



System Integrity

In accordance with By-law Number 2025-49, Vote Tabulators shall be used to tabulate the results of any Paper Ballots cast at Voter Assistance Centres (VACs) prior to Election Day for the 2026 Municipal Election. Neuvote Systems Inc. will supply the Vote Tabulators and all associated hardware and software required to scan and tabulate the Ballots for the 2026 Municipal Election.

Each Vote Tabulator will be programmed to accept all Ballot faces and so that a printed record can be produced of the number of votes cast for each Certified Candidate.

The Clerk will provide one Vote Tabulator at each VAC.

Tabulators will only be available for Electors who wish to cast a paper ballot in-person at VACs during their operating hours from October 21st until October 24th.

Each Vote Tabulator will be programmed to notify the Vote Tabulator Operator of the following issues:

- Deputy Returning Officer (DRO) Error (missing DRO initials)
- Misread Ballot
- Ambiguous Mark
- Blank Ballot
- Over-Voted Ballot
- Under-Voted Ballot

DRO Error – If a Ballot is returned by the Vote Tabulator because the Vote Tabulator has detected that the Ballot is missing the initials of the Deputy Returning Officer (DRO) who issued the Ballot, the Vote Tabulator Operator shall advise the Elector that the initials of the DRO are missing and that the Ballot cannot be processed. The Vote Tabulator Operator will place the Ballot in the secrecy folder, with only the Section for the DRO initials showing, and direct the Elector to return to the DRO who issued the Ballot to obtain the required initials. Once the DRO has initialed the Ballot in the appropriate field, the Elector shall return the Ballot to the Vote Tabulator Operator for processing through the Vote Tabulator. If a DRO at the Voter Assistance Centre (VAC) did not issue the Ballot, the Elector shall be notified that the Ballot cannot be processed and the Ballot will be stored in a folder labeled “Rejected Ballots”.

Misread Ballot – If a Ballot cannot be properly scanned by the Vote Tabulator, either due to the Ballot being damaged or for some other reason, the Vote Tabulator Operator will notify the Elector and will reinsert the Ballot into the Vote Tabulator. If on the third attempt the Ballot is still identified as misread, the Vote Tabulator Operator will return the misread Ballot to the Elector and request the Elector obtain a new Ballot from the DRO who originally issued the Ballot. The DRO will place the misread Ballot into a folder labelled “Cancelled Ballots”.



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Ambiguous Mark – If a Ballot is identified by the Vote Tabulator as having an ambiguous mark, the Vote Tabulator Operator will notify the Elector that their intent cannot be determined and provide the Elector with an opportunity to review their Ballot, describing the Ballot marking process and noting that an ambiguous mark is a mark that is too light or too small to determine the Elector's intent. Upon reviewing their Ballot, the Elector shall have the following two options:

- take the Ballot behind a privacy screen and darken the marks on their Ballot; or,
- obtain a new Ballot from the DRO who originally issued the Ballot. The DRO will place the Ballot with an ambiguous mark into a folder labelled "Cancelled Ballots".

Blank Ballot – If a Ballot is identified by the Vote Tabulator as blank, the Vote Tabulator Operator will notify the Elector and provide the Elector with the following two options:

- return the blank Ballot to the Elector and instruct the Elector on the Ballot marking process; or,
- have the Vote Tabulator Operator override the system and cast the blank Ballot with the understanding that the Elector is declining their Ballot and vote.

Over-Voted Ballot – If a Ballot is identified by the Vote Tabulator as over-voted, the Vote Tabulator Operator will notify the Elector and provide the Elector with the following two options:

- return the over-voted Ballot to the Elector and request the Elector obtain a new Ballot from the DRO who originally issued the Ballot. The DRO will place the over-voted Ballot into a folder labelled "Cancelled Ballots"; or,
- have the Vote Tabulator Operator override the system and cast the over-voted Ballot. Only the Candidate races correctly marked on an over-voted Ballot will be counted as part of the election results.

Under-Voted Ballot – If a Ballot is identified by the Vote Tabulator as under-voted, meaning the ballot does not contain votes in one or more of the races on the ballot or voting for fewer Candidates than is permitted within a single race, the Vote Tabulator Operator will accept and process the ballot.

