

Vote Tabulator Logic and Accuracy Testing Procedures

1. Declaration

In accordance with subsection 12(1) of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched., as amended ("MEA"), I hereby certify that the attached procedures shall be followed in conducting logic and accuracy testing for vote tabulators used during the 2026 Municipal Election in the Town of Whitby. These Procedures supplement Section 11 of the 2026 Municipal Election Procedures and establish the process by which vote tabulators and associated memory media will be tested and verified to ensure the accurate tabulation of ballots cast during the election.

Notice of these Procedures was given to persons who have filed, but not withdrawn, a nomination in accordance with the MEA and further to Section 11.4 of the 2026 Municipal Election Procedures. Further, a copy of these Procedures has been included with the Candidate Information Package and uploaded to the Town of Whitby election webpage at www.whitby.ca/vote.

Originally signed and dated at the Town of Whitby, in the Regional Municipality of Durham, on the 31st day of August, 2026.

Christopher Harris, Clerk and Returning Officer
The Corporation of the Town of Whitby

2. Purpose

The purpose of these Procedures is to provide the Clerk of the Town of Whitby with a framework for conducting logic and accuracy testing. The purpose of logic and accuracy testing is to verify that the vote tabulators and associated memory media intended for use in the 2026 Municipal Election accurately tabulate ballots and operate as programmed.

These Procedures are intended to:

- verify that vote tabulators accurately tabulate ballots;
- verify that election programming, candidate positions, ballot styles, memory media, and mark detection thresholds have been correctly configured;
- ensure that all vote tabulators, including standby and replacement vote tabulators, are tested prior to deployment for election use;
- provide transparency regarding the testing process for candidates, scrutineers, electors, and other interested parties; and

- promote confidence in the integrity, accuracy, and reliability of the Town's vote tabulation system.

Nothing in these Procedures shall be construed as derogating from the following authorities:

- The *Municipal Elections Act, 1996* and its Regulations;
- Town of Whitby By-law #7241-17, Use of Vote Counting Equipment for Municipal Elections; and,
- The 2026 Municipal Election Procedures established by the Clerk.

3. Authority and General Administration of these Procedures

- a. Section 11 of the 2026 Municipal Election Procedures requires the Clerk or a designated election official to conduct logic and accuracy testing on all vote tabulators, including standby vote tabulators, and memory media deployed during the election. These Procedures establish the process by which such testing shall be conducted.
- b. In accordance with Section 11.4 of the 2026 Municipal Election Procedures, these Procedures shall be made publicly available and candidates shall be provided with notice of the vote tabulator demonstration and logic and accuracy overview session.
- c. The Clerk may designate election officials to conduct any portion of logic and accuracy testing and may delegate authority under these Procedures in accordance with Section 15 of the MEA.
- d. The Clerk may modify testing activities where necessary to investigate discrepancies, resolve technical issues, verify election configuration settings, protect election integrity, or maintain public confidence in the election process.
- e. These Procedures shall be interpreted in a manner that promotes transparency, accountability, security, and public confidence in election technology while ensuring that vote tabulators accurately record and tabulate ballots as intended.

4. Scope

- a. These procedures apply to:
 - i. all vote tabulators, including standby vote tabulators;
 - ii. all memory media intended for use with a vote tabulator;
 - iii. each ballot style and ballot face used in the election; and
 - iv. the election results compilation and reporting process.

- b. Logic and accuracy testing shall be successfully completed before a vote tabulator or memory media is approved for election use.

5. Logic and Accuracy Testing – Overview

- a. Logic and accuracy testing is an equipment and configuration verification process. The intent of logic and accuracy testing is to verify:
 - i. the accuracy of vote tabulation;
 - ii. the correct configuration of election data, contests, candidate positions, and ballot styles;
 - iii. the proper operation of vote tabulators and memory media;
 - iv. the correct interpretation and treatment of valid votes, ambiguous marks, undervotes, overvotes and blank ballots;
 - v. the suitability of the mark detection thresholds established by the vote tabulator vendor; and,
 - vi. the readiness of all vote tabulators, including standby vote tabulators, for deployment in the election.

6. Ballot Test Deck Requirements

The test deck is a controlled group of ballots marked to produce predetermined expected results and to verify the matters identified in Section 5 of these Procedures.

