candidate from the tabulator;
    e. sign the certificate portion of the printed tape along with one additional election official, and any candidates or scrutineers who are present and wish to sign;
    f. place the printed tape into the appropriate envelope provided;
    g. post the second printed tape on a wall or other appropriate location for candidates and scrutineers to review;
    h. complete a final statement of ballots cast, in duplicate, recording the number of:
        i. ballots received from the Clerk;
        ii. ballots counted by the tabulator;
        iii. cancelled ballots;
        iv. declined ballots;
        v. remade ballots; and
        vi. unused ballots.

    i. place the original copy of the final statement of ballots cast in the appropriate envelope along with any other required forms and seal it;
    j. place the duplicate copy of the final statement of ballots cast and the voters' list with the ballots that have been counted by the tabulator in the ballot transfer bag and seal it for the safe transfer of the ballots;
    k. place all cancelled, declined, remade, and unused ballots in the appropriate envelopes and seal each envelope; and
    l. break the seal and remove the memory card from the Administrator slot of the tabulator and insert the memory card into the card reader (which is plugged into the designated laptop). Results are uploaded and shown as 'unofficial' results on the town website.

2. The designated election official shall personally deliver the tabulator and all election supplies and documents to a location designated by the Clerk.

3. If a tabulator has been utilized at a voting location, but the tabulation of the votes cannot be completed for any reason within a reasonable time following the close of voting, the election official will place all materials in the supply bag and personally deliver it to the Town Clerk or designate. Candidate(s) or scrutineer(s) may attend the designated return location, where any remaining closing procedures will be completed.

6.0   RESULTS REPORTING AND RECOUNTS

6.1 Results

No results will be printed prior to the close of voting (8 p.m., October 22, 2018). All data uploaded from voting day and advance voting tabulators shall be uploaded and published on the town's website as "unofficial" results.

Official results will be declared by the Clerk no later than Thursday, October 25, 2018.

6.2 Recounts

1. If a recount is held, the votes shall be counted in the same manner as the votes were counted on voting day.
2. Vote tabulator(s) shall be tested before the recount in the manner described in Section 3.0 of these procedures.
3. If vote tabulators are used for a recount, the recount is limited to the ballots tabulated during the advance voting period and the relevant ballots cast on voting day for the specific ward(s) or applicable area.
4. If vote tabulators are used for a recount, any candidate, court applicant or their lawyer(s) or scrutineer(s), will not be permitted to examine the ballots or dispute the validity of a ballot or the counting of votes on a ballot as the ballots are being fed into a vote tabulator by the designated election official.
5. Prior to any recount, the Clerk shall provide all election personnel and parties to the recount with a detailed overview of the process to be followed during the recount.

7.0   DEFINITIONS

"Auxiliary compartment" means the front compartment of the ballot box on which the tabulator is positioned, where voters' ballots are temporarily stored in the event that a tabulator fails to operate.

"Ballot" means the ballot that an election official provides a voter depending upon a voters' ward and school support entitlement; each ballot shall be a composite ballot including all offices, by-laws or questions (where applicable) for which the voter is entitled to vote.

"Ballot transfer bag" means the receptacle designed to enable the transport and storage of ballots.

"Clerk" means the Town Clerk of the Town of Oakville, as the Returning Officer for the municipal election, or designate.

"Designated voting space" means the space provided on the ballot, to the right of the candidate's name or answer to a by-law or question (where applicable).

"Election official" means the person designated by the Clerk to perform certain election functions. Election Officials may be referred to as Supervisor Deputy Returning Officers (SDRO), Assistant Deputy Returning Officers (ADRO), and Greeters.

"Mark" means any mark made in the designated voting space on the ballot.

"Memory card" means a removable memory cartridge where all tabulated votes are stored.

"Reduced hours location" means a voting location designated only for the residents of that particular nursing home, retirement home, or long term care facility.

"Secrecy folder" means a cover in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot but exposes the verification initials of the election official.

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

"Voting booth" means the screened area provided for the privacy of the voter to fill out the ballot.