



APPLICATION FOR EMPLOYMENT
2022 MUNICIPAL & SCHOOL BOARDS ELECTION

ADVANCE VOTING DAYS: October 5 & 6 – West Thunder Community Centre
October 12 & 13 – 55 Plus Centre
October 18 – Thunder Bay Community Auditorium Drive Thru

ELECTION DAY: October 24, 2022

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

- 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.

Have you been vaccinated against Covid19 [] Yes [] No [] Prefer Not to Say

Are you a qualified elector? [] Yes [] No

Are you a candidate, spouse or child of a candidate or connected to a candidate’s election campaign? [] Yes [] No

Have you worked on a Provincial or Municipal election before? [] Yes [] No

Do you have a valid driver’s licence? [] Yes [] No

Do you have use of a vehicle on Voting Day? [] Yes [] No

Do you know how to use a computer, laptop or Ipad? [] Yes [] No

Are you able to lift and carry items that weigh 25 – 30 lbs.? [] Yes [] No

**APPLICATION FOR EMPLOYMENT
2022 MUNICIPAL & SCHOOL BOARDS ELECTION**

PLEASE NOTE:

- Attendance at election training session(s) 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, or Online, 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 2022 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.

Check preference (see attached position descriptions):

I would prefer to work in the following position:

- MDRO – Managing Deputy Returning Officer
- ADRO – Assistant Deputy Returning Officer
- LO – Location Officer
- IO – Information Officer
- AVTO – Automated Vote Tabulator Officer
- CO – Computer Officer

Preferred Location/Area:

Additional Comments:

**APPLICATION FOR EMPLOYMENT
2022 MUNICIPAL & SCHOOL BOARDS ELECTION**

2022 MUNICIPAL ELECTION OFFICERS – POSITION DESCRIPTIONS

MDRO - MANAGING DEPUTY RETURNING OFFICER

- Take the “Oath of Office”
- Attend mandatory instructional training and follow procedures in the Manual
- 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 attendance payroll sheets 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 at City Hall
- Responsible for the closing of the voting location and ensuring all supplies are secured
- Ensure the Information Officer and the Location Officer have been assigned to remain at the voting location until the ballot boxes, unused ballots, supplies, etc. are removed by the courier.

COMPUTER OFFICER

- Must be proficient in the operation of computers
- Take the “Oath of Office”
- Attend mandatory instructional training and follow procedures in the Manual
- Report to the Managing Deputy Returning Officer
- Set up computer and accessories, if required, assist with voting location set up
- Logon to the Network using the instructions provided
- Responsible for the operation of VoterView program
- Follow procedures for adding/correcting elector’s information in VoterView
- Work with the 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 end of day procedures and delivery to a designated location
- Assist in closing the voting location and ensure all supplies are secured until removed by the courier.

**APPLICATION FOR EMPLOYMENT
2022 MUNICIPAL & SCHOOL BOARDS ELECTION**

ADRO - ASSISTANT DEPUTY RETURNING OFFICER

- Take the “Oath of Office”
- Attend mandatory instructional training and follow procedures in the Manual
- Report to the Managing Deputy Returning Officer
- Set up ballots and forms
- Assist in setting up the voting location
- Administer Oaths to Electors
- Supply appropriate ballot with secrecy folder to the elector
- Instruct elector to take the ballot to the Automated Voting Tabulator Officer
- Ensure electors are processed as expediently and efficiently as possible
- Process cancelled, declined, or defective ballots
- 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.

AUTOMATED VOTE TABULATOR OFFICER

- Take the “Oath of Office”
- Attend mandatory 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 the memory cards prior to opening the voting location
- Verify there are no ballots in the box prior to opening the voting location
- Check the tabulator tape to ensure a zero tape count prior to opening the voting location
- 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 with accessories to 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.

**APPLICATION FOR EMPLOYMENT
2022 MUNICIPAL & SCHOOL BOARDS ELECTION**

INFORMATION OFFICER

- Take the “Oath of Office”
- Attend mandatory instructional training and follow procedures in the Manual
- Report to the Managing Deputy Returning Officer
- Assist and ensure voting location is set up appropriately, including the setup of tables, chairs, voting booths, markers, instructions, etc.
- Post signage throughout voting location
- Greet and direct electors to the appropriate Election Officers
- Provide voting instructions to electors
- Ensure no other person is allowed to enter the voting booth when someone is voting
- Consult the street index to identify an elector’s correct voting location when necessary
- Direct electors to the Automated Voting Tabulator Officer
- Frequently inspect voting booths to ensure pens and instructions are affixed and the booths have not been defaced
- At close of voting, take down all election materials inside the voting location
- Dismantle and secure the voting booths in bundles of four
- Assist in ensuring all ballots and supplies are secured
- Remain at the voting location with the Location Officer until all supplies, materials and computer equipment are removed by the courier

LOCATION OFFICER

- Take the “Oath of Office”
- Attend mandatory instructional training and follow procedures in the Manual
- 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
- Limit the number of electors in the voting location to avoid unnecessary congestion
- 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 computer equipment, supplies and materials are removed by the courier