



Thunder Bay  
Votes



APPLICATION FOR EMPLOYMENT  
2018 MUNICIPAL & SCHOOL BOARDS ELECTION

**VOTING DAY: Monday, October 22, 2018**

**ADVANCE VOTING DAYS: October 9, 2018 – October 12, 2018**

<b>Please print clearly:</b>	
Last Name:	First Name:
Address:	Postal Code:
City:	
Home Phone:	Work Phone:
Email Address:	Cell Phone:
<i>All phone numbers may be disclosed to the election staff of the assigned Voting Location for contact purposes only..</i>	

- All election staff must be qualified electors in the City of Thunder Bay.
- Section 17 of the Municipal Elections Act requires that electors must be 18 years of age or over.
- Election Staff **shall not** be a candidate, spouse or child of a candidate, or connected to a candidate's election campaign.

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|--|------------------------------|-----------------------------|
| Are you a qualified elector?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a candidate, spouse or child of a candidate or connected to a candidate's election campaign? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you worked on a federal, provincial or municipal election before?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a valid driver's licence?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have use of a vehicle on Voting Day?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you know how to use a computer?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you able to lift and carry items that weigh 25 – 30 lbs.?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

<b>Check preference (see attached position descriptions):</b>
I would prefer to work in the following position:
<input type="checkbox"/> MDRO – Managing Deputy Returning Officer <input type="checkbox"/> ADRO – Assistant Deputy Returning Officer <input type="checkbox"/> LO – Location Officer <input type="checkbox"/> IO – Information Officer <input type="checkbox"/> AVTO – Automated Vote Tabulator Officer <input type="checkbox"/> CO – Computer Officer



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**Additional Comments:**

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**PLEASE NOTE:**

- ✓ Attendance at an election training session is mandatory.
- ✓ Remuneration for attending the training session is included in the honorarium paid for working at a voting location.
- ✓ Election staff is encouraged to vote at one of the scheduled Advance Voting Days, if possible.
- ✓ Mileage will be paid for personal use of vehicle if staff member is working at more than one voting location on Voting Day or on an Advance Voting Day.
- ✓ Every attempt will be made to place election staff in the ward in which they reside; however, this may not be possible in every case.

I declare that the information provided by me in this Application for Employment is, to the best of my knowledge, an accurate statement of the facts. I understand that falsified statements on this application shall be considered sufficient cause for dismissal.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Personal information on this form is collected under the authority of the Municipal Elections Act, Chapter 32 Statutes of Ontario, 1996, and will be used to determine eligibility for employment for the 2018 Municipal Election. Questions about this collection of personal information should be directed to the City Clerk, 500 Donald Street East, Third Floor, Thunder Bay, Ontario, P7E 5V3, Telephone 625-2230.

**FOR OFFICE USE ONLY:**

- Revision Days Staff**
- Advance Voting Days Staff**
- Voting Day Staff**

Date(s) of Employment:

Home Ward:

Assigned Polling Subdivision No.

Voting Location:

Assigned Position:

Comments:



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**2018 MUNICIPAL ELECTION OFFICERS – POSITION DESCRIPTIONS**

***MDRO - MANAGING DEPUTY RETURNING OFFICER***

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- Take the “Oath of Office”
- Attend instructional training and follow procedures in the Instructional Handbook
- Responsible for the conduct of business in the voting location as legislated in the Municipal Elections Act
- Ensure all voting procedures are carried out correctly and that everyone who is entitled to vote may do so
- Responsible for supervising Assistant Deputy Returning Officer, Computer Operators, Information Officer, Location Officer, and Automated Voting Tabulator Officer in performing their duties
- Complete an attendance payroll sheet for all Election Officers
- Administer oaths to Scrutineers/Candidates
- Responsible for the completion of the Official Printed Election Record
- Ensure that all the Official Printed Election Records are completed and signed
- Responsible for delivering Envelope “A”, including the Official Printed Election Record, the Automated Vote Count Tabulator, including the keys to the Automated Voting Tabulator, and other related documents to the Returning Office, City Hall
- Responsible for the closing of the voting location and ensuring all supplies are secured. The Information Officer and/or the Location Officer may have to be assigned to remaining at the voting location until the ballot box(es), unused ballots, supplies, etc. are removed by the courier.

