Deputy Returning Officer & Poll Clerk Guidebook

Mobile Poll

Important information

Electoral District Name and Number

Emergency Phone Numbers

_____

_____

_____

RO Office Address

RO Name & Phone Number

Advance Polling Days

Friday _____

Saturday _____

Sunday _____

Monday _____

Election Day

Monday _____

Voting Hours on Advance Polling Days

9 a.m. to 9 p.m.

Voting Hours on Election Day

_____ a.m. to _____ p.m.

First day of Revision (only needed for a By-election)

Time to Arrive at Polling Place

_____ a.m.

Table of Contents

Situations with ID

Situations with the List

Situations with Ballots

Table of Contents

Good to Know

If you are facing a situation that isn't described in this guidebook, or you need additional help, call the **office**.

What supplies should I have?

Supplies received in training (be sure to bring these with you):

☐ **EC 10130** Solemn Declaration

☐ **EC 20045** Guidelines for Candidates' Representatives

☐ **EC 90189** Have Your ID Ready to Vote

☐ This guidebook

Supplies for the Site:

☐ **EC 10051** Incident Report Form

☐ **EC 11520** All Purpose Envelope – *2*

☐ Signage:

    ☐ **EC 10160** Notice of Mobile Poll

    ☐ **EC 10170** Notice of Grant of a Poll

    ☐ **EC 50040** Public Notice – Mobile Polling Station – *1 per location*

    ☐ **EC 50160** Yellow Pennant – *2*

    ☐ **EC 50164** Round Arrow Sign

☐ Accessibility Tools:

    ☐ **EC 50170** Voting Template

    ☐ **EC 50173** English Braille List of Candidates

    ☐ **EC 50173-1** French Braille List of Candidates

    ☐ **EC 50174** List of Candidates in Large Print – *3*

    ☐ **EC 50285** Magnifier

☐ Candidate Representative tools:

    ☐ **EC 20901** Candidate's Representative Identification Badges – *1 sheet per party*

    ☐ **EC 20909** Candidate's Representative Plastic ID Holder

    ☐ **EC 50423** Envelope: Candidate Representative Documents

    ☐ **EC 50428** Log of Candidates or Representatives at the Polling Place

Supplies for the Polling Station:

☐ Official List

☐ File folders with candidates' names – 1 per candidate

☐ Ballot Booklets

☐ **EC 10002** Record of ballots

☐ **EC 50034** Qualification Form – *1 pad*

☐ **EC 50036** Helper Form – *3 pads*

☐ **EC 50049** Correction Form – *1 pad*

☐ **EC 50050** Registration Certificate – *1 pad*

☐ **EC 50051** Voting Status Certificate – *1 pad*

☐ **EC 50054** List of Designated Establishments *(if applicable)*

☐ **EC 50055** Vouching Form – *1 pad*

☐ **EC 50060** Events Log

☐ **EC 50111** Sequence Number Sheets – *1 pack*

☐ **EC 50152** Privacy Notice – *1 pad*

☐ **EC 50163** Floor Marking Strip

What supplies should I have?

- ☐ **EC 50180** Official Seal – *1 pack*
- ☐ **EC 50190** Short Ballot Box Seal – *1 pack*
- ☐ **EC 50200** Long Ballot Box Seal – *1 pack*
- ☐ **EC 50205** Seal Control Sheet
- ☐ **EC 50240** Voting Screen
- ☐ **EC 50250** Ballot Box
- ☐ **EC 50253** Transport Bag – *2*
- ☐ **EC 50256** VIC Collection Bag
- ☐ **EC 50390** Office Documents Bag
- ☐ **EC 50430** Envelope: Spoiled Ballots
- ☐ **EC 90189** Have your ID Ready to Vote – *1 pad*
- ☐ Supplies for Closing and Counting:
    - ☐ **EC 50090** Tally Sheet – *1 pack*
    - ☐ **EC 50100** Statement of the Vote
    - ☐ **EC 50110** Copy of Results for Candidates – *2 sets*
    - ☐ **EC 50370** Envelope: Statement of the Vote
    - ☐ **EC 50380** Envelope: Statement of the Vote
    - ☐ **EC 50385** Envelope: Sequence Number Sheets
    - ☐ **EC 50420** Envelope: Stubs and Unused Ballots
    - ☐ **EC 50440** Envelope: Rejected Ballots
    - ☐ **EC 50450** Envelope: Ballots Cast for a Candidate – *1 per candidate*

☐ **EC 50470** Supplies Kit that contains:

    ☐ **EC 50140** Welcome to Your Polling Place Card – *1 pad*

    ☐ **EC 50151** Bilingual Services Tent Card

    ☐ **EC 50210** Election Personnel Identification Card – *3*

    ☐ **EC 50290** Ruler

    ☐ **EC 50295** Masking Tape – *1 roll*

    ☐ Pencils, pencil sharpener

    ☐ Plastic bag for ballot counterfoils

    ☐ Blue pen

GETTING READY

This section tells you how to get ready before voting days and when you arrive at the voting place.

Tips

- Notes have been added throughout the book to provide further context to instructions. If you need, feel free to add your own, as well
- Polling places may be hot or cold, be prepared for both

Get ready the night before

1   If you are unable to work, call the **office**

2   Check:

   • your supplies – **p. 2-5**
   • that you know where the polling places are located

3   Count all your ballots
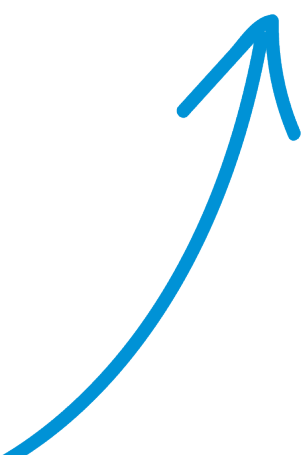
   Confirm the total matches the number of ballots and serial numbers on *Record of Ballots* **EC 10002**

4   Inspect each ballot to make sure:

   • it shows every candidate's name
   • it is not stained or badly printed

   If a ballot doesn't pass inspection:

   • fold its corners
   • leave it in the booklet
   • don't use it when you serve electors, place it in *Envelope: Spoiled Ballots* **EC 50430**

   Note   if a large number of ballots doesn't pass inspection, report it to the **office**

Deputy Returning Officer   Poll Clerk   Both

5   Review the following:

- **EC 90189** Have Your ID Ready to Vote
- This guidebook

6   Decide which vehicle you and your partner will use to go between locations on election day

7   Prepare any food, water and medication you will need

8   On election day, have your signed *Solemn Declaration* **EC 10130** with you when working at the polling place and keep it with you all the time

9   On election day, do not wear political party colours or scented products at the polling place

Deputy Returning Officer   Poll Clerk   Both

Getting Ready

Set up the polling station

1 Arrive at the location

2 Set up the table and chairs to face the entrance

   Make sure there is enough space for people with reduced mobility

   | **Note** | candidates' representatives may arrive during set up. If they do, check their badge – **p. 88-89** |

3 Set up the voting screen and sharp pencils on a designated table behind you, away from windows and doors

4 Set up another table near the entrance. Put the file folders with candidates' names on it

5 Check your supplies – **p. 2-5**

   Call the **office** if anything is missing

6 Post the following in a visible area inside the room (in English and French):

   • **EC 10160** Notice of Mobile Poll
   • **EC 90189** Have Your ID Ready to Vote

7 Post the following inside and outside the polling place to direct electors to your polling station

   • **EC 50160** Yellow Pennant
   • **EC 50164** Arrow–Round Sign

8 Find the *Public Notice – Mobile Polling Station* **EC 50040** (it should be in a visible common area). If you can't find it, ask the administrator if one was posted, or post one

9   Make a waiting line on the floor using *Floor Marking Strip* **EC 50163**, 1 metre away from the front of your table

10 Put *VIC Collection Bag* **EC 50256** on floor between **DRO** and **PC**

11 Organize the supplies on your table – **p.12-13**

12 Put all other supplies in *Mobile Poll Bag* **EC 50490** and put it under your table

13 Prepare to serve electors – **p. 14-15**

PC   DRO

X

1 metre

DRO — Deputy Returning Officer

Elector

PC — Poll Clerk

Candidate's Representative

Deputy Returning Officer   Poll Clerk   Both
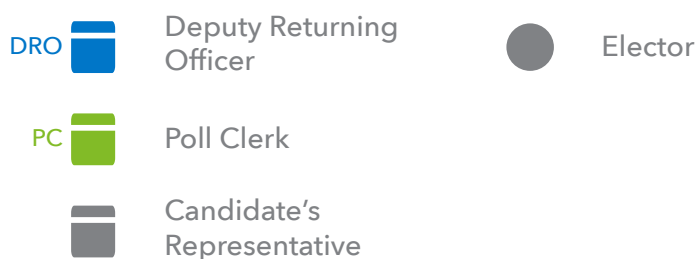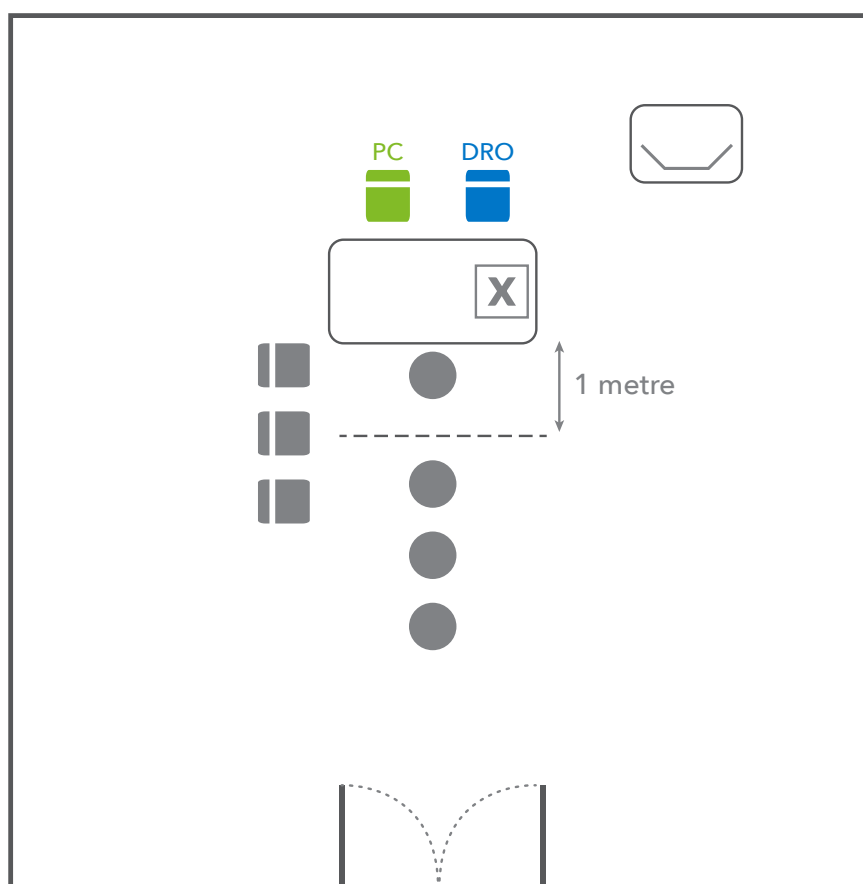
What should be on my desk to serve electors?

