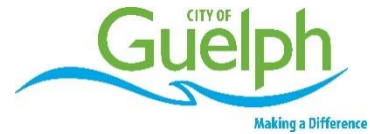


Standard Operating Procedure



Tabulator Opening and Re-opening Procedures

Department: City Clerk's Office
Division: ELE - Elections
Category: EQ - Equipment
SOP Number: 015
Effective Date: January 1, 2022
Last Revision Date: September 8, 2022

Purpose

To describe the process used to open tabulators at voting locations and re-open tabulators used any at advanced or special voting locations.

Application

This procedure applies to all eligible electors, election officials, candidates and scrutineers.

Procedure

Opening Tabulators

- a) An election official will set up a vote tabulator on each ballot box provided at a voting location.
- b) At the opening of each voting location the election official shall:
 1. Access the administration menu and initiate the "open voting location" process using the security key.
 2. In the presence of all scrutineers and election officials present, print a copy of all totals on the memory card before the opening of the voting place confirming zero totals.
 3. If the totals are zero for all candidates, the election official shall ensure that two zero printouts are printed. One shall remain affixed to the vote tabulator and one will posted at the location until the results are printed by the vote tabulator after the close of voting at 8:00p.m. on voting day.
 4. Election officials, candidates and scrutineers may sign the zero totals report if they wish to.
 5. If the totals are not zero for all candidates, the election official shall immediately notify the City Clerk and facilitate voting using the auxiliary compartment of the ballot box until the City Clerk provides a

back-up vote tabulator to the voting location which can produce a zero totals report.

Re-opening Tabulators Voting Locations

- a) On subsequent days of continuous voting during the advanced voting period or with subsequent special voting locations if a tabulator is used, an election official shall:
1. Pick up the vote tabulator, a new ballot box and other election supplies from City Hall and set up at the voting location;
 2. Plug in the vote tabulator and verify the number of ballots cast on the display with the number of ballots cast from the previous count (Tabulator Statement); and
 3. Set up the ballot box, remove any seals on the vote tabulator, and voting is to resume.

Definitions

"Act" means the [Municipal Elections Act, 1996, S.O. c 32](#) as amended.

"Advanced voting period" means the period of voting prior to voting day in accordance with the Act.

"Auxiliary compartment" means the compartment of the ballot box where elector's ballots are temporarily stored in the event that a vote tabulator fails to operate.

"Ballot" means a ballot prepared under subsections 41(1), 41(2) and 41(6) of the Act.

"Candidate" means a person who has been nominated under section 33 of the Elections Act.

"City Clerk" means the Clerk of the municipality, responsible for conducting election duties as outlined in the Elections Act.

"Election official" means any individual appointed by the City Clerk, where powers and duties in relation to an election are delegated.

"Memory card" means a removable device where all tabulated ballot totals are stored.

"Scrutineer" means a person appointed in writing by a candidate to oversee the voting process at a specific voting place or during results tabulation.

"Special voting locations" means a voting place that has been designated in accordance with Section 45. (7) of the Act.

"Vote tabulator" means a machine that digitally scans the ballots to read the votes and tabulate the results on a memory card.

References

[Municipal Elections Act, 1996.](#)