

## TOWNSHIP OF LARDER LAKE

### DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

#### IDENTIFYING INFORMATION

Position: Deputy Returning Officer  
Reports To: Clerk

#### 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 to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2018 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/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” [Form TD18](#)
- pick up the voting supplies for his/her Voting Place
- verify the supplies received with the supply list provided by the Clerk
- familiarize themselves with the election ballots, policies, procedures, voting system, Voters’ List management system, forms, oaths, Voters’ List, and Voting Place
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place
- respond to questions from electors
- determine the eligibility of voters
- assist the Returning Officer, as required

- sign “Certificate and Receipt for Ballots” Form EL25(A)

## **Voting Day**

### **A. Before the Opening of the Voting Place**

Responsibilities include:

- arrive at the Voting Place half hour prior to opening
- open and set up the Voting Place
- remove all campaign material from the Voting Place
- assist the Returning Officer, as required

### **B. During Voting Hours**

Responsibilities include:

- ensure 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 any oaths as may be required
- ensure that all ballots are accounted for
- close the Voting Place at 8:00 p.m. or as otherwise directed (i.e., institutions)
- contact the Clerk in the event of an emergency
- assist the Returning Officer, as required

### **C. After the Close of the Voting Place**

Responsibilities include:

- conduct the counting of the ballots accurately and in a timely manner
- decide whether a ballot is to be counted or not
- once the counting of the ballots has been completed call the Municipal Election Office with the voting results
- complete the prescribed election forms including final Oath
- seal the ballot box and immediately return all election materials and the ballot box to the Clerk
- contact the Clerk in the event of difficulties
- assist the Returning Officer, as required