EC 90189

Have your ID
ready to vote

EC 50152
Privacy Notice for
Voting Services
Certificates and Forms

EC 50390

☐ Office Documents
Bag

EC 50430

☐ Envelope:
Spoiled Ballots

EC 50170

Voting Template

EC 50080

Braille List of
Candidates

BOOKLET
OF BALLOTS

DRO

☐ **EC 50320**

Guidebook

Deputy Returning Officer   Poll Clerk   Both
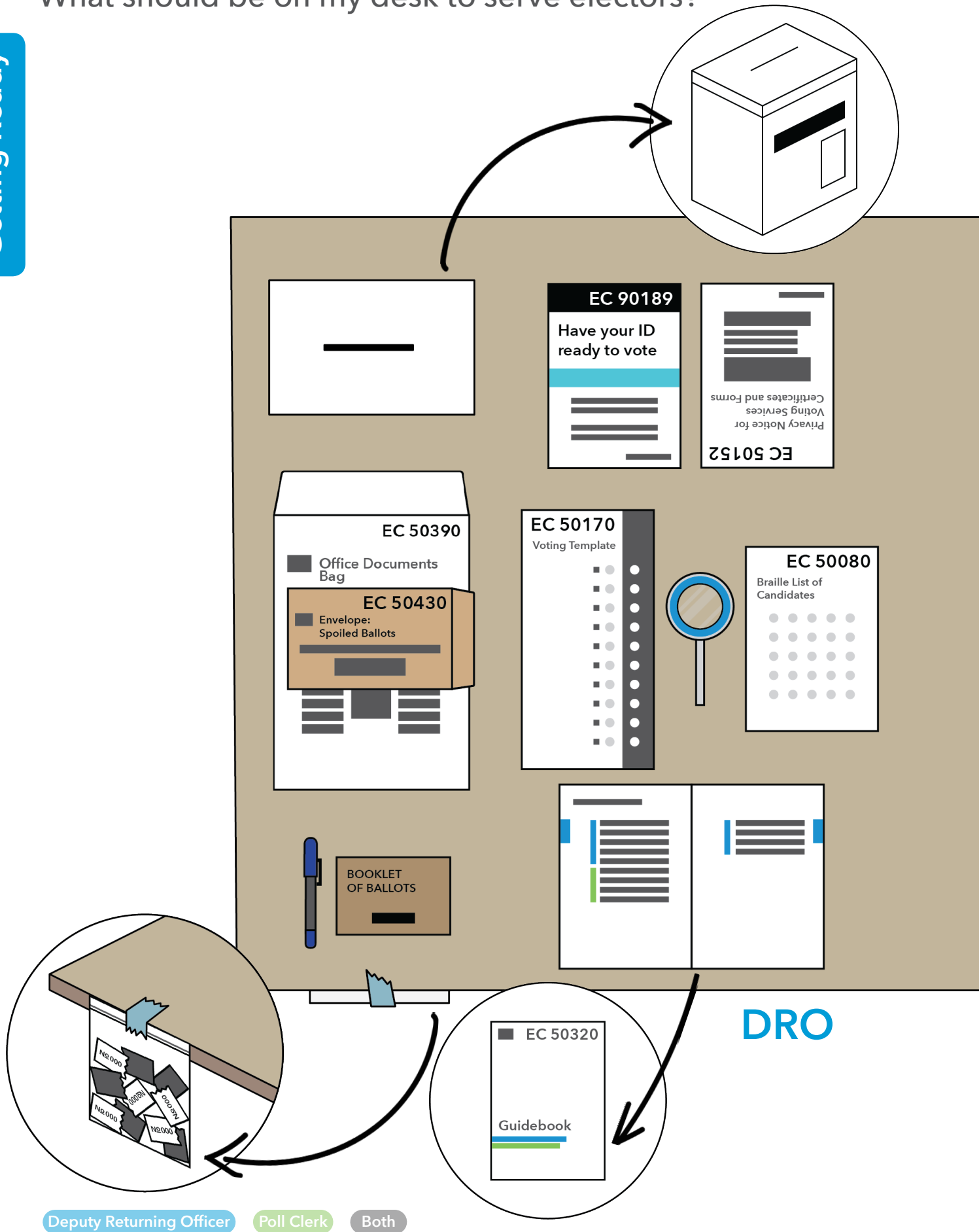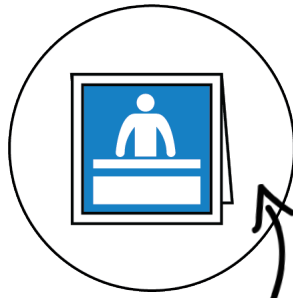
Note for bilingual election officers only

EC 50140
Welcome to Your
Polling Place

Unetelle, Anne-Marie
Patenaude-Regimbale, Jean-Pierre
MacAlhaney, Elanor
Evans, Kenyetta
Carstensen, Chailes

EC 50034
Qualification Form

EC 50036
Helper Form

EC 50055
Vouching Form

EC 50049
Correction Form

EC 50051
Voting Status

EC 50050
Registration Certificate

EC 50060

Events Log

EC 50385
Envelope:
Sequence Number Sheet

EC 50111
Sequence Number Sheet

Official List of Electors

PC

Call the **office** if anything is missing.

Put all other supplies in *Mobile Poll Bag* **EC 50480** and put it under your table.

Get ready to serve electors – **p. 14-15**

Deputy Returning Officer   Poll Clerk   Both

Get ready to serve electors

1 Write your name and "**Deputy Returning Officer**" or "**Poll Clerk**" on *Election Personnel Identification Card* **EC 50210** and put it on. Wear it at all times

2 Fill out the cover page of *Events Log* **EC 50060** and complete a *Log of poll workers – Events Log (page 2-3)*

Note   **DRO** steps **3**-**7** and **PC** steps **8**-**10** can be done at the same time

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3 Assemble *Ballot Box* **EC 50250**

   • check under flaps and show everyone at your table it is empty
   • write your polling station number, if not done already
   • seal top and bottom short edges of box with **4** S*hort Ballot Box Seals* **EC 50190**
   • seal top and bottom long edges of box with **2** *Long Ballot Box Seals* **EC 50200**

4 Copy numbers from long seals to *Seal Control Sheet* **EC 50205** and put box on table in view of everyone present

5 Put unused *Short Ballot Box Seals*, *Long Ballot Box Seals* and *Seal Control Sheet* inside purple *Mobile Poll Bag* **EC 50490**

6 Complete a *Log for balancing records and ballots – Ordinary Poll – Events Log (page 6-7)*

   • Make sure the total matches the number of ballots on *Record of Ballots* **EC 10002**

7 Write your initials and the PD number on the back of each ballot in one booklet without removing them

   Once you have used all the ballots in the first booklet, do the same for the next booklet

Deputy Returning Officer   Poll Clerk   Both

8   Write your electoral district name and polling station number on the envelopes and bag on the table

9   Fill out the top section of *Sequence Number Sheet* **EC 50111**

Unless otherwise directed, fill out

- **2** sets of forms if there are **4**-**7** candidates

- **3** sets of forms if there are **8**-**11** candidates

10 Review *Official List of Electors* and if not already labeled, identify the **4** sections of the *Official List*

- List of Electors

- List of Entries

- Last Page of the List

- Poll Key

11 Together, review the voting procedures to make sure you understand them – **p. 18-19**

12 At the time shown on *Notice of Mobile Poll* **EC 10160**, serve electors – **p. 18-19**

Deputy Returning Officer   Poll Clerk   Both

SERVING ELECTORS

This section begins with procedures that apply to all electors, then describes situations with ID, followed by situations with registration and the list of electors.

Tips

- Keep elector information covered when you are not using it
- If for any reason a certificate or form is started but then not needed, write "**CANCELLED**" across the certificate and put in *Office Documents Bag* **EC 50390**
- Shake the ballot box throughout the day to let the ballots settle
- Call the **office** as soon as possible if you think you might run out of ballots

What do I do when an elector arrives

1   Greet elector by saying, "Hello, bonjour."

Ask them to say their name and address

Note   electors can show their ID instead

2   Ask them for their VIC and to show ID with name and address. Make sure it is acceptable ID and that the name and address on the ID match the VIC

Note   if they don't have ID or another elector to vouch for their name and address, give them *Have Your ID Ready to Vote* **EC 90189**, ensure they are at the correct polling place and ask them to come back with acceptable ID

Give the VIC or ID to the **PC** to check the *List of Electors*

3   Fold and tear out the ballot – **p. 20**, steps **1-4**

4   Once the **PC** confirms the elector is on the list, instruct them to:

- go behind the voting screen
- mark the circle next to the name of the candidate of their choice
- not make any other markings on their ballot
- return the ballot to you folded in the same way so that its serial number and your initials are visible

5   Issue the ballot – **p. 20**

6   Check the returned ballot – **p. 21**

Note   if necessary, ask them to fold it the same way before you accept it back

NOTE

Accessibility tools are available for electors – **p. 23**

See the *Table of Contents* for other situations

Deputy Returning Officer   Poll Clerk   Both

1. Once the **DRO** checks the elector's ID, use the ID or VIC to find their name on *List of Electors*. Make sure the name and address on the ID match the list

   Confirm to the **DRO** that the elector is on the list

   Put elector's VIC in *VIC Collection Bag* **EC 50256**, if they had one. Electors can keep it if they want

2. As the **DRO** issues the ballot, draw a line through their name on *List of Electors*

   Note   do not draw a line if they were added to *List of Entries*

3. If they are on *List of Electors,* fill in *Sequence Number Sheet* **EC 50111**

   Note   do not fill it in if they were added to *List of Entries*

4. Once elector puts their ballot in the box, tick the **Voted** box next to their name on *List of Electors* or *List of Entries*

   Every 60 minutes, put a copy of each *Sequence Number Sheet* **EC 50111** in each folder for candidates. Put spare copies in folder marked "**Spare Copies**"

Serving

Deputy Returning Officer   Poll Clerk   Both

How do I issue a ballot?

Serving
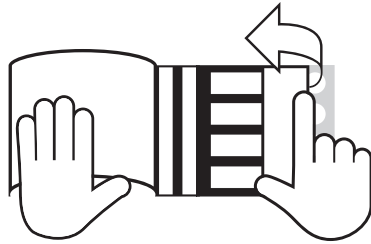
1   Fold it once toward the left to hide the circles
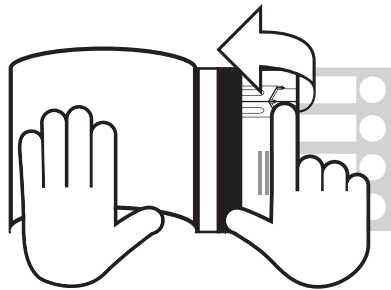
2   Fold it a second time toward the left
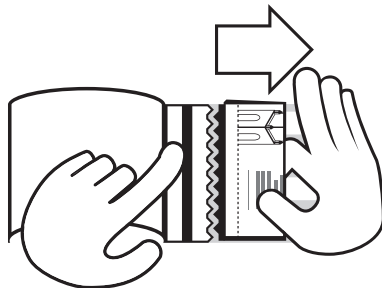
3   Remove a ballot from the booklet. Leave the counterfoil attached

4   Make sure your initials and PD number are on the back
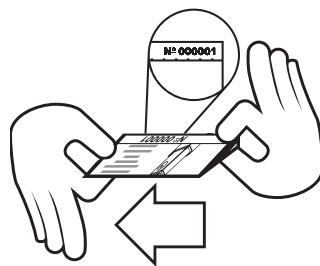
5   Make sure the counterfoil is visible and give the ballot to the elector

Deputy Returning Officer   Poll Clerk   Both

How do I check a returned ballot?
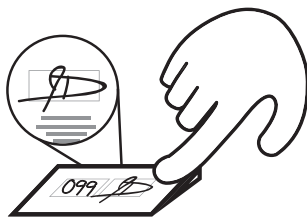
1 Without unfolding the ballot, check your initials and PD number on back of ballot
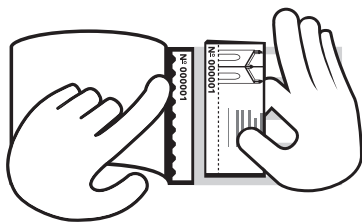
2 Compare counterfoil number against stub. Make sure they are the same
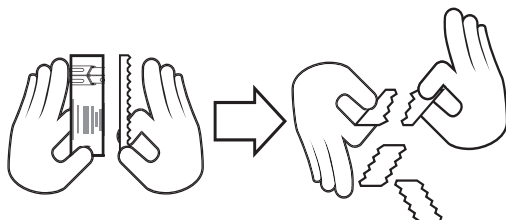
3 Take off counterfoil and tear it up
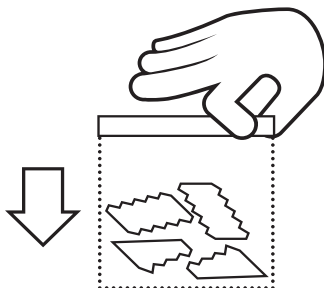
4 Put counterfoil in plastic bag
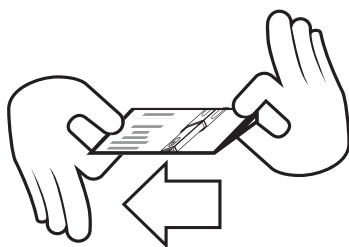
5 Give ballot to elector to put in the ballot box

Deputy Returning Officer   Poll Clerk   Both

An elector needs extra help

Serving

I think the elector might need help

1 Ask them if there is anything you can do to help

2 Listen carefully to what they say and be patient

3 Do your best to assist them

The elector has a disability

You are legally required to accommodate electors with disabilities and to serve them in a way that respects their dignity.

Face the elector and speak calmly. Even if they have a hearing impairment, your natural facial expressions, gestures and body movements will help them understand.

Electors are allowed to use their cellphone behind the voting screen as an assistive tool to help them vote.

Let the elector know that they can leave feedback on accessibility and their experience receiving services. They can use *Incident Report Form* **EC 10051**. You can help them complete the form.

Deputy Returning Officer   Poll Clerk   Both

Tools for electors who need extra help

Some electors may need extra tools to vote independently.

You have these tools at your table:

- Magnifier – *used to magnify and illuminate a document so the elector can see it better*
- Braille list of candidates – *for electors who can read braille*
- **EC 50140** Welcome to Your Polling Place Card – *can be used to explain the voting process*
- **EC 50170** Voting Template – *used to hold the ballot in place and to help electors feel where to mark the ballot* – **p. 87**
- **EC 50174** List of Candidates in Large Print – *printed in a larger format for electors with a visual impairment*

The elector can use their smartphone to help them in the voting process. If an app is used to take a photo of the ballot, ask them to make sure the photo is deleted after they have voted.

Service animals

Service animals are allowed inside the polling place where local law permits.