***ADRO - ASSISTANT DEPUTY RETURNING OFFICER***

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- Take the “Oath of Office”
- Attend instructional training and follow procedures in the Instructional Handbook
- Report to the Managing Deputy Returning Officer
- Assist in the setting up of the voting location
- Administer Oaths to Electors
- Supply appropriate ballot with secrecy folder to the Elector
- Process cancelled, declined, or defective ballots as received
- Instruct Elector to take the ballot to the Automated Voting Tabulator Officer
- Ensure Electors are processed as expediently and efficiently as possible
- Complete all envelopes and sign any other documents as required
- Assist in closing the voting location and ensure all supplies are secured until they are removed by the courier.



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### *LOCATION OFFICER*

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- Take the “Oath of Office”
- Attend instructional training and follow procedures in the Instructional Handbook
- Report to the Managing Deputy Returning Officer
- Supervise matters generally affecting peace and good order at the voting location
- Responsible for posting **and removing** electoral signs and arrows identifying the voting location on the outside of the building
- Assist and ensure voting location is set up appropriately, including the setup of tables, chairs and voting booths.
- Ensure the voting location opens and closes at the time specified
- Greet and direct Electors to the appropriate Election Officers
- Consult the street index to identify an Elector’s correct voting location when necessary
- Assist Election Officers in the voting location throughout the day
- Assist the Information Officer in dismantling and securing the voting booths in bundles of four
- Assist in closing the voting location and ensure all supplies are secured
- Remain at the voting location with the Information Officer until all supplies and materials are removed by the courier.

### *INFORMATION OFFICER*

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- Take the “Oath of Office”
- Attend instructional training and follow procedures in the Instructional Handbook
- Report to the Managing Deputy Returning Officer
- Assist and ensure voting location is set up appropriately, including the setup of tables, chairs and voting booths. Assemble voting booths and place special ballot marking pens in voting booths
- Post voting instruction signage in voting booth and throughout voting location
- Provide instruction on proper way of marking ballot and number of candidates for each office
- Ensure no other person is allowed to enter the voting booth when someone is voting
- Direct Electors to the Automated Voting Tabulator Officer
- Inspect vacant booths frequently to ensure pens and instructions are affixed to the compartments
- At close of vote, remove voting instructions and pens from booths
- Dismantle and secure the voting booths in bundles of four
- Remove signage from within location
- Assist in closing of the voting location and ensure all supplies are secured until removed by the courier.



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***AUTOMATED VOTING TABULATOR OFFICER***

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- Take the "Oath of Office"
- Attend instructional training and follow procedures in the Manual
- Report to the Managing Deputy Returning Officer
- Responsible for the operation of the Automated Voting Tabulator
- Verify that the memory card is correct before voting commences
- Locate the key and open the ballot box, verify there are no ballots in the box
- Check the tape to ensure it starts with a zero tape
- Mark a line with tape on the floor six feet in front of the Automated Voting Tabulator for Electors to line up behind
- Insert ballots into the Automated Vote Count Tabulator
- Follow procedures for tabulator ballot returns and alerts, if there is a power failure, or for ballots that are jammed
- Print copies of the Official Printed Election Record at close of voting and give same to the Managing Deputy Returning Officer for completion
- Seal the ballot box with the help of a designated Election Officer
- Ensure the Managing Deputy Returning Officer receives the memory card and keys for the Automated Vote Count Tabulator.
- Dismantle the Automated Vote Count Tabulator and power cord and store in the carrying case provided
- The Managing Deputy Returning Officer and the Automated Vote Tabulator Officer shall deliver the Official Printed Election Record and the Automated Vote Count Tabulator to the Returning Officer at the Returning Office, City Hall, as soon as possible after the closing of the voting location.

***COMPUTER OFFICER***

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- Must be proficient in the operation of computers
- Take the "Oath of Office"
- Attend instructional training and follow procedures in the Instructional Handbook
- Report to the Managing Deputy Returning Officer
- Assist in the setting up of the voting location
- Logon to the Network using the instructions provided
- Responsible for the operation of the Voters' List
- Follow procedures for adding/correcting Elector's information on the Voters' List
- Work with an Assistant Deputy Returning Officer
- Advise Assistant Deputy Returning Officer what type of ballot an Elector receives
- Follow procedures to logoff the network and prepare the computer for delivery to a designated location
- Assist in closing of the voting location and ensure all supplies are secured until removed by the courier.