

# Standard Operating Procedure



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## Results Procedures

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	RES – Results
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## Purpose

To outline the process of tabulating results after the close of voting on voting day and announcing results.

## Application

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

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## Procedure

### Advanced and Special Voting Locations

- a) In accordance with the Act, the total number of votes cast for each candidate at a voting location, including advanced, special and alternative voting method, shall not be printed until after 8:00 p.m. on voting day.
- b) Voting location closing procedures as outlined in ELE-07-016, shall be conducted and followed only after 8:00 p.m. on voting day.
- c) Once the advanced voting period and the special voting places close, the vote tabulators and ballot boxes containing the ballots cast will be securely stored by the City Clerk until 8:00 p.m. on voting day at which time they will then be tabulated by an election official using the same procedure outlined below.

### Delivery of Tabulators to City Hall

- a) All regular voting locations will close at 8:00 p.m. on voting day. An election official from each voting location will deliver the vote tabulator(s) and all ballots directly to City Hall after the close of the voting locations.

### Tabulating Results

- a) The results for voting day will be tabulated at City Hall by election officials who shall follow the steps below:
  - a) Remove the memory card from the vote tabulator.

- b) Insert the memory card into the memory card reader for upload into the election system/result reporting software.
- c) Place memory cards after tabulation in designated envelope with associated results tapes and related documentation.
- d) Re-package and seal the tabulator for storage.

### **Manual Count**

- a) If, at the close of the voting, the City Clerk is of the opinion that it is not possible to count the votes with the vote tabulators, they may direct that all the votes cast in the election be counted manually following the provisions outlined in the Act.
- b) The total of votes cast for each candidate tabulated by a manual vote counting process shall be deemed final.

## **Results**

### **Unofficial Results**

- a) As memory cards are downloaded to a computer at City Hall on election night, unofficial results will be displayed and continuously updated on a screen in Council Chambers and on the City's [election website](#).
- b) Unofficial results will be made available when all the necessary information has been received and verified by the City Clerk.

### **Official Results**

- a) The City Clerk will make an official declaration of election results as soon as possible after voting day.

## **Retention of Ballots and Other Materials**

- a) Once counting is completed, the City Clerk shall, retain the programs, memory cards, test materials and ballots for the keeping of election records as outlined in the Act.
- b) There shall be no altering or changes made to any of the materials.

## **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.

**"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.

**“Election website”** means the 2022 Municipal Election website [www.guelph.ca/vote](http://www.guelph.ca/vote).

**“Memory card”** means a removable device where all tabulated ballot totals are stored.

**“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.

**“Voting day”** means the day on which the final votes will be taken in accordance with Section 5 of the Act. This Municipal Election voting day will be October 24, 2022.

**“Voting location”** means the physical location (building) and its surrounding property which has been designated by the City Clerk under Section 45 of the Act and where electors may attend to cast their vote using a vote tabulator in the Municipal Election.

## References

[Municipal Elections Act, 1996.](#)