If the elector considers the animal to be a service animal, treat it as a service animal at the polling place. You do not need to know if the animal is trained or if the person has a disability.

Service animals are working animals and should not be disturbed unless there is good reason to do so.

Some service animals, like dogs, might make noise or bark in order to assist the person. Do not disturb service animals when they make noise, unless the noise is excessive.

Serving

Deputy Returning Officer · Poll Clerk · Both

Serving

The elector wants help to mark their ballot
(Helper Form)

An elector might need help to mark their ballot. They can get help from a relative, a person who is not a relative or the **DRO**.

A relative or non-relative must make a declaration before they can help the elector mark their ballot. They don't have to be a qualified elector. A non-relative can only help one elector.

The **DRO** does not need to make the declaration to help electors to mark their ballot.

If the **DRO** is the helper, the **PC** must act as a witness.

1   If you are the helper, start at step **8**

2   Tell the helper that they must first make a declaration

3   Show the elector and helper *Privacy Notice* **EC 50152**

4   Complete *Helper Form* **EC 50036** using declaration **5a** in section **4**

    If elector is unable to initial the form, mark an **X** and write your initials on their behalf

5   Ask the helper to answer yes or no to the declaration

    Note   if they refuse to make the declaration, see **p. 37**

6   Put form in *Office Documents Bag* **EC 50390**

7 Next to elector's name on *List of Electors* or *List of Entries*, write

• "**5a**" in **Oath** column

8 The helper should ask the elector what help they want. They may help with any the following:

Note if the **DRO** is the helper, the **PC** must witness the **DRO** helping the elector

• bringing the elector behind the screen
• quietly reading out the names of the candidates and ask them which candidate they want to vote for
• marking the ballot for the elector
• folding the ballot for them

9 Serve elector following regular process – **DRO** p. **18**, step **2**, **PC** p. **19**, step **1**

Elections Canada

Helper Form
Purpose: To record the declaration(s) made by a person helping an elector to mark a ballot (5a), and/or interpreting an election officer's instructions (5b).

EC 50036
(04/2019)

Serving

The elector needs to vote from bed

Electors who are unable to leave their room may vote from their bed.

This process is often done after serving all electors who are able to vote at the facility, or based on the direction of the facility administrator.

1 When you arrive at the location, confirm with the administrator:

- which electors require bedside voting
- when is the best time to serve each elector, within the allotted time for that location

2 When ready to go bed-to-bed, temporarily close your polling station. Prepare and place a sign at your desk that says:

- the polling station is temporarily closed
- your approximate return time

3   Take the following items with you in a *Transport Bag* **EC 50253**:

- Official List
- Unused ballots
- **EC 50049** Correction Forms
- **EC 50050** Registration Certificates
- **EC 50051** Voting Status Certificates
- **EC 50055** Vouching Forms
- **EC 50060** Events Log
- **EC 50111** Sequence Number Sheet *(use current copy, do not start a new one)*
- **EC 50152** Privacy Notice
- **EC 50240** Voting Screen
- **EC 50250** Ballot Box
- **EC 50340** DRO and Poll Clerk Guidebook
- **EC 50390** Office Documents Bag
- **EC 50430** Envelope: Spoiled Ballots
- any other supplies that you might need *(e.g. assistive tools, voting pencils, etc.)*

4   Visit each elector requiring bed-to-bed voting

5   Serve electors following regular process – **p. 18-19**

6   When you are done, return to polling station and remain available until fixed departure time

Deputy Returning Officer   Poll Clerk   Both

An elector needs extra help

Serving

The elector wants to be served in French

Electors have the right to be served in the official language of their choice. You are provided with tools to do so.

1 Say "Un moment s'il vous plaît". If there is someone who is bilingual ask them to help

2 If there isn't someone who is bilingual, give the elector *Bienvenue à votre lieu de vote* **EC 50140**

3 If the elector is having difficulty, call 1-800-463-6868 and ask for interpretation services

NOTE

The card explains the voting process

You can point to the steps as you do them

Deputy Returning Officer   Poll Clerk   Both

The elector wants help from an interpreter
(Helper Form)

An elector might need someone to translate the instructions of an election officer. Translation can be between English and French, or to any other language, including sign language.

If the interpreter is an election officer, or has been appointed by the **office**, serve the elector following the regular process while interpreter translates instructions for elector – **p. 18-19**

If the interpreter is not an election officer, they must make a declaration by following the steps below. They don't have to be a qualified elector. They can interpret for more than one elector, but they must make the declaration each time.

1   Tell the interpreter that they will need to make a declaration on a form that they won't influence the elector

2   Show the elector and interpreter *Privacy Notice* **EC 50152**

3   Complete *Helper Form* **EC 50036** using declaration **5b** in section **4**

4   Ask the interpreter to answer yes or no

> **Note**   if they refuse to make a declaration, see **p. 37**

5   Put the form in *Office Documents Bag* **EC 50390**

6   Next to elector's name on *List of Electors* or *List of Entries*, write

   • "**5b**" in **Oath** column

7   Serve elector following regular process while interpreter translates instructions for elector – **DRO p. 18**, step **2**, **PC p. 19**, step **1**

Elections Canada

Helper Form
Purpose: To record the declaration(s) made by a person helping an elector to mark a ballot (5a), and/or interpreting an election officer's instructions (5b).

Serving

Eligibility

To vote at a polling station, an elector must be

- at least 18 years old on election day
- a Canadian citizen
- living at an address assigned to that polling station except if they have *Transfer Certificate* **EC 50052**

Acceptable ID

When they vote, an elector must show acceptable ID or be vouched for. Acceptable ID proves who they are and where they live. Many different combinations of documents are acceptable; without acceptable ID someone can vouch for who they are and where they live. The ID combination options are listed on *Have Your ID Ready to Vote* **EC 90189**. Documents not listed there are not acceptable.

The documents must be in English or French (or Inuktitut, in Nunavut).

Photocopies are not acceptable.

E-statement and e-invoice printouts are accepted. They can also be shown on a mobile device.

Expired documents are acceptable if they show the elector's name and current address.

Documents on which the name or address have been added by hand are not acceptable, unless they have been added by the person or organization that issued the document.

Refer to *Have Your ID Ready to Vote* **EC 90189** when you're not sure.

On the list

When they vote, an elector must be either:

- already on *List of Electors* at the polling station, or
- added to *List of Entries* at the polling station

The elector's face is covered

Inform the elector of their options listed below.

If elector chooses to show their face, serve elector following regular process – **p. 18-19**

Electors who choose to keep their face covered must make a declaration at the polling station before they are given a ballot. They have two options (**A** or **B**).

Option A

If the elector wants to use ID option **1** or **2**, they will make the declaration on *Qualification Form* **EC 50034**. Follow steps on **p. 36**

Option B

If the elector wants to use ID option **3** (vouching), they will make the declaration on *Vouching Form* **EC 50055**. Follow steps on **p. 32**

Serving

Deputy Returning Officer   Poll Clerk   Both

ID Option 3 *(Vouching Form)*

Vouching is ID option **3**. The voucher must know the elector, be eligible to vote in this polling place and must have ID.

If any of the steps were already done by the **RegO**, the elector will bring the pre-filled form(s) for the **DRO** to complete.

Serving

Make sure the elector is eligible to vote at your polling station:

1   Check if the elector has a VIC, or is on *List of Electors* or has a pre-filled *Registration Certificate* **EC 50050**. If yes, skip to step **3**

2   Check that the elector's address is in your PD, if they don't have a VIC – **p. 45**

Make sure the voucher is eligible to vouch for the elector:

3   Ask the voucher whether the voucher knows the elector, and knows where the elector lives

4   Check that the voucher's ID is acceptable under option **1** or option **2**

5   If the elector did not have a pre-filled *Vouching Form* **EC 50055**, check that the voucher is on *List of Electors* for your polling place. If they have a form or are on the *List*, skip to step **8**

6   Check that the voucher's address is in one of the PDs at your polling place and that they are registered at their polling station

7   If the voucher is eligible to vote but not on *List* at their polling station, they must register before they can vouch – **p. 38-39**

NOTE

A person can only vouch for one other elector, except that employees of a long term care facility can vouch for all residents

Complete the vouching process:

NOTE

If the elector is not already on *List of Electors*, register them using *Registration Certificate* **EC 50050** – **p. 38-39**

8   Make elector and voucher aware of *Privacy Notice* **EC 50152**

9   Complete *Vouching Form* **EC 50055**. When completed, the form is acceptable as ID under option **3**

> Note   if the elector or voucher refuses to make a declaration, see **p. 37**

10 Put the form in *Office Documents Bag* **EC 50390**

Serving

Record the details of the vouching process:

11 Next to elector's name on *List of Electors* or *List of Entries*, write "**6a, 6b**" in **Oath** column and write voucher information in **Attestor** column. If the voucher registered at the poll, write "**Reg.**" in their **Seq.** box

Then the elector can vote:

12 Serve elector following regular process – **DRO p. 18**, step **3**, **PC p. 19**, step **2**

Elections Canada

Vouching Form
Purpose: To allow an elector to vouch for the name and address of another elector who doesn't have required ID.

EC 50055
(03/2019)

Serving

ID is a letter confirming where the elector lives

Facilities which serve electors who might not have ID showing their current residential address can register as a recognized facility with the **office**. If there are any of these facilities that you need to know about, the **office** will tell you about them on *List of Designated Establishments* **EC 50054**. The facilities can then give an elector either:

- a *Letter of Confirmation of Residence* **EC 50053**, or
- a letter printed on the facility's letterhead that confirms the elector lives or receives services there

The elector can use the letter as one piece of ID showing their name and address under option **2**. The letter must be used along with a second piece of ID.

1   Check that the name of the facility on their letter is on *List of Designated Establishments* **EC 50054**

   Note   call the **office** for help if the facility name on their letter is not on your list

2   Ask the elector to show the *Letter of Confirmation of Residence* **EC 50053**, and a second piece of ID with their name

3   Serve them following the regular process – **DRO p. 18**, step **3**, **PC p. 19**, step **1**

ID shows a mailing address

Electors may use ID that has a mailing address (e.g. PO box) under ID option **1** or ID option **2** only if:

- the elector is already on the *List of Electors*, and
- the same mailing address appears on *List of Electors*

If they are not on the list already, they cannot register or vote unless they have other acceptable ID under option **1**, **2** or **3**.

If they are on the list already with the same mailing address, serve the elector following the regular process if there is no doubt about their address – **DRO p. 18**, step **3**, **PC p. 19**, step **2**

In this case, an election officer, a candidate or a representative can reasonably doubt whether the elector actually lives in the polling division. If there is doubt, the elector must make a declaration.

1   Make elector aware of *Privacy Notice* **EC 50152**

2   Complete *Qualification Form* **EC 50034** using declaration **2** in section **3**

   Note   if they refuse to make a declaration, see **p. 37**

3   Put form in *Office Documents Bag* **EC 50390**

4   Next to elector's name on *List of Electors* or *List of Entries*, write

   - "**2**" in **Oath** column

5   Serve elector following regular process – **DRO p. 18**, step **3**, **PC p. 19**, step **2**

Qualification Form

Elections Canada

Purpose: To record the declaration relating to doubts about qualification to vote (1), or doubts about ID with non-residential address (2).

EC 50034
(03/2019)

Serving

Someone doubts the elector's age or citizenship
(Qualification Form)

The **DRO**, the **PC**, a candidate or a representative may have reasonable doubts about the elector's age or citizenship and request that the elector make a declaration. In that case, the elector must make the declaration to be allowed to vote.

1   Make elector aware of *Privacy Notice* **EC 50152**

2   Complete *Qualification Form* **EC 50034** using declaration **1** in section **3**

> **Note**   if they refuse to make a declaration, see **p. 37**

3   Put form in *Office Documents Bag* **EC 50390**

4   Next to elector's name on *List of Electors* or *List of Entries*, write

• "**1**" in **Oath** column

5   Serve elector following regular process – **DRO p. 18**, step **2**, **PC p. 19**, step **2**

NOTE

If the ID shows a mailing address, the elector's residence can also reasonably be doubted – **p. 35**

✕ Elections Canada

Qualification Form

Purpose: To record the declaration relating to doubts about qualification to vote (1), or doubts about ID with non-residential address (2).

EC 50034
(03/2019)

The elector refuses to show their ID to a candidate or representative

1 Inform elector that the candidate or representative is entitled to see their ID

2 If they still refuse, tell them that their refusal will be noted

3 Complete a *Log of notable events – Events Log (page 8-11)*

4 Serve elector following regular process – **p. 18-19**

Someone refuses to make a declaration

An elector, voucher or helper may refuse to make a declaration.

1 Tell the person that they can appeal the request for them to make a declaration. You will need to call the **office**

> **Note** the **office** will make the final decision on whether they need to make a declaration or not

2 If the **office** decides they need to make a declaration and they still don't want to take it, or they refuse to appeal to the **office**:

 • tell them that they cannot vote, vouch or help the elector

 • write the declaration number and "**ref**" in **Oath** column next to elector's name on *List of Electors* or *List of Entries*

3 Otherwise, continue serving the elector using the relevant procedure

Serving

The elector is not on the *List (Registration Certificate)*

This elector is not registered. You must complete *Registration Certificate* **EC 50050** and the elector must be added to *List of Entries* to vote.

