NORFOLK COUNTY
OPERATING PROCEDURE
2026 MUNICIPAL ELECTION RECOUNT

1. **Authority**
   The recount to be conducted Thursday November 5th, 2026 will be conducted pursuant to the 2026 Municipal Election Procedures as established by the Clerk.

2. **Date and Time**
   The recount shall commence on November 5th, at 9:00 a.m.

3. **Location**
   The recount shall be held at Gilbertson Administration Building, 12 Gilbertson Drive, Simcoe.

4. **Recount Procedures – Municipal Elections Act**
   In accordance with subsection 60 (1) of the MEA the recount shall be conducted in the same manner as the original count, with the marked ballots fed into the vote tabulators and results tapes produced from the tabulators.

   In accordance with subsection 42(4) paragraph 3 (ii) of the MEA at a recount using alternative voting methods, the persons referred to in subsection 61(5) namely, certified candidates, lawyers representing certified candidates, and scrutineers certified by candidates, are not entitled to examine each ballot as the votes are being counted by the Clerk.

5. **Location Set-up**
   The ballot boxes, vote tabulators and other supplies and materials will be set-up at Gilbertson Administration Building, 12 Gilbertson Drive.

   One recount station will be established for each polling location, consistent with the number of vote tabulators used during the election held October 26, 2026.

   This includes two (2) Advance Poll tabulators, two (2) “Roving” Institutional polls, and a station for the download of results from on-line voting.

   The recount area will be comprised of three (3) zones:
   1. The recount area (consisting of the tabulator recount stations and the results area)
   2. The on-line download station
   3. Observation areas

6. **Candidates/Scrutineers/Legal Counsel**
   Candidates may appoint scrutineers or legal counsel in writing to represent them at the recount pursuant to the Municipal Elections Act.

Scrutineers and legal counsel must show their written appointment to election officials upon entering the recount area and must sign in and take an Oath of Secrecy. No cellular phones, cameras, recording devices or other such electronic communication devices (except where required for accessibility accommodation) shall be used in the recount or observation area by anyone other than an election official.

Once the vote counting has been completed for a recount station and the results tape has been produced from the tabulator, if the total number of scrutineers representing a candidate, now exceeds the number of remaining recount stations, one (1) scrutineer must leave the recount location.

7. Programming and Testing of the Vote Tabulators

The vote tabulators are programmed and prepared for the recount in the same manner as they were on Election Day and as per the Procedures for the Use of the Vote Tabulators as distributed to each candidate at the time of their nomination.

8. Use of Vote Tabulators

The election officials at each recount station shall be assigned a vote tabulator, a ballot box containing ballots cast on Advance Voting and on Election Day, a transfer tote, and new empty ballot box. The ballot boxes will correspond to the Ward/polling place.

In full view of any candidate, appointed scrutineers or legal representatives present at the recount station, the Clerk and/or Deputy Clerk will re-zero each tabulator.

Designated election officials shall then:

1. Place the tabulator on a new (empty) ballot box

2. Print a Zero tape from the vote tabulator to confirm “0” totals

3. If the totals are “0” for all candidates, the election official shall initial and ensure that the “0” printout remains affixed to the vote tabulator until the results are printed by the vote tabulator after the completion of the recount. If the totals are not “0” for all candidates, the election official shall not proceed until the vote tabulator is confirmed as “0” by the Clerk or their designate.

4. Open the ballot box from Advance and Election Day voting, remove all ballots and place in the transfer tote, and begin to feed ballots into the tabulator. The ballots should be inserted into the tabulator the same way, face down, as they were inserted into the tabulator on the day of the municipal election, except without the use of secrecy folders.

5. If a tabulator fails to accept ballots, the election official will not proceed until it is made operational or a back-up tabulator is provided. A back up tabulator will be on standby for this purpose.

