

## An overview of the Election Job Position Duties

### Managing Deputy Returning Officer Duties (MDRO)

- Supervise the voting procedures as set out in the Municipal Elections Act, 1996 as amended ensuring they are carried out correctly and everyone who is entitled to vote may do so
- Supervise the voting location and all Election Officials
- Keep the peace – maintain the orderly conduct and flow of Electors through the voting location
- Set up the voting location in conjunction with other Election Officials
- Assume and/or perform all duties of any Election Official within the voting location if required
- Operate the vote tabulator in the absence of the Technical Deputy Returning Officer (TDRO) including certifying the “zero” tape prior to the opening of the voting location, processing ballots during voting hours, closing the tabulator, and producing printed results if required.
- Sign in and administer written and / or oral oaths to Election Officials, Candidates and Scrutineers and / or check identification when necessary
- Ensure no campaign material is brought into or left in the voting location or outside of the voting location.
- Issue replacement ballots to Electors, re-mark ballots when necessary and assist the Revision Officer when required
- Complete and certify all forms to be accurate and complete including forms required to account for ballots and to validate the votes cast at the assigned voting location in the absence of the designated Election Officials
- Deliver the results tape, vote tabulator, memory cards, ballots, ballot box, forms, and other election material to the Town Administration Centre if necessary
- Supervise closing of the voting location and clean up
- After everything is cleaned up and everyone is ready to leave, dismiss all Elections Officials

## Technical Deputy Returning Officer Duties (TDRO)

- Responsible for operating the vote tabulators – never leave the ballot box and / or tabulator unattended
- Set up the tabulator and ballot box in conjunction with the DRO
- Show those present that the ballot box is empty
- Seal the auxiliary ballot box compartment and keep it sealed when not in use. Place a seal on both the right and left sides of the ballot box as well as where the tabulator joins the ballot box
- Print zero totals report and status reports when required.
- Record the number of ballots cast as they show up on the screen.
- Feed the ballot from the secrecy folder into the tabulator
- If the tabulator rejects the ballot, review the tabulator screen, and discuss the message on the screen with the Elector
- Check the auxiliary compartment and feed the ballots through the tabulator or contact the Clerk's office for the ballots to be addressed
- Print the results tape if you are working on Election Day. If you are working for the Advance Vote, you will record the number of ballots cast and power down the vote tabulator
- Complete the required paperwork and sign the forms in conjunction with the DRO
- Seal the ballot box on the left and right sides, the auxiliary compartment and when the tabulator is removed from the ballot box, close the ballot box where the tabulator was sitting and seal it.
- Give the ballot box to the DRO to deliver to the Town Administration Office
- Place the vote tabulator in its case at the close of the voting location
- Deliver the vote tabulator to the Town Administration Office

## Deputy Returning Officer Duties (DRO)

- Count the ballots received from the Clerk prior to working at the Election – never leave the ballots unattended
- Assist the MDRO with set up of the voting location
- Assist the TDRO with set up of the vote tabulator and ballot box
- Supervise the voting procedures as set out in the Municipal Elections Act, 1996 as amended ensuring they are carried out correctly and everyone who is entitled to vote may do so
- Keep the peace in the voting location
- Check Identification of the Electors in conjunction with the Election Assistant
- Accept Application to Amend Voters' List forms, and Identity forms in conjunction with the Election Assistant
- Initial Ballots
- Issue ballots to Electors including replacement ballots when necessary
- Manage the Voters' List including tracking the number of ballots distributed, Electors who voted and ballots cast in conjunction with the EA and TDRO
- Assist Electors with voting if required (disabled Electors)
- Administer oaths as required
- Complete and certify all forms to be accurate including forms required to account for the ballots and to validate the votes cast and the number of Electors who voted at the voting location and the results
- If you are working an Advance Voting Day, you must attend at the Town Administration Office at 8:30 p.m. on Election Day to tabulate results.

## Election Assistant Duties (EA)

- Strike Electors off the Voters' List on the internet real time strike off system
- Conduct electronic Elector check-in and verify identification provided
- Receive and process Applications to Amend the Voters' List
- Check the forms to determine if the Elector is amending their own information or need to be added to the List
- Confirm Elector's ward and school support to determine which ballot the DRO is to issue to the Elector
- Confirm Canadian citizenship
- Revise the Voters' List and manage the List
- Record objections to Electors
- Assist DRO

### Revision Officer Duties (RO)

- Assist with the setup of the voting location
- Check the Voters' List for Electors
- Assist Electors that are not on the Voters' List
- Check the Elector's identification
- Provide the Application to Amend the Voters' List to the Elector.
- If the Elector is on the Voting List, but does not have identification, provide the Elector with the Declaration of Identity
- Assist Electors to complete the form(s)
- Assist with other duties as assigned

### Information Officer Duties (IO)

- Assist with the setup, opening and closing of the voting location
- Greet and direct Electors
- Ask Electors if they have their identification and Voter Notification Letter
- Direct Electors to the proper place within the voting location – if the Elector has their Voter Notification Letter, then they proceed directly to the EA, if they don't, the Elector proceeds to the RO
- Assist Electors if they are at the wrong voting location by utilizing maps and the list of additional voting locations.