Note if for any reason a certificate is started but then not needed, write "**CANCELLED**" across the certificate and put in *Office Documents Bag* **EC 50390**

1 If elector has a pre-filled *Registration Certificate* **EC 50050**, ask them for acceptable ID and use it to verify that the certificate is properly pre-filled. Continue at step **3**

2 If elector does not have a pre-filled *Registration Certificate* **EC 50050**

• ask for their address and look it up using *Poll Key* – **p. 45**

• find their PD and make sure they belong to your polling station

Note if elector does not belong to your polling station, they cannot vote here

3 Make them aware of *Privacy Notice* **EC 50152**

4 Use the ID to complete *Registration Certificate* **EC 50050**. The **Date of birth** and **gender** are optional

> **Note** if the elector ticks the box in section **3**, or **Date of Birth** or **Gender** field is missing they will have to register again at the next election

5 On *List of Entries*, write:

- elector's name and street address
- "**Reg**" in **Type of Certificat**e column

6 Put certificate in *Office Documents Bag* **EC 50390**

7 Serve elector following regular process – **DRO p. 18**, step **3**, **PC p. 19,** step **2**

Elections Canada

✎ Registration Certificate
Purpose: To register electors who are not already on the *List of Electors* or who have moved.

EC 50050
(03/2019)

Serving

ID doesn't match the *List*

There are **4** different situations where acceptable ID may not match the list. Use this page to decide what the situation is, then follow the procedure.

Note if the ID has a mailing address (e.g. PO box), see **p. 35**

Situation 1

The elector's name or year of birth on the list is wrong

- if you are sure it's the same person, use *Correction Form* **EC 50049** –
- if you are not sure it's the same person, serve this person as if they are not on the list using *Registration Certificate* **EC 50050** –

Situation 2

The elector's address on the list is incomplete, for example it is missing an apartment number

- use *Correction Form* **EC 50049** –

Deputy Returning Officer Poll Clerk Both

Situation 3

The address on the ID doesn't match the address on the list, but they both refer to the same place. For example, they both refer to the same road or town

| Note | use your local knowledge of the area. The **office** may also provide a list of alternative road names in the ED |

- the ID is acceptable. Serve elector following the regular process – **DRO** **p. 18**, step **3**, **PC** **p. 19**, step **2**

Situation 4

The address on the ID doesn't match the address on the list and they refer to different places – for example different roads or different house numbers

- serve this person as if they are not on the list using *Registration Certificate* **EC 50050** – **p. 38-39**

Serving

The elector's personal information is wrong, or if their address on the list is incomplete *(Correction Form)*

1 Read declaration **3** from section **1** of *Correction Form* **EC 50049** to elector

   Note if they refuse to make a declaration, see **p. 37**

2 Next to elector's name on *List of Electors*,

   • write "**3**" in **Oath** column

3 Ask elector if they would like to correct their information on the list for a faster voting experience at the next election. If they don't, continue to step **5**. If they do:

   • show them *Privacy Notice* **EC 50152**

   • complete rest of the form

4 Put form in *Office Documents Bag* **EC 50390**

5 Serve elector following the regular process – **DRO p. 18**, step **3**, **PC p. 19**, step **2**

Elections Canada

Correction Form
Purpose: To correct name, mailing address, gender, or year of birth on the *List of Electors*. For electors who have moved, use the *Registration Certificate*.

The elector is crossed off the *List* (*Voting Status Certificate*)

When an elector is crossed off the list, it means they have already requested a ballot, but the elector may have been crossed off in error. They must complete the *Voting Status Certificate* **EC 50051** and make a declaration to vote.

Serving

1   Ask the elector if they have already been given a ballot during this election, or have requested a mail-in ballot. If they have, tell them that they cannot, by law, be given a second ballot

   Otherwise tell them that they can vote at your station only if they sign a declaration that they have not already requested a ballot

   Note   if a candidate or representative objects to the elector receiving a ballot, record it in *Log of notable events – Events Log (page 8-9)* and continue serving elector

2   Make elector aware of *Privacy Notice* **EC 50152**

3   Complete *Voting Status Certificate* **EC 50051**

   Note   if they refuse to make the declaration, see **p. 37**

4   On *List of Entries*, write

   • elector's name and street address

   • "**VSC**" in **Type of Certificate** column

   • "**4**" in **Oath** column

5   Put certificate in *Office Documents Bag* **EC 50390**

6   Serve elector following regular process – **DRO p. 18**, step **3**, **PC p. 19**, step **2**

Elections Canada

Voting Status Certificate
Purpose: To allow an elector whose name is crossed off the *List of Electors* to vote after making declaration 4.

EC 50051
(03/2019)

Serving

The elector has a *Transfer Certificate*

A *Transfer Certificate* allows an elector to vote at a different polling station than the one they were assigned. You must add them to *List of Entries* for them to vote at your polling station.

1   Ask to see the elector's acceptable ID and their completed *Transfer Certificate* **EC 50052**. Check that your polling station number appears in the '**To**' field

2   On *List of Entries* write

   • elector's name and street address

   • "**TC**" in **Type of Certificate** column

   • the elector's original PD and sequence number

3   Put certificate in *Office Documents Bag* **EC 50390**

4   Serve elector following regular process – **DRO p. 18**, step **3**, **PC p. 19**, step **2**

Elections Canada

Transfer Certificate
Purpose: To allow an elector to vote at a different polling station than the one they were assigned.

EC 50052
(03/2019)

How do I use the *Poll Key*?

Only electors assigned to your polling station should vote at your table. You can check their assigned polling station using the *Poll Key*.

1 Find their street name

2 Find the range of street numbers their street number belongs to

3 Find their polling station

Note if elector does not belong to your polling station, they cannot vote here

Serving

**Poll Key By Street /
Indicateur des sections de vote par rue**

Electoral District / Circonscription : 35108 - Toronto Centre / Toronto-Centre

Street Name / Nom de la rue	From / De	To / À	From / De	To / À	Side / Coté	PD / SV	AP / BVA
Alexander St/rue (Toronto)	Yonge St/rue	Maitland TERR	6	8	Even / Pair	047-0	604
	Maitland TERR	Alexander St/rue	12	50	Even / Pair	048-0	604
	City Park Cooperative Apartments		31	...	Odd / Impair	443-0	604
	City Park Cooperative Apartments		51	...	Odd / Impair	442-0	604
	Alexander St/rue	Church St/rue	60	70	Even / Pair	047-0	604
	Church St/rue	Mutual St/rue	83	83	Odd / Impair	038-0	604
	Church St/rue	Mutual St/rue	88	100	Even / Pair	038-0	604
Alpha Ave/av (Toronto)	Sackville St/rue	Extremity / Extrémité	1	18	All / En entier	003-0	600
Amelia St/rue (Toronto)	Parliament St/rue	Sumach St/rue	2	152	Even / Pair	004-0	600
	Parliament St/rue	Metcalfe St/rue	7	19	Odd / Impair	007-0	600
	Metcalfe St/rue	Sackville St/rue	21	77	Odd / Impair		600
	Sackville St/rue	Rawlings Ave/av	79	123	Odd / Impair	006-	600
	Rawlings Ave/av	Sumach St/rue	127	143	Odd / Impair	0	600
	Sumach St/rue	Hillcrest Ave/av	145	163	Odd / Impair	003	600
	Sumach St/rue	Hillcrest Ave/av	154	162	Even / Pair	003-0	600
Anna Hilliard Lane (Toronto)	Shuter St/rue	Extremity / Extrémité	20	20	All / En entier	088-0	608
Arnold Ave/av (Toronto)	Saint David St/rue	Dundas St/rue E	37	63	Odd / Impair	088-0	608
	Saint David St/rue	Dundas St/rue E	40	72	Even / Pair	088-0	608
Ashby Pl (Toronto)	King St/rue E	N King E Sumach	...	...	West / Ouest	090-0	608
	N King E Sumach	Extremity / Extrémité	...	...	West / Ouest	089-0	608
	King St/rue E	Extremity / Extrémité	1	12	Even / Pair	089-0	608
Bay St/rue (Toronto)	College St/rue	Bay St/rue	...	...	East / Est	043-0	604
	Front St/rue W/O	Bay St/rue	159	323	Odd / Impair	102-0	609
	Trump International Hotel & Tower		325	...	Odd / Impair	472-0	609
	Adelaide St/rue W/O	Dundas St/rue W/O	333	575	Odd / Impair	100-0	609
	The Royalton		801	...	Odd / Impair	434-0	604
	Grenville St/rue	Grosvenor St/rue	825	863	Odd / Impair	042-0	604
	Grosvenor St/rue	Bay St/rue	873	885	Odd / Impair	041-0	604

Serving

The elector makes a mistake with their ballot
(Spoiled Ballot)

Electors are allowed to receive a replacement ballot if they make a mistake or otherwise spoil their first one. You must keep any marks on the spoiled ballot secret.

1 Write "**spoiled**" across the back without unfolding it

   Do not remove the counterfoil

2 Put it in *Envelope: Spoiled Ballots* **EC 50430**

3 Tell elector they get only **1** replacement ballot

4 Issue them a replacement ballot – **p. 20**

5 Serve elector following regular process – **DRO p. 18**, step **6**, **PC p. 19**, step **4**

The elector declines a ballot

Some electors may want to decline their ballot or protest against a candidate because they can during provincial elections. In a federal election there is no separate process for them to do this.

1 Tell elector there is no process for protesting or refusing a ballot in federal elections

2 If they still won't go behind the voting screen, politely ask them to give the ballot back and ask them to leave

3 Remove counterfoil and put ballot in the box. It will be rejected at the count

4 Draw a line through their name on the list

5 Tick the "**Voted**" box next to their name

Deputy Returning Officer   Poll Clerk   Both

MOVING TO YOUR NEXT POLLING STATION

Get ready to go to the next polling place

If you are counting the ballots at another location, repeat these steps before going to the counting place.

1 Finish serving electors at time on *Notice of Mobile Poll* **EC 10160**

   Note electors who arrive before are allowed to vote

2 If you can't close or re-open on time, call the **office** right away for instructions

3 Complete *Log for balancing records and ballots – Ordinary poll (Election day) – Events Log (page 6-7)*

4 Put all unused ballots and the stubs of used booklets in *Envelope: Stubs and Unused Ballots* **EC 50420**

5 Seal ballot box slot with **1** *Official Seal* **EC 50180**

   Sign it and ask **PC** to sign it

6 Put *Ballot Box* **EC 50250** in *Transport Bag* **EC 50253**

7 Recycle *Public Notice – Mobile Polling Station* **EC 50040**

8 Take these down:

   • **EC 10160** Notice of Mobile Poll

   • **EC 50160** Yellow Pennants

   • **EC 50164** Arrow–Round Sign

   • **EC 90189** Have Your ID Ready to Vote

   Put them in *Transport Bag* **EC 50253**

9 Put all other documents and supplies in *Mobile Poll Bag* **EC 50490**. Put the bag in *Transport Bag* **EC 50253**

10 Go to the next polling place (or counting place) with all your supplies

Deputy Returning Officer   Poll Clerk   Both

Set up at a new polling place

If you are at the counting place, do not follow these steps. Instead, follow the steps on **p. 54** for the counting place.

1   Open *Envelope: Stubs and Unused Ballots* **EC 50420**

 Take out the unused ballots

 Note   finish the ballot booklet from the previous polling place before you initial the back of each ballot in a new one

2   Set up your station at the new polling place – **p. 10**, steps **2–12**

3   Prepare a new *Sequence Number Sheet* **EC 50111**

4   At the time shown on *Notice of Mobile Poll* **EC 10160**, remove the *Official Seal* **EC 50180** from the ballot box slot and serve electors – **p. 18-19**

Moving

Deputy Returning Officer   Poll Clerk   Both

COUNTING THE BALLOTS

This section explains the steps to take before and during the count, and how to complete the *Statement of the Vote.*

Set up at the counting place

Arrive at the counting place at the time indicated by the **RO**.

Start this procedure after voting hours have ended on election day.

