



Election Official

Application Reference Handbook

(May 31, 2018)

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Are you interested in working on the Election?

The Municipality of Clarington is now accepting applications to work at the 2018 Clarington Municipal Elections. This is a great opportunity to serve your community, learn new skills and to be involved in the election process!
Election workers must attend a mandatory training session held in October.

Dates and Hours

Advance Voting Days:

Date	Time
Saturday, October 13 th	10:00 AM – 5:00 PM
Sunday, October 14 th	10:00 AM – 5:00 PM
Monday, October 15 th	10:00 AM – 8:00 PM
Tuesday, October 16 th	10:00 AM – 8:00 PM
Wednesday, October 17 th	10:00 AM – 8:00 PM

Voting Day:

Date	Time
Monday, October 22	10:00 AM– 8:00 PM

Positions Available

We are looking for people to fill positions as:

- Voting Place Supervisor (VPS)
- Technical Deputy Returning Officer (TDRO)
- Deputy Returning Officer (DRO)
- Revision Clerk (RC)
- Greeter

Rate of Pay

Advance Voting Position	Advance Voting Pay	Election Day Position	Election Day Pay
VPS	\$240	VPS	\$240
TDRO	\$210	TDRO	\$210
DRO	\$210	DRO	\$210
RC	\$210	RC	\$210
Greeter	\$180	Greeter	\$180

NOTE: Canada Revenue Agency statutory deductions (Tax, CPP & EI) may be required.

Things to Know

- Emails must be unique to the applicant (i.e. not sharing between spouses who are both applying to work the elections) and must be checked regularly.
- There may be “shifts” (i.e. Saturday, Wednesday and Voting Day). There is no opportunity to only work an Advance Vote Day because workers at Advance Vote will become VPSs on Voting Day.
- If you work more than two days, they may have to be paid through payroll and may be subject to Canada Revenue Agency statutory deductions (Tax, CPP & EI).
- Applicants for the VPS and TDRO positions will need to have access to a vehicle (which is not being used by another election official). Mileage is not paid separately, it is part of the compensation.
- Applicants for the VPS position will need to have a cell phone in order to keep in contact with the Ward Captain and Election Headquarters. A portion of the compensation for the VPS is for cell phone use.
- Training is included in the compensation and will consist of online training or a combination of online training and classroom-based training, depending on the position.
- If you are working on Voting Day, you should vote at the [Advance Voting Opportunities](#), [Special Mail-in Ballot](#), or use [proxy](#).
- Every voting place will be non-smoking and there will not be opportunities for “smoke breaks”.
- Applicants should plan to bring their lunch and drinks as there will not necessarily be access to a kitchen (i.e. to heat up their lunch).

Position Duties

Voting Place Supervisor (VPS)

One VPS is appointed to each Voting Place and is responsible to ensure the Voting Place runs smoothly on Voting Day. This person will also have worked at an Advance Voting Opportunity. The VPS is also responsible for the overall conduct at the Voting Place. The VPS:

- Must arrive at the Voting Place at 9:00 AM
- Must be able to lift 25 pounds and must have own vehicle for Voting Day (i.e. not shared with another election worker).
- Must have a cell phone on Voting Day as this is how you will communicate with your Ward Captain and the Clerk's Department. Compensation for the cell phone use is included in your pay.
- Picks up all Voting Place supplies and ballots, including the Vote Tabulator, from Election Return Headquarters (ERH).
- Calls his/her Election Officials prior to Voting Day to confirm they will be working on Voting Day.
- Leads communications with Ward Captains and identifies problems at the Voting Place.
- Ensures the Election Officials are supplied with all the materials needed to open the Voting Place, and that all materials are properly accounted for and remain secure throughout the Voting Day.
- Declares the Voting Place open at 10:00 AM on Voting Day and closed at 8:00 PM.
- Supervises all Election Officials during the day to ensure smooth operation of the Voting Place.
- Coordinates the ballot accounting process.
- Returns all supplies to ERH and ensures reconciliation of all materials and supplies.

Technical Deputy Returning Officer (TDRO)

One TDRO is appointed to each Voting Place. The TDRO is responsible for receiving completed ballots from electors and processing them through the Vote Tabulator. The TDRO:

- Must arrive at the Voting Place at 9:00 AM
- Must be able to lift 25 pounds and must have own vehicle for Voting Day (i.e. not shared with another election worker).
- Sets up the Vote Tabulator for operation.
- Receives completed ballots from voters.

