

## **Duties and Responsibilities of the Site Manager**

**Position:** Site Manager

**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".

"Site Manager" shall be defined as an election official appointed by the Clerk or designate to assist in the management of voting locations 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:

**Responsibilities:** All the duties/responsibilities of the Site Manager 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 ballots, forms, oaths, voters' lists, voting location, and relevant sections of the Municipal Elections Act
- Contact your team to introduce yourself, answer any questions they may have, and ensure they know when and where to meet on Election Day.

### **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 with CSR the Election supplies received with the supply list provided by the Clerk
- Arrive at the voting place one hour prior to opening
- Set up the voting location and assist where necessary in the setup of voting stations
- Ensure the removal of all campaign material in the area surrounding the voting location
- Open the voting location at 10:00 a.m. or as otherwise directed

*During Voting Hours Responsibilities, include:*

- Effectively manage the operation of the voting location
- Ensuring the conduct and integrity of the voting process
- Distribute ballots to the DROs and cross-reference ballot numbers with DROs at the end of the day
- Ensure that the voting location is free of campaign material and is private
- Contact the Clerk in the event of emergency
- Assist with sanitization as required
- Other duties as assigned by the Clerk
- Close the voting location at 8:00 p.m. or as otherwise directed (i.e., institutions)

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

- Prioritize assisting the Tabulator Returning Officer completes closing steps and leaves the polling location as soon as possible to bring results to assigned municipal office.
- Ensure the cleanup and return of materials from the voting location to preassigned location

**Compensation:**

For training and Election Day - \$350