1   If possible, use two tables during the closing and counting procedures

2   You will need

- **EC 50430** Envelope: Spoiled Ballots – *with spoiled ballots inside*
- **EC 50420** Envelope: Stubs and Unused Ballots – *with unused stubs and ballots inside*
- **EC 50060** Events Log
- List of Electors

3   Organize the spoiled ballots:

- count the spoiled ballots and fill out the information on *Envelope: Spoiled Ballots* **EC 50430**. If there are none, write '**Nil**'
- put the spoiled ballots back inside the envelope. Don't seal it yet. Set it aside

4   Organize the unused ballots

- take out all the unused ballots from *Envelope: Stubs and Unused Ballots* **EC 50420**. Count them
- fill out the information on *Envelope: Stubs and Unused Ballots* **EC 50420**
- put all the unused ballots in the envelope. Don't seal it yet. Set it aside

5 If you haven't already balanced your records and ballots before leaving your last location (**p. 50**, step **3**), do it now using *Log for balancing records and ballots – Ordinary Poll (Election Day) – Events Log (page 6-7)* **EC 50060**

See "*How do I balance my records and ballots?*" on **p. 82-83**

Follow steps **6** to **9** below to complete *Last Page of the List*

Note *Last Page of the List* is between *List of Entries* and *Poll Key* in *Official List*

---

6 Copy the following numbers from the last entry you made in step **5** above in *Log for balancing records and ballots – Ordinary Poll (Election Day) – Events Log (page 6)* **EC 50060**

- the number of **Voted** ticks on *List of Electors* onto line **1** of *Last Page of the List*
- the number of **Voted** ticks on *List of Entries* onto line **2** of *Last Page of the List*

7 Add the numbers from lines **1** and **2** Of *Last Page of the List* and write the total on line **3**

8 Count electors with "**Reg**" in the **Type of Certificate** column on *List of Entries* and write the total on line **4** of *Last Page of the List*

9 **DRO** sign and date *Last Page of the List*

Follow the next steps to organize the completed forms and certificates

Counting

Deputy Returning Officer   Poll Clerk   Both

Set up at the counting place

10 Take out all documents from *Office Documents Bag* **EC 50390**. Sort them by type

11 Count the following documents and write the numbers on the bag:

> **Note** don't count cancelled documents but keep them with the others
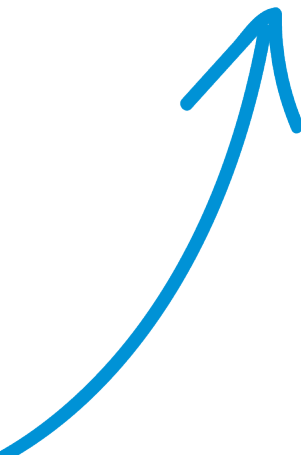
- **EC 50050** Registration Certificate
- **EC 50051** Voting Status Certificate
- **EC 50055** Vouching Form

12 Put the following documents on top of *Office Documents Bag* **EC 50390**. Set it aside:

- **EC 50050** Registration Certificate
- **EC 50051** Voting Status Certificate
- **EC 50055** Vouching Form
- **EC 50049** Correction Form

13 Set aside the following documents:

- **EC 50036** Helper Form
- **EC 50034** Qualification Form
- **EC 50052** Transfer Certificate

Counting

14 Make sure the originals of *Sequence Number Sheet* **EC 50111** are inside *Envelope: Sequence Number Sheet* **EC 50385**, you should have 12 - 1 per hour, or partial hour of voting at your polling station

Don't seal the envelope yet. Put it on *Office Documents Bag* **EC 50390**

15 The supervisor will check these items. If there is no supervisor, check them one more time yourself:

- **EC 50430** Envelope: Spoiled Ballots
- **EC 50420** Envelope: Stubs and Unused Ballots
- **EC 50390** The documents ready to go in Office Documents Bag
- Last Page of the List

16 Set aside *List of Electors*

17 Seal *Envelope: Sequence Number Sheet* **EC 50385**. Put it and the documents from step 12 inside *Office Documents Bag* **EC 50390**. Leave it open. Set it aside

18 Follow the steps to organize your supplies to count ballots on

Counting

Deputy Returning Officer · Poll Clerk · Both

What should be on my desk to count ballots?

Before you do this, make sure you have completed the steps for:
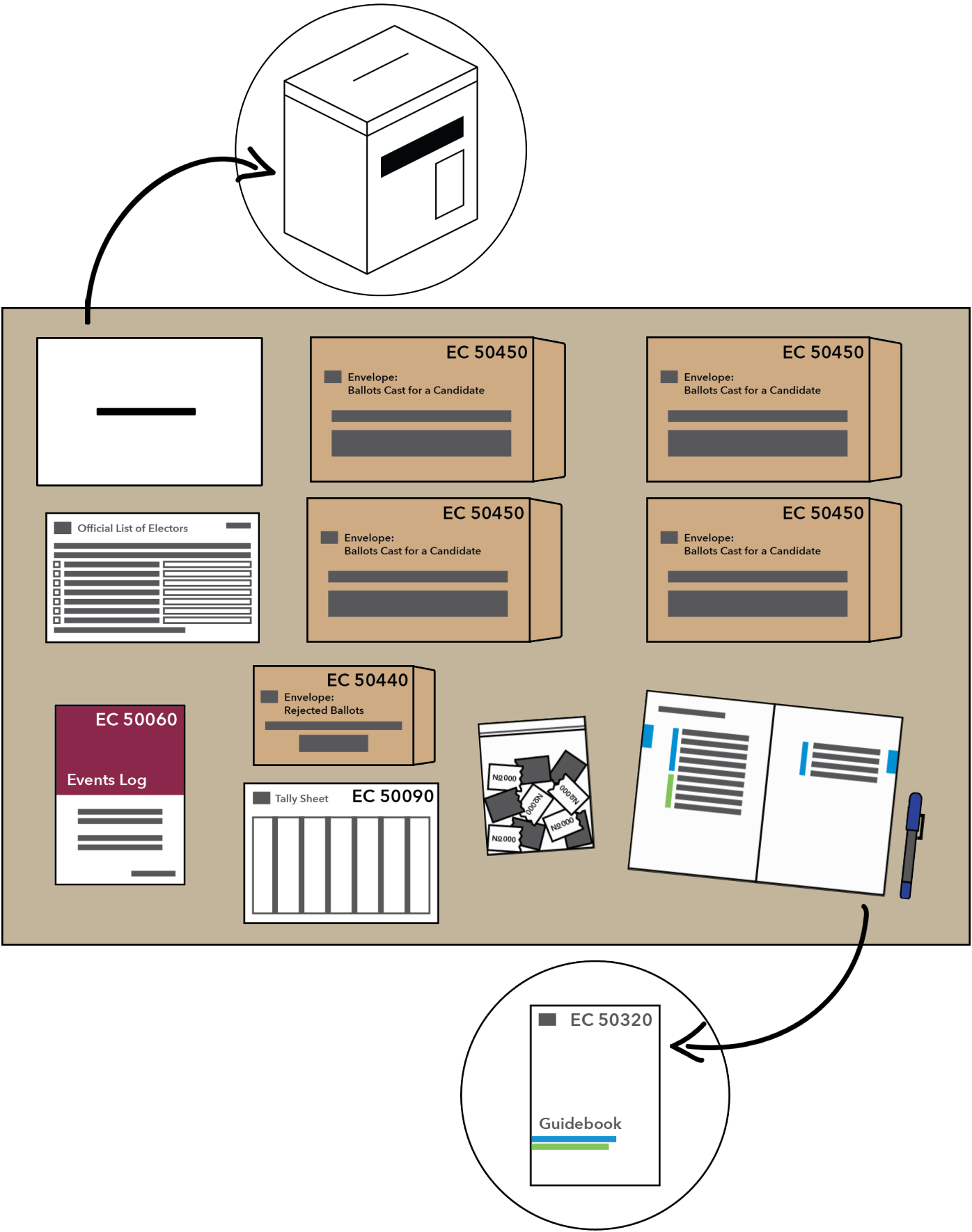
☑ Set up at the counting place – **p. 54-57**

Start with a clear table. Gather the following items together and organize them using them the diagram:

- **EC 50060** Events Log
- **EC 50250** Ballot Box
- **EC 50340** This guidebook
- List of Electors
- Plastic bag with counterfoils
- Blue pen

You will need these items found inside *Mobile Poll Bag* **EC 50490**:

- **EC 50440** Envelope: Rejected Ballots
- **EC 50450** Envelope: Ballots Cast for a Candidate – *one for each candidate*
- **EC 50090** Tally Sheet

Put all other materials aside.

Counting

Deputy Returning Officer   Poll Clerk   Both

EC 50450
Envelope:
Ballots Cast for a Candidate

EC 50450
Envelope:
Ballots Cast for a Candidate

EC 50450
Envelope:
Ballots Cast for a Candidate

EC 50450
Envelope:
Ballots Cast for a Candidate

Official List of Electors

EC 50440
Envelope:
Rejected Ballots

EC 50060

Events Log

Tally Sheet   EC 50090

EC 50320

Guidebook

Counting

Deputy Returning Officer   Poll Clerk   Both

Get ready to count the ballots

Before you do this, make sure you have completed the steps for:

☑ What should be on my desk to count ballots? – **p. 58-59**

1   Pre-fill any information that you can on:

- **EC 50440** Envelope: Rejected Ballots

- **EC 50450** Envelope: Ballots Cast for a Candidate

- **EC 50090** Tally Sheet

Note   on your copy only, write the names of each candidate in the order that they appear on the *Statement of the Vote* **EC 50100**. Use the last column for tallying rejected ballots

2   Get either candidates, or their representatives, or **2** electors, or **2** election officers to witness you count the ballots

Note   election officers who act as witnesses must be 18 years or older

3   Give a blank *Tally Sheet* **EC 50090** to any candidate or representative

Counting

Deputy Returning Officer   Poll Clerk   Both

1   If space allows, lay out each envelope below. You will place each marked ballot on it

- **EC 50450** Envelope: Ballots Cast for a Candidate – *one for each candidate*
- **EC 50440** Envelope: Rejected Ballots – *for rejected ballots*

2   Review

- What ballot marks are acceptable? – **p. 65**
- **DRO**'s initials in *Log of poll workers – Events Log (page 2)* **EC 50060**

3   Follow steps to count the ballots on **p. 62**

Counting

Deputy Returning Officer   Poll Clerk   Both

Count the ballots

NOTE

Candidates or representatives may not handle the ballots

Before you do this make sure you have completed the steps for

☑ Get ready to count the ballots – **p. 60-61**

Review steps **1-6** together before you start

1   Unseal top of ballot box

2   Take one ballot out of the ballot box and make sure **DRO** initials and PD of the polling station are on the back

> **Note**   if initials are not yours, compare initials on ballots with the initials of previous **DRO**s on *Log of poll workers – Events Log (page 2-3)* **EC 50060**

3   Unfold the ballot and say out loud which candidate is marked. Show it to everyone present

4   Put the ballot in its appropriate pile

5   On *Tally Sheet* **EC 50090**, each time the **DRO** calls out a candidate's name, put a mark under that name. If the **DRO** rejects a ballot, put a mark in the rejected column

Counting

Deputy Returning Officer   Poll Clerk   Both

6   Repeat steps **2-5** until every ballot has been placed in a pile

7   Make sure there are no ballots left in the box (check under flaps). Show it to everyone present. Set the box aside

8   Write the totals in each column of the *Tally Sheet* **EC 50090**

9   Sum the totals, and verify that it matches the **Total** from line **3** of the *Last Page of the List* (the number of voted ticks)

If the totals do not match:

- review your *Log of Notable Events - Events Log (page 8-11)* **EC 50060 f**or any notes that may explain the difference
- count each candidate's pile again and compare each total to the **PC**'s *Tally Sheet* **EC 50090**
- count the rejected ballots again and compare total to the **PC**'s *Tally Sheet* **EC 50090**

If they still do not match, refer to **p. 84** to see if you can explain the difference. Make a note on the *Statement of the Vote*, and on *page 8-9* in the *Events Log* **EC 50060**

10 On each envelope, write the total number of ballots inside or "**NIL**" if none

11 Put each pile of ballots inside its appropriate envelope. Leave the envelopes open

12 Complete the *Statement of the Vote* **EC 50100** – **p. 66-67**

NOTE

For situations during the count – **p. 64-65**

Deputy Returning Officer   Poll Clerk   Both

The counterfoil is still attached

1 Don't unfold the ballot

2 Hide serial number

3 Remove counterfoil, tear it up and put inside *Plastic bag for counterfoils*

4 Put the ballot back in the ballot box

The initials and/or the PD on the back of the ballot are missing or incorrect

It is up to the **DRO** to determine and be satisfied that this ballot was issued at your polling station, either by yourself, or in the case where another election officer issued ballots, by them.

You may accept the ballot, if you think:

- the PD or initials were forgotten by mistake. Complete the missing section (PD number or initials) before you accept the ballot

You should reject the ballot, if you are not satisfied that it was a ballot issued at your polling station. You should reject the ballot, if:

- the initials are not yours (or those of another election officer at your PD) and the PD number is not yours
- you have too many ballots that have been cast, and you do not think that the ballot was one issued at your polling station

Note refer to *Log of poll workers – Events Log (page 2-3)* **EC 50060** to review the different initials of workers that could have issued the ballot

Deputy Returning Officer Poll Clerk Both

A witness objects to your decision about any ballot

1. Hear their explanation, and then make your final decision

2. Record the objection in *Log of objections to ballots - Events Log (page 12-13)* **EC 50060**

3. Write the number of the log entry on the back of the ballot concerned

What ballot marks are acceptable?
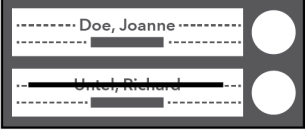
Use these guidelines to determine whether to accept or reject a marked ballot paper.

