

Duties and Responsibilities of the Mobile Deputy Returning Officer - Vote Van

Position: Mobile Deputy Returning Officer - Vote Van (advance polling days only)

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 – Vote Van" 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 – Vote Van 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(s):

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
- Arrive at the predetermined location half an hour prior to opening
- Set up the voting location
- Assist with the removal of all campaign material in the area surrounding the voting location
- Open the voting station at predetermined times

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 that all eligible voters who request a ballot receive a ballot
- Ensure the privacy of elector information at the location.
- Administer oaths, as required
- Contact the Clerk in the event of emergency
- Other duties as assigned by the Clerk
- Close the voting station at predetermined times

After the Close of the Voting Place Responsibilities, include:

- Assist with the cleanup and return of materials from the voting location to predetermined location
- Cast any ballots through the tabulator at the predetermined voting location after the polls have closed
- Be sure to balance with TDRO and sign off on any documentation
- Leave materials at specified location for pick up the next day.

Compensation:

For training and Advance Polling days - \$250