

Duties and Responsibilities of the Tabulator Deputy Returning Officer

Position: Tabulator 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"

"Tabulator 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 assist in carrying out the election.

Responsibilities: All the duties/responsibilities of the Tabulator 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 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
- Assist with the removal of all campaign material in the area surrounding the voting location
- Set up the tabulator station and assist where necessary in the setup of the voting location
- Allow any scrutineers present fifteen minutes prior to the opening of polls to inspect the ballot box and place their seal

During Voting Hours Responsibilities, include:

- Ensuring the conduct and integrity of the voting process
- Ensure that the voting place is free of campaign material and is private

- 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:

- Be sure that all ballots are cast through tabulator. Be sure that this includes ballots in the Auxiliary Slot of the tabulator box.
- Ensure proper shut down of tabulator
- Pack tabulator and head over to predetermined location to drop of tabulator for results upload.
- Under the direction of the Site Manager, contact the Clerk in the event of difficulties

Compensation:

For training and Election Day - \$250