

## **Duties and Responsibilities of the Mobile Deputy Returning Officer**

**Position:** Mobile Deputy Returning Officer

**Reports To:** Clerk or Designate

**Delegation of Powers 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".

"Mobile Deputy Returning Officer" 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 carry out the election process.

**Responsibilities:** All the duties/responsibilities of the Mobile 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 Clerk.

### **Pre Voting Day:**

- Attend the training session and sign "Appointment and Oath of an Election Official" Form EL11
- Familiarize themselves with the election 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:**

- Pick up Election supplies (ballots, tabulator, supplies, etc.) at assigned location prior to the opening of the polling place
- Verify the supplies received with the supply list provided by the Clerk
- Drive to designated institution
- Set up the revision 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
- Open the revision station at assigned time.

**During Voting Hours Responsibilities, include:**

- Ensuring the conduct and integrity of the revision process
- Determine the eligibility of voters
- Ensure that all eligible voters who request to be placed on the list of electors are placed on the list of electors
- Ensure the privacy of elector information at the revision station
- Administer oaths, as required
- Contact the Clerk in the event of emergency
- Assist with sanitization as required
- Other duties as assigned by the Clerk
- Close the revision station at assigned time.

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

- Assist with the cleanup and return of materials from the voting location to predetermined location

**Compensation:**

For training and Election Day - \$250