

## Duties and Responsibilities of the Deputy Returning Officer

**Position:** Deputy Returning Officer

**Reports To:** Clerk or designate

**Delegation of Power and Duties:** The Municipal Elections Act, 1996 authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

"Deputy Returning Officer" (DRO) shall be defined as an election official appointed by the Clerk or designate to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2022 Municipal Election.

**Goals and Objectives:** To maintain the integrity of the election process and to assist in carrying out the election.

**Responsibilities:** All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the Municipal Elections Act, 1996 and the procedure set out and/or approved by the Returning Officer.

### **Pre Voting Day:**

- Attend the training session and sign “Appointment and Oath of Election Official” EL11
- Familiarize themselves with the election ballots, forms, oaths, voters’ lists, voting location, and relevant sections of the Municipal Elections Act

### **Voting Day:**

*Before the Opening of the Voting Place Responsibilities, include:*

- Arrive at the voting place at predetermined time provided by Site Manager
- Set up the voting station and assist where necessary in the setup of the voting location
- Assist with the removal of all campaign material in the area surrounding the voting location

*During Voting Hours Responsibilities, include:*

- Ensuring the conduct and integrity of the voting process
- Determine the eligibility of voters
- Ensure that all eligible voters who request a ballot receive a ballot

- Ensure that the voting place is free of campaign material and is private
- Administer oaths, as required
- Ensure that all ballots are accounted for
- Under the direction of the Site Manager, contact the Clerk in the event of emergency
- Assist with sanitization as required
- Other duties as assigned by the Site Manager or Clerk

*After the Close of the Voting Place Responsibilities, include:*

- Reconcile the number of ballots remaining after the close of polls
- Assist the Tabulator Deputy Returning Officer in a manual count, if required
- Assist with the cleanup and return of materials from the voting location

**Compensation:**

For training and Election Day - \$250