The **DRO** must accept a ballot paper if it is marked:

- in one (and only one) circular space to the right of the name of the candidate
- with an "**X**" or other mark made with any writing instrument as long as the **DRO** is satisfied the mark or writing instrument is not so distinctive that it could be used to identify an elector

The **DRO** must reject a ballot if:

- it is marked in more than one of the circular spaces
- it is not marked in any of the circular spaces
- it contains a mark that the **DRO** considers could be used to identify an elector

Samples of Marked Ballot Papers Which Should be Accepted and Counted	Samples of Marked Ballot Papers Which Should be Rejected

Counting

Deputy Returning Officer   Poll Clerk   Both

How do I complete *Statement of the Vote*?

Before you complete this document, you must have completed the steps for

☑ Count the ballots – **p. 62-63**

You will need

- **EC 10002** Record of Ballots
- **EC 50090** Tally Sheet
- **EC 50100** Statement of the Vote
- **EC 50110** Copy of Results for Candidates
- **EC 50420** Envelope: Stubs and Unused Ballots
- **EC 50430** Envelope: Spoiled Ballots
- **EC 50440** Envelope: Rejected Ballots
- **EC 50450** Envelope: Ballots Cast for a Candidate – *one for each candidate*
- Blue pen
- List of Electors

1   Use diagram on **p. 67** to complete the *Statement of the Vote* **EC 50100**

2   Call in the results to the **office**

3   If there are candidates or representatives present, complete *Copy of Results for Candidates* **EC 50110**. The form makes three carbon copies. Give a copy to a representative for each candidate

Counting

Deputy Returning Officer   Poll Clerk   Both

Copy from each *Envelope: Ballots Cast for a Candidate* **EC 50450** next to that candidate's name

Sum of all numbers in A

Copy from *Envelope: Rejected Ballots* **EC 50440**

Copy from *Envelope: Spoiled Ballots* **EC 50430** For advance, add all 4

Copy from *Envelope: Stubs and Unused Ballots* **EC 50420**

Sign

If you have more than one *Record of Ballots*, add **Total number of ballots** from each sheet together

Copy Total from line **3** of *Last Page of the List*

Counting

Elections Canada

Statement of the Vote
Purpose: To record information about the ballots and results at the polling station at the end of election day.

Relevé du scrutin
Objectif : Consigner des informations sur les bulletins de vote et les résultats au bureau de scrutin à la fin du jour de l'élection.

EC 50100 (03/2019)

Electoral district / Circonscription
...ouville Dominion 15434

Polling station no.
N° du bureau de scrutin
201

Date
Oct 21/2019

Ballots counted for each candidate
Bulletins de vote comptés en faveur de chaque candidat

	A	
John Doe	35	
Sandra Doe	75	
Pierre Untel	14	
Anne Untelle	43	

Reporting telephone no.
N° de téléphone pour communiquer les résultats

Total ballots supplied
Total des bulletins de vote fournis

B	Valid votes cast / Votes valides déposés	**Total**
C	Rejected ballots / Bulletins rejetés	
D	Total votes cast / Total des votes déposés (B) + (C) **Total**	
E	Spoiled ballots / Bulletins annulés	
F	Unused ballots / Bulletins inutilisés	
G	(D) + (E) + (F) **Total**	

Voted on the list
Ont voté sur la liste

These values should be identical
Ces chiffres devraient être identiques

DRO / Scrutateur   Poll Clerk / Greffier du scrutin

Witness signatures / Signatures des témoins

Print name / Nom (en lettres moulées)   Print name / Nom (en lettres moulées)   Print name / Nom (en lettres moulées)

Signature   Signature   Signature

Distribution ▶ White – Envelope EC 50370   Yellow – In the ballot box   Pink – For DRO
Blanche – Enveloppe EC 50370   Jaune – Dans l'urne   Rose – Pour le scrutateur

NOTE

If the numbers don't match, write a note somewhere on the *Statement of the Vote* explaining why you think the numbers don't match

Deputy Returning Officer   **Poll Clerk**   **Both**

RETURNING MATERIAL

This section explains how to pack up your materials at the end of the day. You will end up with a *Transport Bag* containing the official voting documents, ballots etc., and a second *Transport Bag* with extra supplies and items not needed again.

# How do I organize and return my material?

Before you organize your material, you must have completed the steps for

☑ How do I complete the Statement of the Vote? – **p. 66**

1. Once **DRO** has reported the results to the **office**, do the following to *Statement of the Vote* **EC 50100**:

Separate the white, pink and yellow copies.

EC 50100
Statement of the Vote

EC 50370
Envelope:
Statement of the Vote
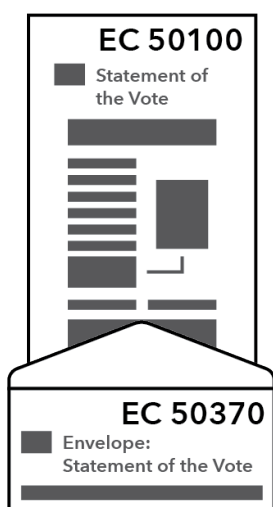
Put the white copy in the white *Envelope: Statement of the Vote* **EC 50370**.

Don't seal it yet. Fill out the information on the envelope and set it aside.

EC 50100
Statement of the Vote
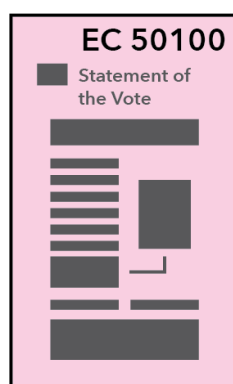
DRO take the pink copy home. Destroy it after **60** days.

EC 50100
Statement of the Vote

EC 50380
Envelope:
Statement of the Vote

Put the yellow copy in the yellow *Envelope: Statement of the Vote* **EC 50380**.

Don't seal it yet. Fill out the information on the envelope and set it aside.

Returning

Deputy Returning Officer   Poll Clerk   Both

2. Use *Official Seal* **EC 50180** to seal the rest of the following **full and completed** items:
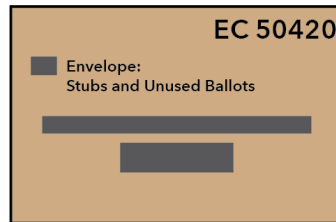
EC 50420
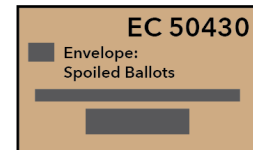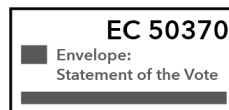Envelope: Stubs and Unused Ballots
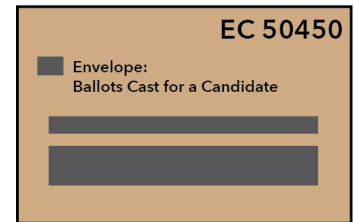
Envelope: Stubs and Unused Ballots

EC 50450
Envelope: Ballots Cast for a Candidate

Envelope: Ballots Cast for a Candidate

EC 50390
Office Documents Bag

Office Documents Bag

EC 50440
Envelope: Rejected Ballots

Envelope: Rejected Ballots
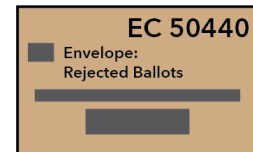
EC 50430
Envelope: Spoiled Ballots

Envelope: Spoiled Ballots

EC 50370
Envelope: Statement of the Vote

Envelope: Statement of the Vote

EC 50380
Envelope: Statement of the Vote

Envelope: Statement of the Vote

Returning

Deputy Returning Officer   Poll Clerk   Both

How do I organize and return my material?

3. Put the following in *Large All-Purpose Envelope* **EC 11520**:

Incident Report

Write your polling station number and '**Incident reports**' on the envelope.
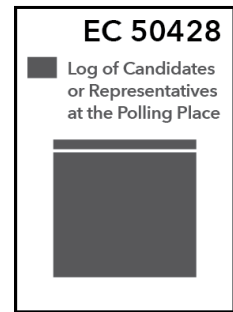

Seal it using **1** *Official Seal* **EC 50180** and sign the seal.

Returning

Deputy Returning Officer   Poll Clerk   Both
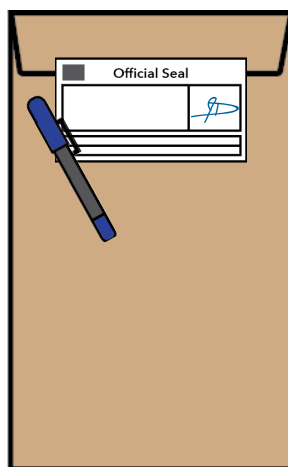
4. Put the following in *Envelope: Candidate Representative Documents* **EC 50423**:

EC 50423
Envelope: Candidate Representative Documents

EC 20020
Authorization of Candidate's Representative

Authorization of a Candidate's Representative
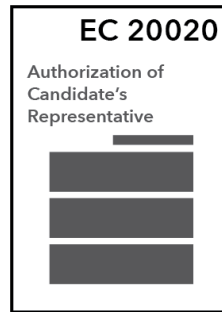
EC 50428
Log of Candidates or Representatives at the Polling Place
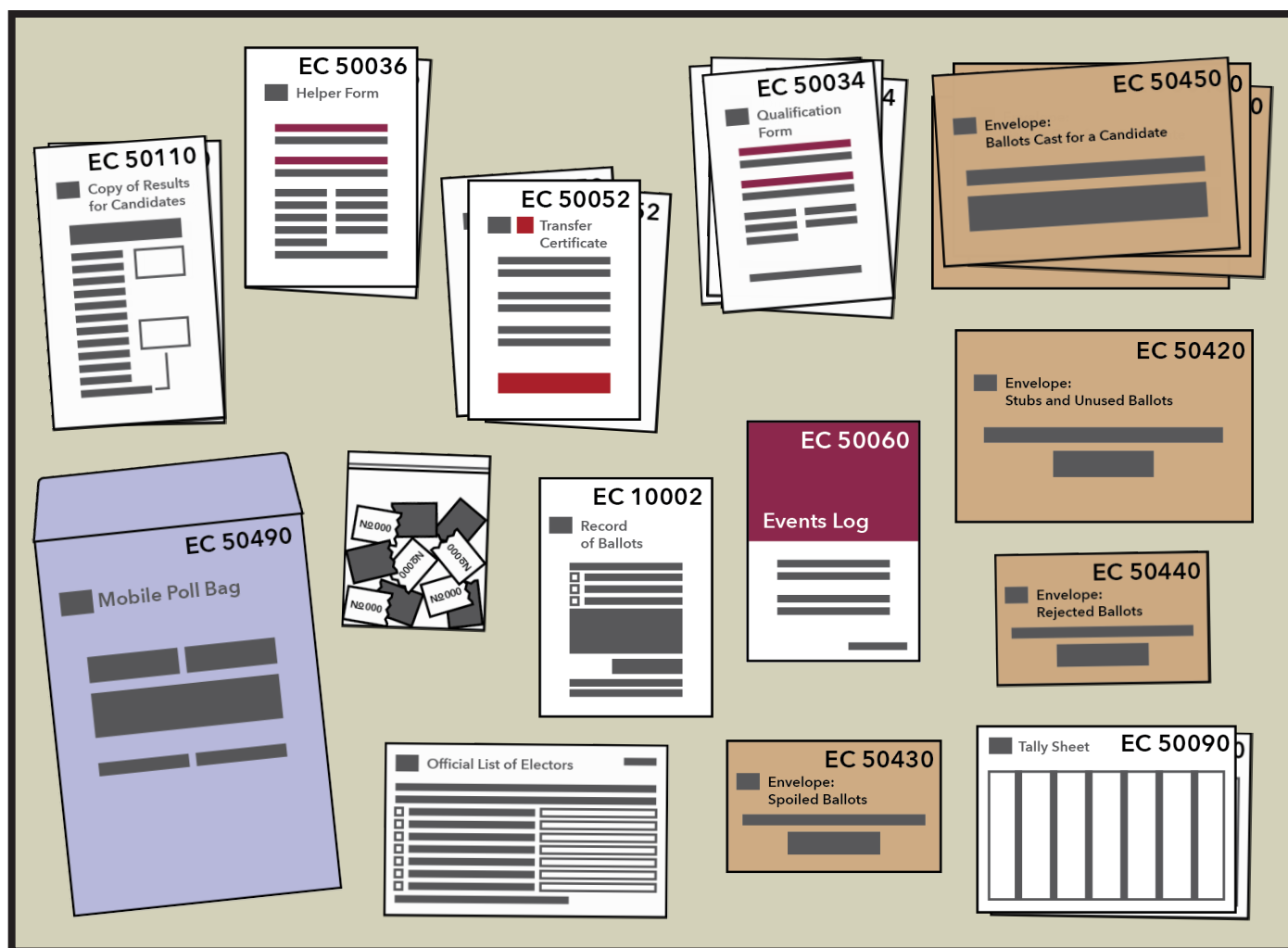
Log of Candidates or Representatives at the Polling Place

Seal it using **1** *Official Seal* **EC 50180** and sign the seal.