The test deck shall:

- include all ballot styles used in the election;
- have each candidate receive at least one valid vote and a unique vote total;
- test each applicable ballot processing rule and related tabulator response; and,
- include any additional ballot conditions the Clerk considers necessary to verify the proper functioning of the vote tabulator system.

7. Logic and Accuracy Testing – Processing the Test Deck of Ballots

- a. Before testing begins, election officials shall inspect the vote tabulators and memory media compartments and document any irregularities. For each vote tabulator, election officials shall record and verify:
 - the vote tabulator identification number;
 - the date and time displayed by the unit; and,
 - the media memory being tested.
- b. Zero Report - before processing test ballots, a zero report shall be produced. The zero report shall be reviewed to confirm:
 - i. zero votes are recorded for each candidate and contest;
 - ii. the ballot counter displays zero ballots processed;

- iii. all applicable candidates and contests appear; and,
 - iv. the correct voting location(s) appears.
- c. The applicable test deck shall be processed through the vote tabulator. During processing and through the printed results report, election officials shall observe and determine whether the vote tabulator responds correctly to each applicable ballot processing rule.
- d. Results Report - after the test deck has been processed, a results report shall be produced. The actual results shall be compared with and match the expected results with respect to:
 - i. total ballots processed;
 - ii. votes for each candidate;
 - iii. contest totals; and,
 - iv. other relevant results.
- e. Results Reporting - the applicable test results shall be loaded to the results reporting system and compared with the expected results.
- f. Acceptance Standard - The actual results must exactly match the expected results. A vote tabulator or memory media set shall not pass logic and accuracy testing if actual results deviate from the expected results or the tabulator does not respond as expected to a ballot processing rule.

8. Power Interruption and Recovery

- a. During the logic and accuracy testing, a representative sample of vote tabulators shall be tested for power interruption and recovery. The test shall confirm that:
 - i. the ballot count is not altered;
 - ii. a ballot being processed at the time of interruption is accounted for correctly; and
 - iii. the vote tabulator resumes operation in accordance with the approved configuration.

9. Discrepancies, Errors, and Corrective Action

- a. If a discrepancy, equipment malfunction, configuration concern, unexplained result, or other error is identified:
 - i. testing of the affected vote tabulator and media memory shall stop and Clerk notified;
 - ii. the Clerk shall complete an investigation into the matter and, if required, undertake any corrective action;
 - iii. the affected equipment shall not be approved for election use until it completes retesting so that it produces the expected results; and,
 - iv. the discrepancy and any corrective action shall be documented.

10. Completion of Testing

- a. After successful testing, all test votes and test ballot counts shall be cleared from the memory media.
- b. A final zero report shall be produced to confirm that:
 - i. all test totals have been removed;
 - ii. all candidate and contest totals are zero; and
 - iii. the ballot counter is zero.
- c. The record of successful logic and accuracy testing shall be in the form of:
 - i. a tracking list of the tabulators and media memory tested;
 - ii. the test deck of ballots and expected results outcome;
 - iii. zero reports, results tapes with test results printed from the vote tabulator, and test results from the results reporting system; and,
 - iv. if applicable, discrepancy and corrective action records.

11. Preparing Vote Tabulators for Deployment to Voting Locations

- a. The approved memory media shall be installed in the assigned vote tabulator.
- b. Security seals shall be applied to the memory media compartment and any other designated access points. The seal number shall be recorded.
- c. Successfully tested and sealed vote tabulators shall be securely stored until deployed.
- d. It is noted that following use of a vote tabulator during the advance voting period, either at an advance voting location or roving poll, the tabulator may be reused on Election Day. In such cases, the memory media will be extracted from the vote tabulator in the presence of two election officials and securely stored for processing after the close of voting on Election Day. Steps a, b and c above will then be repeated to prepare the vote tabulator for deployment on Election Day.

12. Candidate Information Session

- a. As provided for in Section 11.4 of the 2026 Municipal Election Procedures, an information session for a vote tabulator demonstration and logic and accuracy overview will be held that candidates or their appointed scrutineer may attend.
- b. At the information session, the Clerk shall provide information and/or demonstrate the following:
 - i. An overview of the vote tabulators;
 - ii. the purpose of logic and accuracy testing;
 - iii. how expected results are established;
 - iv. the purpose of zero reports and results reports;
 - v. how actual results are compared with expected results; and

- vi. how discrepancies are addressed.

13. **Retention**

The results and records associated with logic and accuracy testing shall be retained in accordance with Section 88 of the MEA.