- Advises voters if the ballot is not accepted by the Vote Tabulator and explains how to correct voting and ballot errors.
- Uses troubleshooting techniques if problems occur with the Vote Tabulator.
- Assists voters with accessibility needs.
- Returns the Vote Tabulator with memory card intact containing the Election Results to the Election Results Centre (ERC).

Deputy Returning Officer (DRO)

Multiple DROs are appointed to each Voting Place depending on the number of eligible electors anticipated to attend the Voting Place. A DRO is responsible for issuing ballots to voters and maintaining the official Voters' List. A DRO:

- Must arrive at the Voting Place at 9:00 AM
- Receives voters at the opening of the Voting Place at 10:00 AM.
- Verifies elector's identity.
- Locates and crosses voters' names off the Voters' List.
- Issues one ballot to each eligible voter, and instructs elector on voting procedure.
- Directs voters, whose names are not on the Voters' List, or whose entry on the list is incorrect, to the Revision Clerk.
- Keeps track of the number of voters who have been provided a ballot.
- Administers oaths as required.
- Assists voters with accessibility needs.
- Assists the VPS with packing up the Voting Place.

Revision Clerk (RC)

Multiple RCs are appointed to each Voting Place depending on the number of eligible electors anticipated to attend the Voting Place. An RC is responsible for adding to the Voters' List the names of any electors whose names were not included on the Voters' List or revising those entries on the Voters' List that are incorrect. An RC:

- Must arrive at the Voting Place at 9:00 AM
- Verifies identification provided by the elector.
- Checks the Voters' List for the elector's name.
- Directs voters to the appropriate location if not at the correct Voting Place.
- Provides an "Application to Amend the Voters' List" form to the elector (as required).
- Approves or denies the "Application to Amend the Voters' List" form.
- Returns approved Application to elector and provides instructions as required.
- Assists voters with accessibility needs.

Greeter

A minimum of one Greeter will be placed at each Voting Place. A Greeter is responsible for providing information and assisting electors at the Voting Place. A Greeter:

- Must arrive at the Voting Place at 9:00 AM
- Greets and assists electors entering and exiting the Voting Place.
- Identifies appropriate Voting Place for electors who have attended the incorrect Voting Place.
- Assists with traffic flow by directing voters and answering questions.
- Assists voters with accessibility needs.
- Conducts a regular audit of the parking lot, entrance, hallway(s), and the Voting Place to ensure that any barriers, and campaign material, are removed.
- Administers the “Oral Oath of Secrecy” to Candidates/Scrutineers present in the Voting Place.

How to Apply

Note: A unique valid email address will be required from every applicant (i.e. not one that is shared with someone else who is applying to work the election). This is required because training and work assignment information is provided via email.

Apply Online

Read the handbook, complete an online application and short questionnaire.

Recruitment Process

The Municipality of Clarington is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, or in performing your position should you be selected, please contact the Municipal Clerk’s Department, during regular business hours, at 905-623-3379 ext. 8683 (VOTE) or email Election2018@clarington.net.

General Information

The Municipal Clerk, along with her staff team, administers the Municipal and School Board elections every four years and any by-elections as required, under the authority of the *Municipal Elections Act, 2006*, as amended. Clarington's Council consists of one Mayor, two Regional Councillors and four Local Councillors. For the 2018 Municipal Election, all eligible electors in the Regional Municipality of Durham will have the opportunity to cast a vote to elect a Regional Chair. Our next Municipal Election is scheduled for **October 22nd, 2018**.

The Municipal Clerk's Department is dedicated to ensuring that the election process is consistent with the following principles:

- the secrecy and confidentiality of the individual votes is paramount;
- the election is to be fair and non-biased;
- accessible to the voters;
- integrity of the process to be maintained throughout the election;
- certainty that the results of the election reflect the votes cast; and
- voters and candidates to be treated fairly and consistently within the Municipality of Clarington.

The right to vote is fundamental to our democracy. In our next election Clarington electors will be voting for the offices of Mayor, Regional Councillor, Local Councillor, School Board Trustee and Regional Chair. The powers and decisions made by members of our Clarington Council affect the day-to-day lives of everyone in our community. Learn more about the current issues and projects faced by our community.