Note: Tabulator 1 located at Ward 4 (Vittoria Community Centre) stopped accepting new ballots at approximately 5:30 pm October 26th. All subsequent ballots were processed using Tabulator 2. As Tabulator 1 cannot accept ballots, the above process will apply to Ward 4 ballot boxes, with the following amendment:

- Ballot box 1 will be processed using the Ward 4 tabulator 2, and upon completion of processing the ballots, the tabulator (poll) will be closed, a printed record of the results produced, and the flash memory cards removed and stored.
- The flash memory card for Ward 4 Tabulator 1, which ceased accepting ballots on election day, will be inserted in the functioning tabulator, and the above process repeated for Ballot box 2.

Should a vote tabulator return a ballot for either of the reasons noted below, the election official shall press the vote tabulator “accept” button so the ballot is input into the vote tabulator, because the elector who cast their ballot is no longer present and all ballots in the box were accepted by the vote tabulator on Advance or Election Voting Day.

1. where there are no marks in any of the designated voting spaces;
2. where more designated voting spaces are marked for the office than the elector is entitled to vote.

Where there are marks in the designated voting space, but the vote tabulator is unable to count the votes on a ballot because the ballot was damaged after being accepted by the vote tabulator, the election official shall deliver it to the Clerk, who shall:

1. assign the original ballot a specified identifying number which shall be recorded on both the original and duplicate ballot. In the presence of the scrutineers, the duplicate ballot shall be marked as an exact representation of the original cast ballot. The election official will feed the duplicate ballot into the tabulator, and the original will be placed in an identifying envelope, and placed into the new ballot box at the end of the recount process.

2. the election official shall wait and not feed any additional ballots into the vote tabulator until the replacement ballot is received and fed into the vote tabulator.

After the ballots from the ballot box have all been fed into the vote tabulator, the Clerk or Deputy Clerk shall:

1. Print the results tape of the votes for each Ward 4 Councillor candidate,

2. Sign the certificate portion of the printed record.

3. Remove the printed record from the vote tabulator.

4. Allow Candidates to view the results tape pertaining to the Ward 4 summary.

5. The Tape will then be provided to an Election Official who will enter the number on to a spread sheet that will be displayed in the recount area for all those in attendance.

6. Place a ballot box seal on the new ballot box. The Clerk or Deputy Clerk will sign the seal, along with any candidate wishing to do so.

Information on the results tapes related to the offices that are not subject to the recount will be severed by election officials prior to review by any scrutineers or posting.

9. Cancelled/Spoiled and Declined Ballots

1. All Cancelled/Spoiled and Declined ballots which were not accepted by the vote tabulator during the Advance polls and on Election Day will be identified and placed in marked envelopes.

2. No Cancelled/Spoiled or Declined ballots will be fed into the vote tabulators or counted, consistent with tabulator procedures utilized on Advance Voting and Election Day.

10. Disputed Ballots

For any ballots in dispute, refer to section 61 (6) of the MEA, which provides as follows: "(6) The clerk shall determine a dispute referred to in clause (5) (b)"

Such ballots shall also be subject to the Clerks procedures established pursuant to section 42 (4) paragraph 3. ii.

11. Online Votes

The Clerk shall complete a recount of online votes by following the same procedure as conducted with the service provider for election day, October 26, 2026.
Candidates will be able to attend the download of results from the on-line voting commencing at 9:00 a.m., or as soon thereafter, prior to the tabulation of paper ballots.

12. Recount Records

At the conclusion of the recount, the Clerk shall secure the new ballot boxes, vote tabulators and other materials from the recount.

13. Results

Upon completion of the recount process, the Clerk or designate will compile the results and provide a statement of the recount to all involved candidates.

14. Tied Vote

Pursuant to Section 62 (3) of the Municipal Elections Act, if the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot.

If required, the lot will be conducted at the Gilbertson Administration Building, 12 Gilbertson Drive, on Thursday November 5th, 2026 at 7:00 p.m. This process will be open to the involved Candidates, any appointed legal counsel, and will be opened to the media.

Dated October 30th, 2026

William Tigert
County Clerk