Official Seal

Deputy Returning Officer   Poll Clerk   Both
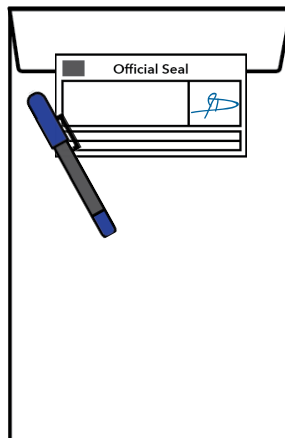
How do I organize and return my material?

> **5.** Gather the following items – on a separate table if possible:

☐ **EC 10002** Record of Ballots

☐ **EC 50036** Helper Form – *only completed ones*

☐ **EC 50034** Qualification Form – *only completed ones*

☐ **EC 50052** Transfer Certificate – *only completed ones*

☐ **EC 50060** Events Log

☐ **EC 50090** Tally Sheet – *only completed ones*

☐ **EC 50110** Copy of Results for Candidates – *only completed ones*

☐ **EC 50420** Envelope: Stubs and Unused Ballots – *sealed*

☐ **EC 50430** Envelope: Spoiled Ballots – *sealed*

☐ **EC 50440** Envelope: Rejected Ballots – *sealed*

☐ **EC 50450** Envelope: Ballots Cast for a Candidate – *sealed, one for each candidate*

☐ **EC 50490** Mobile Poll Bag – *make sure it is empty*

☐ List of Electors

☐ Plastic bag with counterfoils

Returning

Deputy Returning Officer   Poll Clerk   Both

EC 50036
Helper Form

EC 50110
Copy of Results
for Candidates

EC 50052
Transfer
Certificate

EC 50034
Qualification
Form

EC 50450
Envelope:
Ballots Cast for a Candidate

EC 50420
Envelope:
Stubs and Unused Ballots

EC 50060
Events Log

EC 50440
Envelope:
Rejected Ballots

EC 50490
Mobile Poll Bag

EC 10002
Record
of Ballots

EC 50430
Envelope:
Spoiled Ballots

Tally Sheet   EC 50090

Official List of Electors

CPS
SPOT CHECK

11

6. **DRO** check the items, then put them into *Mobile Poll Bag* **EC 50490**.
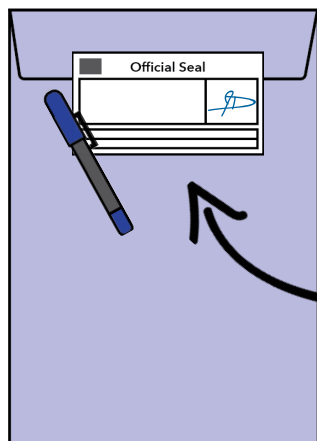
Deputy Returning Officer   Poll Clerk   Both

How do I organize and return my material?

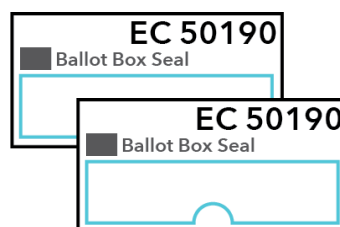**7.** Peel the strip off the back of *Mobile Poll Bag* **EC 50490** and close it.

Use *Official Seal* **EC 50180** to seal the bag. Sign the seal and set the bag aside.

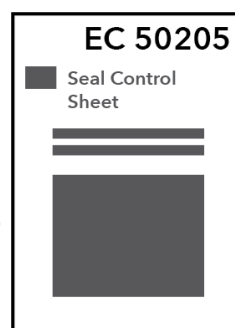**8.** Set aside the following seals for later:
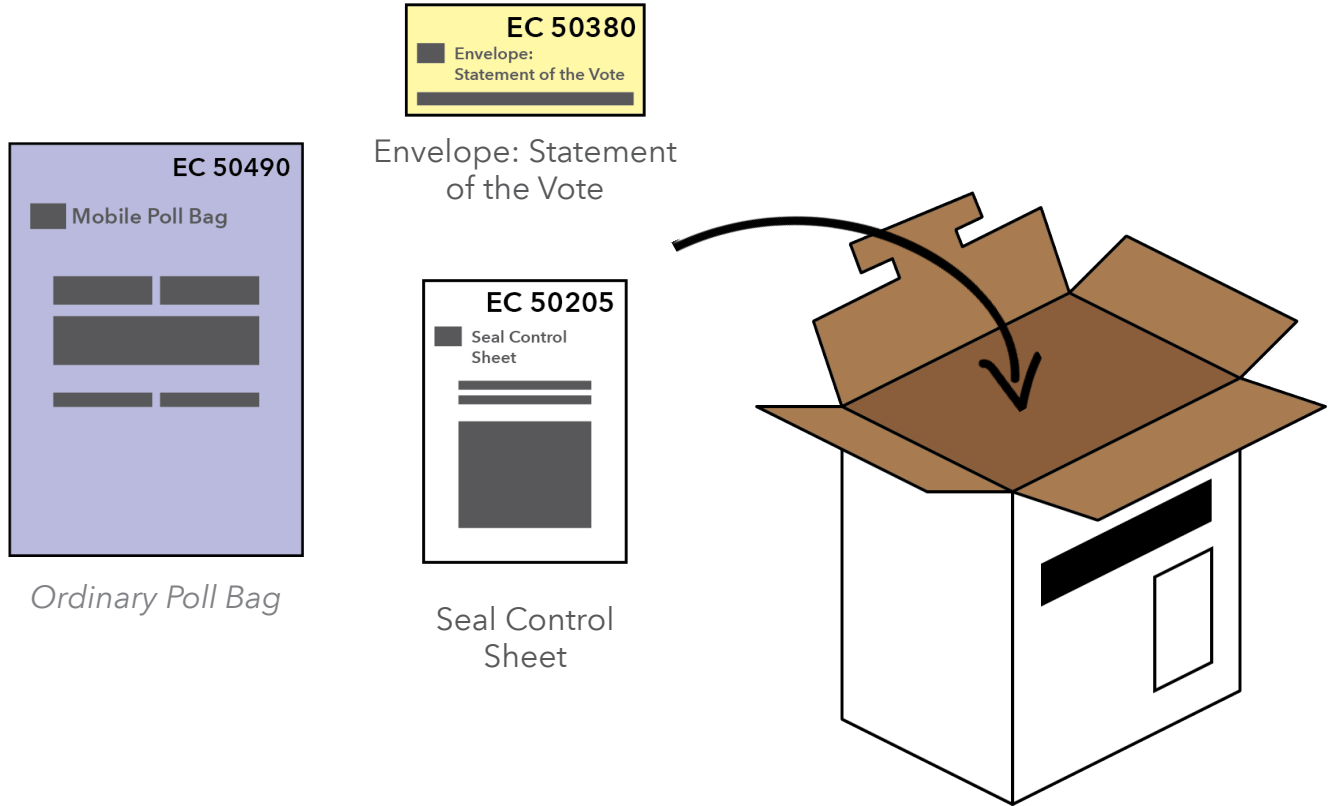
1 Long Ballot Box Seal

2 Short Ballot Box Seal

9. Record the *Long Ballot Box Seal* **EC 50200** number on *Seal Control Sheet* **EC 50205**.

Deputy Returning Officer   Poll Clerk   Both

10. Put the following inside *Ballot Box* **EC 50250**:

EC 50380
Envelope:
Statement of the Vote

Envelope: Statement of the Vote

EC 50490
Mobile Poll Bag

Ordinary Poll Bag

EC 50205
Seal Control Sheet

Seal Control Sheet

11. Seal *Ballot Box* **EC 50250** (using the seals you set aside in step **8**).
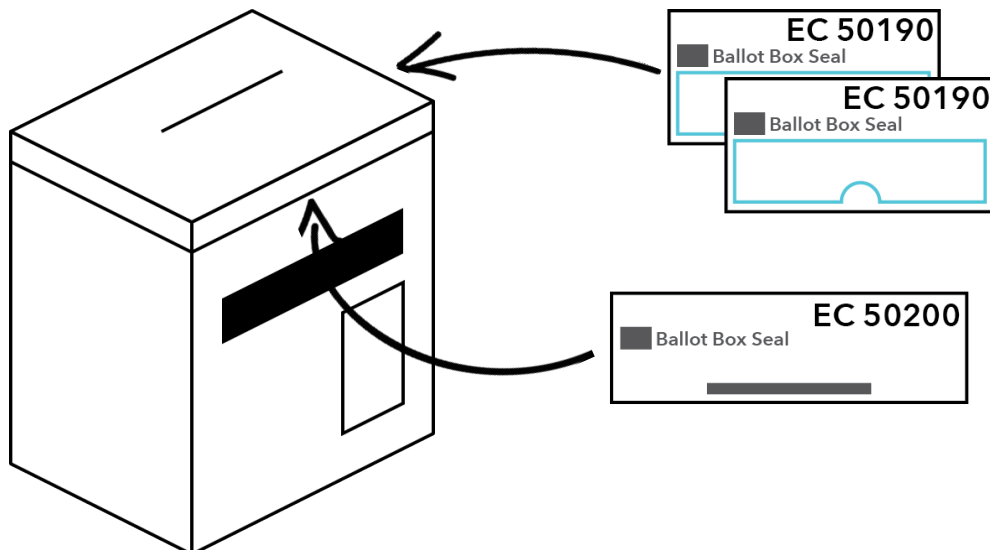
EC 50190
Ballot Box Seal

EC 50190
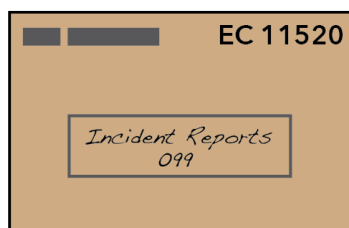Ballot Box Seal

EC 50200
Ballot Box Seal

Deputy Returning Officer   Poll Clerk   Both

How do I organize and return my material?

12. Put the following items, previously set aside, inside one *Transport Bag* **EC 50253**:

EC 11520

Incident Reports 099

All Purpose Envelope with Incident Report Forms
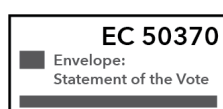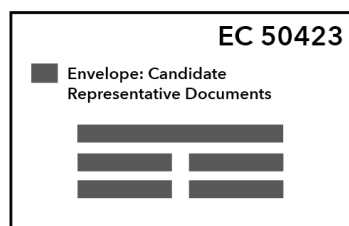
PERSONNEL

your name tag

EC 50370
Envelope:
Statement of the Vote

Envelope: Statement of the Vote

EC 50390

Office Documents Bag

Office Documents Bag

EC 50423
Envelope: Candidate Representative Documents

Envelope: Candidate Representative Documents

Ballot Box

VIC Collection Bag

099
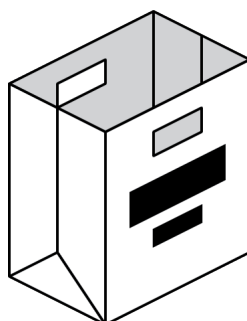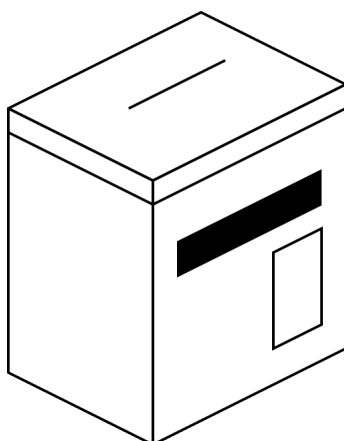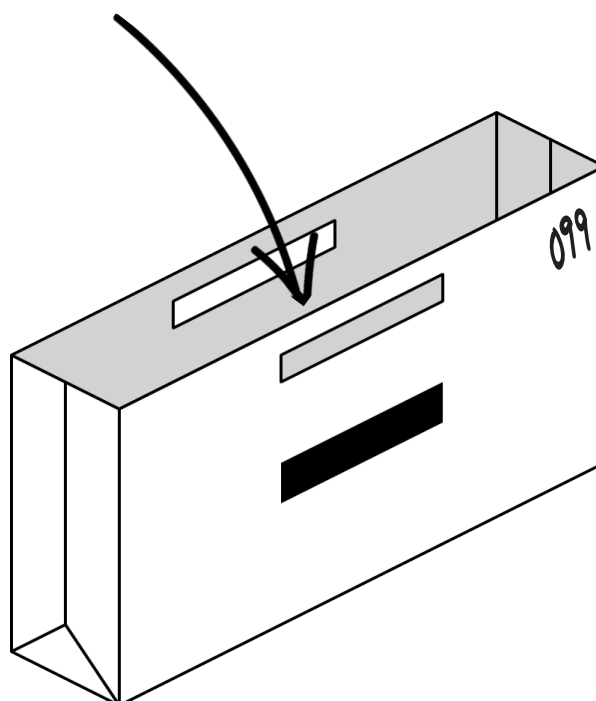
13. Throw away the used *Floor Marking Strip* **EC 50163** and any other garbage such as the backing sheet of used seals.