Voters' List Details

The Voters' List is prepared by the Municipal Property Assessment Corporation (MPAC) and is supplied to the Municipal Clerk on or before July 31, 2018, as per the *Municipal Elections Act, 1996*. Beginning September 4, 2018, copies of the Voters' List will be available for supervised public viewing in the following locations:

1. Municipal Clerk's Department, Second Floor, Municipal Administrative Centre, 40 Temperance Street, Bowmanville
2. Clarington Public Library
 - a. Main Branch - 163 Church Street, Bowmanville
 - b. Courtice Branch - 2950 Courtice Road, Courtice
 - c. Newcastle Branch - 150 King Avenue East, Newcastle
 - d. Orono Branch - 127 Church Street, Orono

What if my name is not on the Voters' List?

If you are a qualified elector, and your name does not appear on the Voters' List, you need to attend the Municipal Clerk's Department to complete the necessary amendment application during regular business hours (Monday through Friday, 8:30 AM to 4:30 PM), commencing September 4, 2018 and ending on Voting Day, October 22, 2018. Additionally, amendment applications may be completed online by visiting the 2018 Election Website (VotesMatter.clarington.net). On Voting Day, applications to amend the Voters' List will be received at the Voting Places during voting hours (10:00 AM to 8:00 PM).

What if my name is not entered correctly on the Voters' List?

If you are a qualified elector, and your name does not appear correctly on the Voters' List, you need to attend the Municipal Clerk's Department to complete the necessary amendment application during regular business hours (Monday through Friday, 8:30 AM to 4:30 PM), commencing September 4, 2018 and ending on Voting Day, October 22, 2018. Additionally, amendment applications may be completed online by visiting the 2018 Election Website (VotesMatter.clarington.net). On Voting Day, applications to amend the Voters' List will be received at the Voting Places during voting hours (10:00 AM to 8:00 PM).

Who Can Vote?

Qualifications of Electors

A person is entitled to be an elector in the Municipality of Clarington (unless prohibited by the *Municipal Elections Act, 1996*, or any other Act) if, on Voting Day (Monday, October 22, 2018), he or she:

1. is a Canadian citizen;
2. is at least eighteen (18) years old;
3. resides in the Municipality of Clarington, or is the owner or tenant of land in the Municipality of Clarington, or the spouse of such a person; and
4. is not prohibited from voting by law.

Persons Prohibited from Voting

1. A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evening or on weekends (this does not include a person serving a sentence at home).
2. A corporation.
3. A person acting as executor or trustee or in any other representative capacity except as a voting proxy in accordance with Section 44 of the *Municipal Elections Act, 1996*.
4. A person who was convicted of the corrupt practice described in Subsection 90(3) of the *Municipal Elections Act, 1996*, if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.

Separate School Electors

Separate school electors must be Roman Catholic and be otherwise qualified as electors to be separate school electors. Where children attend school does not have any bearing on voter qualifications.

Can every elector vote for School Board Offices?

Non-resident owners or tenants, or spouses of owners or tenants, of commercially and industrially assessed lands **are not eligible** to vote for school board offices.

Where and How Often may I vote?

An elector whose name appears on the Voters' List is entitled to vote, subject to the following:

1. An elector may vote only once in the Municipality of Clarington, even if they own more than one property in the Municipality.
2. If the elector owns more than one property within the Municipality of Clarington, the elector must vote in the Ward in which he/she resides. The elector does not have the choice as to where he or she wishes to vote.
3. In the case of school boards, the elector is only permitted to vote once for his/her school board trustee even if the elector owns more than one property in more than one municipality that is contained within the jurisdiction of the school board.
4. An elector is entitled to vote only once on a by-law or question.
5. An elector has the right to correct, delete or add information contained on the Voters' List pertaining to him/her during the revision period up to the close of voting on Voting Day. These rights also extend to school board status.
6. Students who reside "away from home" may vote in two places --- within the municipality where they attend school, and within the municipality where their family resides (their "home").

What Identification is Required to Vote?

