

2026 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
- 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
- Assist in closing the voting location and ensure all supplies are secured until removed by the courier.



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
2026 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