Where the Vote Tabulator Operator is notified of a Ballot identified under this Section of the Procedures, and the Elector has left the VAC or refuses to provide further instructions, the Vote Tabulator Operator will:

- in the case of an over-voted or blank Ballot, have the Vote Tabulator override the system and cast the over-voted or blank Ballot;
- in the case of a misread or ambiguously marked Ballot, reinsert the Ballot. If on the third attempt the Ballot is still identified as misread or as having an ambiguous mark, store the



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- Ballot in a folder labelled "Rejected Ballots"; or,
- in the case of a DRO Error, confirm the absence of the DRO's initials and store the Ballot in a folder labelled "Rejected Ballots".

Paper jam – In the event a Ballot becomes stuck or jammed in the Vote Tabulator, the Vote Tabulator will display an error message to alert the Voter Tabulator Operator. When a paper jam occurs, no votes are read or recorded. The Vote Tabulator Operator will gently remove the Ballot from the Vote Tabulator to clear the jam and attempt to reinsert the Ballot. If on the second attempt the Ballot becomes stuck or jammed, the Vote Tabulator Operator will return the Ballot to the Elector and request the Elector obtain a new Ballot from the DRO who originally issued the Ballot. The DRO will place the defective Ballot into a folder labelled "Cancelled Ballots". If paper jams repeatedly occur for Ballots that do not appear to be visibly damaged, or if any resistance is felt while removing the jammed Ballot from the Vote Tabulator, the Vote Tabulator Operator shall immediately notify the Clerk and conduct the vote using the auxiliary compartment of the Ballot box until further direction is received from the Clerk.

Voting Process

The Paper Ballot and Vote Tabulator voting method for the 2026 Municipal Election will be conducted as "vote anywhere". All VACs will have all Ballot faces for all Wards and will operate a live Voters' List so that each Elector is struck from the Voters' List in real time once they have been issued a Ballot.

Electors attending a VAC shall be indicated as having voted on the Voters' List by the Election Official subject to presenting Proof of Identification in accordance with Section 52(1) of the Act and O. Reg. 304/13. The Deputy Returning Officer (DRO) will initial and provide the Elector with a Ballot that includes the appropriate school support and Candidate races based on the Elector's information on the Voters' List.

The DRO shall be permitted to attend to an Elector anywhere at the VAC in order to issue a Ballot and provide the Ballot to the Vote Tabulator Operator for the purpose of assisting an Elector with mobility restrictions or any other disability in accordance with Section 45(9) of the Act.

In addition to a Ballot, the DRO will provide a secrecy folder to each Elector and briefly instruct the Elector on the Ballot marking process.

Upon receiving the Ballot and secrecy folder, the Elector shall:

- a) immediately proceed to a Ballot marking station behind a privacy screen; and,
- b) using the Ballot marking pen, mark the Ballot in the designated space beside the Certified Candidate(s) of their choice.



After marking the Ballot at the Ballot marking station, the Elector shall:

- a) insert the Ballot into the secrecy folder with the DRO's initials showing; and,
- b) deliver the secrecy folder containing the Ballot to the Vote Tabulator Operator.

The Vote Tabulator Operator shall, in the presence of the Elector and without removing the Ballot from the secrecy folder, verify the DRO's initials and insert the Ballot, into the feed area of the Vote Tabulator until the Vote Tabulator draws the Ballot from the secrecy folder in full view of the Elector.

If a Vote Tabulator fails to function properly, the Vote Tabulator Operator will:

- a) immediately notify the Clerk;
- b) insert all marked Ballots into the auxiliary compartment of the Ballot box in full view of Electors; and,
- c) resume using the Vote Tabulator upon instruction by the Clerk. Ballots placed in the auxiliary compartment shall be processed in accordance with established procedures.

No Elector shall use a cell phone, electronic communication device, recording device, or camera in a VAC.

Where an Elector has more than one qualifying address in the City of Belleville, the Elector may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the Elector, as defined under the Act. Should an Elector receive more than one VIL, the Elector may only vote once and must return the other VIL to the Clerk's Office. All Electors that vote more than once in the City of Belleville election, or who improperly use the VIL, are in violation of the Act and therefore subject to the penalty provisions under the Act.

Logic and Accuracy Testing

Prior to the start of the Voting Period, the Clerk, and a designated Election Official(s), shall conduct logic and accuracy testing of all Vote Tabulators to be used in the Election, including standby Vote Tabulators, to ensure that the Vote Tabulators accurately tabulate results based on the votes cast and otherwise operate as programmed.