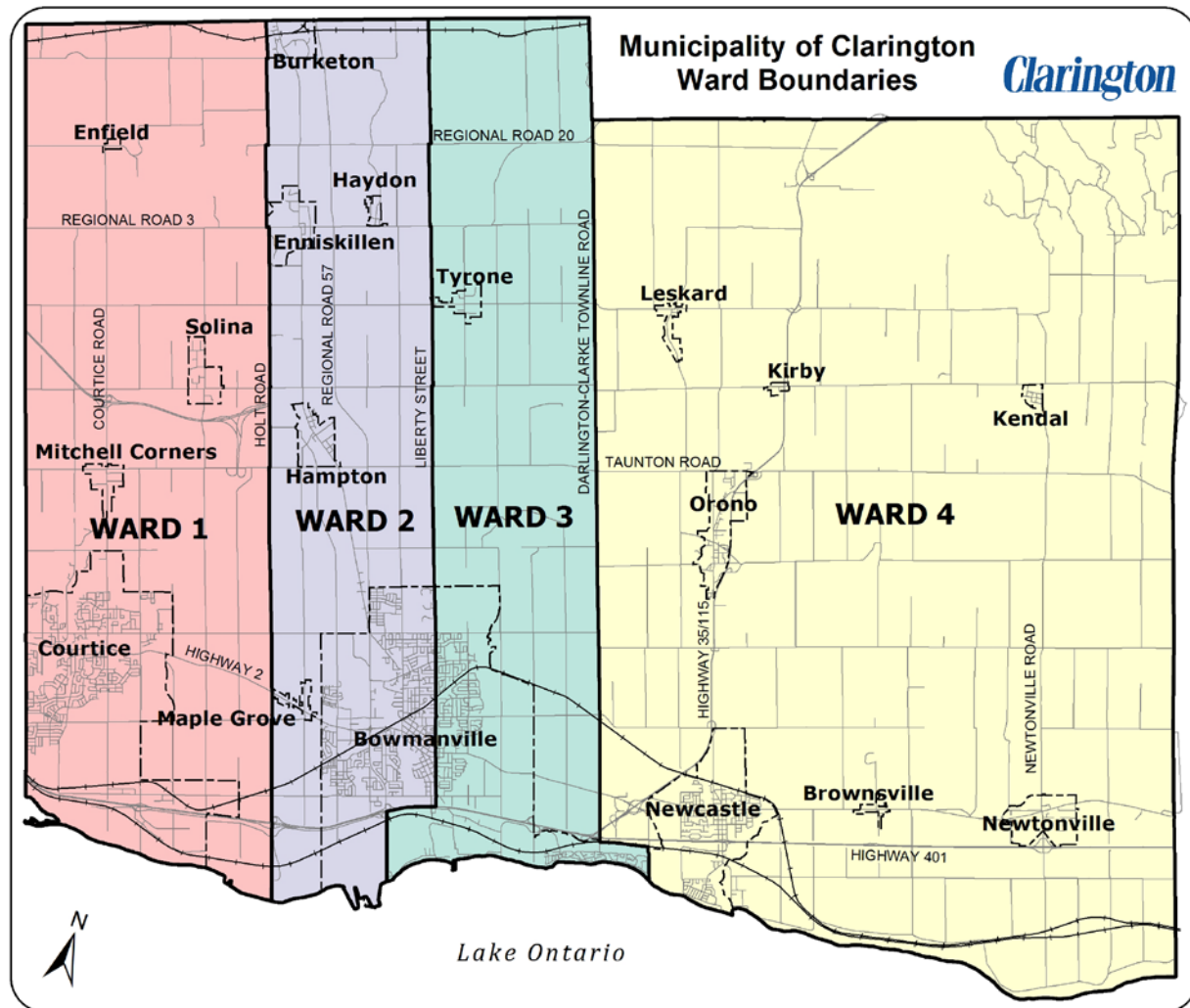
In accordance with the *Municipal Elections Act, 1996*, as amended, every elector shall present prescribed proof of identity and residence. Regulations set out the types of acceptable identification required by an elector to verify his/her name and qualifying address.

Electors who are not able to provide the necessary identification will be provided an opportunity to complete a written statutory declaration at the Voting Place in order to receive their ballot.

An elector who fails to provide the necessary identification and is not willing to complete the declaration shall **not** receive a ballot.

Where do I Vote?

Except for Advanced Voting Opportunities (all eligible voters may vote at any of the Advanced Voting Locations), electors must vote in their ward (and assigned Voting Place). To determine the ward in which you reside, check the following ward map:



For further information regarding the Clarington 2018 Municipal Elections, please contact:

**Municipality of Clarington
Municipal Clerk's Department
40 Temperance Street, 2nd Floor
Bowmanville, ON L1C 3A6**

**Phone: 905-623-3379 ext. 8683 (VOTE)
Email: Election2018@clarington.net**