When testing the Vote Tabulators, adequate safeguards shall be taken to ensure that the system, or any part of it, that is used for processing and tabulating votes is isolated from all other applications or programs, and that no remote devices are capable of gaining access to the Vote Tabulator.

Neuvote Systems Inc. will calibrate Vote Tabulators to identify marks that are under the threshold value but within a defined range of pixels as an ambiguous mark, and marks above



the threshold value counted as votes. The Clerk shall verify the suitability of this calibration through the logic and accuracy testing.

If the Clerk or designated Election Official detects any error in the test, the cause of the error will be ascertained and corrected and the test shall be repeated until an errorless count is made and certified by the Clerk, Auditor, and/or designated Election Official.

All Logic & Accuracy testing shall be documented and retained until the destruction of Election Records occurs in accordance with Section 88 of the Act and/or the City's Records Retention Policy.

The logic and accuracy test shall be conducted as follows:

1. open the Vote Tabulator to accept Ballots following the same steps that would be taken at a Voting Location;
2. scan and tabulate a pre-audited group of Ballots marked with a variety of marking tools, including Ballots that fall into each of the following categories:
 - Ballots on which are recorded a pre-determined number of votes for each Candidate
 - Ballots that have over-voted races
 - Ballots that have under-voted races
 - Ballots that have no votes recorded
 - Ballots that have an ambiguous mark
3. close the Vote Tabulator and print the results report tape, following the same steps that would be taken at the close of voting on Election Day;
4. read the memory cards and test the Neuvote Results Management System (RMS); and,
5. compare the output of the tabulation with the pre-audited results.

Opening Voting on Voting Day(s)

Prior to the start of voting at a Voting Assistance Centre where a Vote Tabulator is first being used, the Vote Tabulator Operator shall complete the following:

1. Check the identification tag located on the Vote Tabulator to verify it has been assigned to the correct Voting Location.
2. In the presence of any Candidates or Scrutineers, inspect the Ballot box to ensure it is empty and then seal the Ballot box to ensure Ballots may only enter the Ballot box through the Vote Tabulator and sign the seal(s). In accordance with Section 47(5) of the Act, a Candidate or Scrutineer may place their own seal on the Ballot box or choose to sign the seal(s) placed on the Ballot box by the Vote Tabulator Operator.



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3. The Vote Tabulator Operator will power on the Vote Tabulator and print two (2) copies of all totals in its memory card on a report tape confirming zero (0) totals for all Certified Candidates on the Ballot.
4. The Vote Tabulator Operator will verify that the heading at the top of the report tape notes the correct Voting Location and lists all Certified Candidates and Candidate races on the Ballot.
5. The Vote Tabulator Operator will check the Ballot counter on the operator screen of the Vote Tabulator to ensure it displays zero Ballots processed.
6. The Vote Tabulator Operator, along with any Candidates or Scrutineers who are present and choose to do so, will sign the zero report tape. The Vote Tabulator Operator will display a copy of the zero report tape in an area where it may be publicly viewed. The second copy of the zero report tape shall remain attached to the Vote Tabulator.
7. If the report tape heading or offices are incorrect, or the report tape totals are not zero for all Certified Candidates on the Ballot, or the counter showing the number of Ballots processed does not display zero, the Vote Tabulator Operator shall immediately notify the Clerk and conduct the vote using the auxiliary compartment of the Ballot box until further direction is received from the Clerk.

Closing Voting on Election Day

The Vote Tabulator Operator will, after the close of voting at the end of Election Day:

1. Process any Ballots in the auxiliary compartment through the Vote Tabulator.
2. Secure the Vote Tabulator against receiving any more Ballots and seal the Ballot box in such a manner that it cannot be opened or any Ballots be deposited in it without breaking the seal and sign the seals. In accordance with Section 47(5) of the Act, a Candidate or Scrutineer may place their own seal on the Ballot box or choose to sign the seal(s) placed on the Ballot box by the Vote Tabulator Operator. Ballot boxes will be labelled to indicate the Voting Location and stored in accordance with the statutory retention period.
3. Cause the Vote Tabulator to print the two result report tapes indicating the total votes for each Candidate.
4. Sign the two result report tapes. Candidates or Scrutineers who are present and who wish to sign the printed results report will also be able to do so at this time. Display a copy of the results report tape in an area where it may be publicly viewed. Place the other report tape in the Election Results Envelope assigned to the Vote Tabulator along with a copy of the zero report that was printed prior to the opening of voting.