Returning

Deputy Returning Officer   Poll Clerk   Both

14. You should now only have unused, spare supplies left on your table. Put them inside a second *Transport Bag* **EC 50253**.
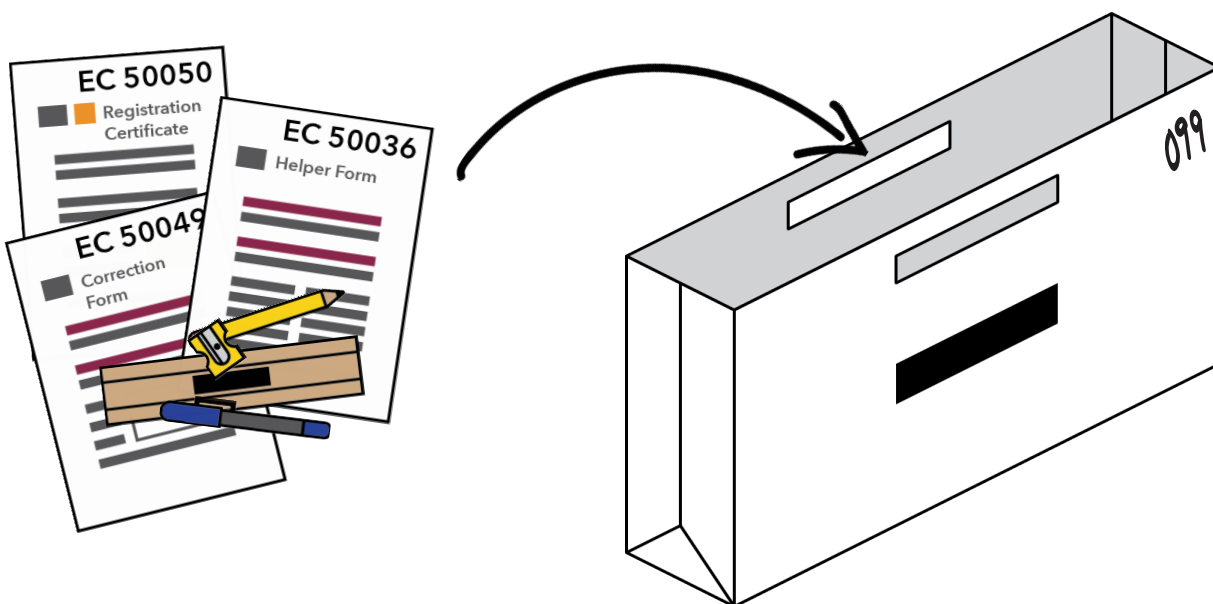
15. Take both transport bags to the **office**. Complete *Time sheet for the Election Worker* **EC 11655** before you leave.
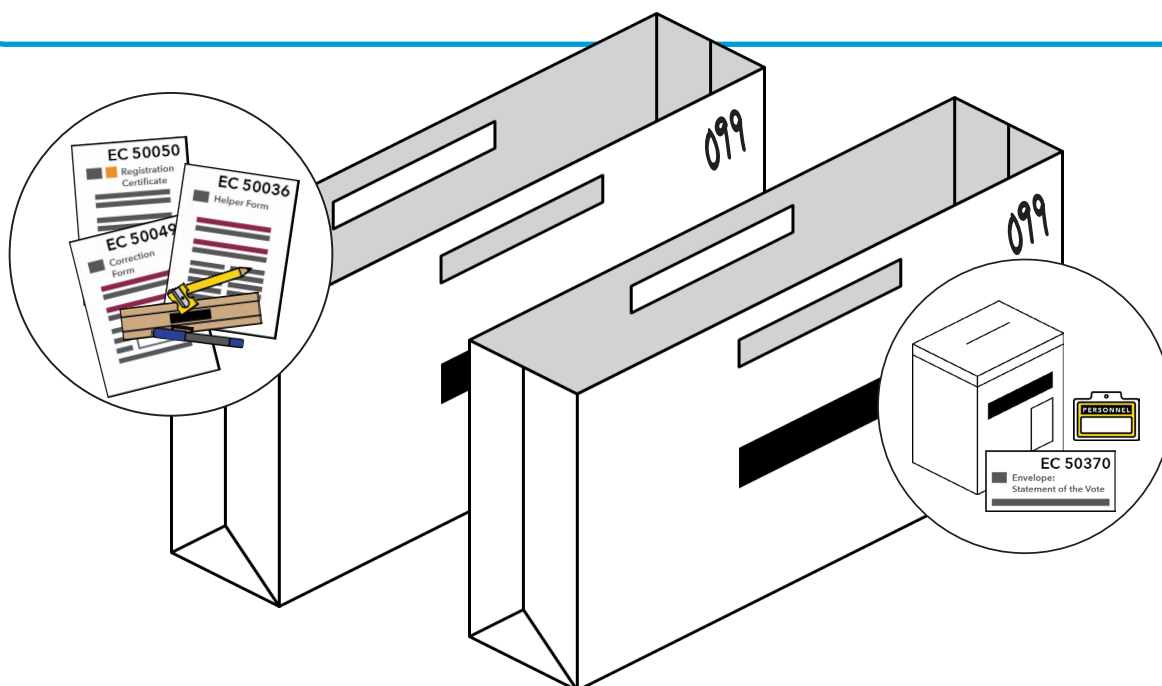
Make sure your polling station number is written on both transport bags.

Deputy Returning Officer · Poll Clerk · Both

GOOD TO KNOW

This section includes information you might need at any time.

Tips

- If you are facing a situation that isn't described in this guidebook, or you need additional help, call the **office**

How do I balance my records and ballots?

When you balance your records and ballots using *Log for balancing records and ballots - Events Log* **EC 50060**, you are checking that your record of the number of people who have voted is correct and that none of your ballots are missing. By balancing often, you can find mistakes quickly. Some errors can be fixed, others cannot be fixed but balancing helps you make sure they don't get worse. Either way, balancing helps you to manage problems as soon as possible.

Things to keep in mind

• when you count unused ballots, make sure you include any additional ballots you have received. If you receive additional ballots, you will have more than one *Record of Ballots* **EC 10002**

• the **Total** column should match the **Total number of ballots** box on *Record of Ballots* **EC 10002**

• make sure you use the log for *Ordinary Poll (Election day)*

Voted ticks on List of Electors		Voted ticks on List of Entries		Spoiled ballots		Unused ballots		Total
0	+	0	+	0	+	500	=	500
100	+	5	+	1	+	394	=	500

p. 6

Deputy Returning Officer   Poll Clerk   Both

Using *Log for Balancing Records and Ballots - Ordinary Poll (Election day)- Events Log (page 4-5)* **EC 50060**:

1 In the first column, count and write the number of all the ticks in the **Voted** boxes on *List of Electors*

2 In the second column count and write the number of all the ticks in the **Voted** boxes on *List of Entries*

3 In the third column, count and write the number of spoiled ballots

4 In the fourth column, count and write the number of unused ballots

5 Add the numbers from the first three columns and write the total in the fifth column

---

Note it should match the **Total number of ballots** on *Record of Ballots* **EC 10002**

---

6 In the sixth column, write the date that you did the balancing

7 In the seventh column, write the time that you did the balancing

Problems with balancing

Try these steps:

- make sure you are using the correct page and counting the correct items for each column
- recount the number of **Voted** ticks on *List of Electors* and *List of Entries*. Look for cases where you may have crossed off the elector, but not ticked the **Voted** box
- check the number of electors who voted by counting the number of entries on *Sequence Number Sheet* **EC 50111**. This should match the number of people marked Voted on the List of Electors
- check the number of electors added to *List of Entries* by counting the number of completed *Registration*, *Voting Status*, and *Transfer certificates*

NOTE

Next time you balance, if your numbers are off in the same way, you do not need to complete a new notable event

If there is still an imbalance, think of any events since you last balanced which may explain the reason for the imbalance.

Don't try to correct any of your records. Instead

1   Record what you think is the reason for the imbalance in *Log of notable events - Events Log (page 8-11)* **EC 50060** with as much detail as you can

p. 8

No.	What happened?
01	*Poll clerk forgot to tick the 'Voted' box on List of Electors since start of voting hours until 10:00am*

p. 9

Name and address of people involved	Was the RO called?	Was an Incident Report completed?
Paul LeClerc (Poll Clerk)	Yes / (No)	Yes / (No)

2   Write the line number of the notable event beside the relevant entry on *Log for balancing records and ballots* to show the link between the two entries

Deputy Returning Officer   Poll Clerk   Both

Suspicious activities

Some examples of suspicious activities include:

- destroying or removing electoral material or campaign signs
- trying to use a fake ballot or one that was not issued to the elector by the **DRO**
- leaving the polling place with a ballot(s)
- trying to register or vote illegally or encouraging someone else to do so
- trying to force someone to vote or refrain from voting
- being intimidating or violent towards someone
- spreading false or misleading information about candidates, political parties, when, where and ways to register and/or vote, or about qualifications to vote
- taking photos or video inside the polling place unless pre-authorized by the **Chief Electoral Officer**
- displaying campaign material inside a polling place

1 Call emergency services, if necessary

2 Observe the situation closely. Try to get the person's name

3 Call the **office** to inform them of the situation. Provide as much detail as possible

Note try to include the person's name and address, time of incident, and any statements they made

4 Follow the **office**'s instructions

Note they might tell you to ask the person to leave, to call the police or local authorities to have the person removed, or to have the ballot box or ballots returned to the polling place

5 Fill out an *Incident Report* **EC 10051**

Note include the names and contact information of any witnesses in the report

6 Ask election officers and any witnesses to write a detailed description of what happened

Good to Know

Deputy Returning Officer · Poll Clerk · Both

Cell phones in the polling place

Electors, candidates or representatives can use their cell phones inside the polling place if they do not disturb others.

No one may record, film or take pictures inside the voting place. There is one exception: Electors with a disability are allowed to use their cell phone behind the voting screen as an assistive tool to help them vote – **p. 23**

Traffic or lineups

1   Ask electors waiting at your desk to stand behind the line

2   Politely ask electors who have voted to leave

3   If traffic persists, ask the **office** for help

Workplace harassment and violence

Elections Canada upholds a zero tolerance policy on workplace harassment and violence.

Your role is to monitor, detect, prevent and report any incident happening at the polling place.

1   Fill and submit *Incident Report* **EC 10051** if you witness, are a victim or receive harassment or violence complaints

2   If appropriate, call local authorities

3   Complete *Log of notable events – Polling Place Log (page 8-9)* **EC 50358**

Deputy Returning Officer   Poll Clerk   Both

Using the *Voting Template*

Electors with a visual impairment might want to vote using *Voting Template* **EC 50170**. The template allows them to vote independently.

1 Follow procedures as written on the back of *Voting Template* **EC 50170**

   Tell them what you are doing at each step (e.g. "I am now tearing up the counterfoil")

2 Serve elector following regular process – **p. 18-19**

   Note   visually impaired electors are allowed to hold their ballot while you check the serial number and remove the counterfoil

Deputy Returning Officer   Poll Clerk   Both

Candidates' representatives
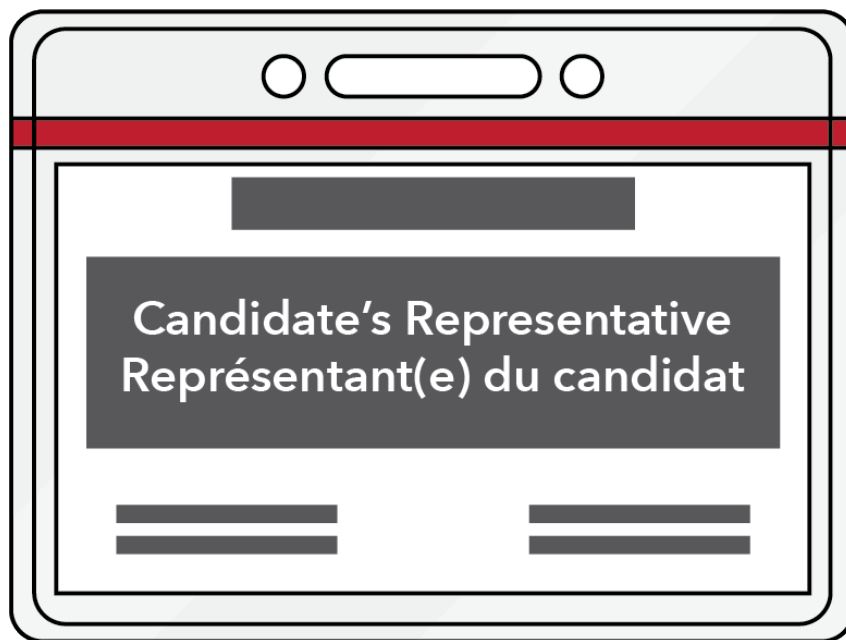
Candidates and representatives must wear the badge shown above. They must sign in at each polling place they visit.

You are their main contact at the polling place. You can ask them to leave or have them removed if they don't follow *Guidelines for Candidate's Representatives* **EC 20045**.

They must stay neutral in the polling place, and they must respect the secrecy of the vote.

If elections officers have questions or concerns about them, they should come to you.

Representatives bring an authorization form to the first polling place they visit. The form is signed by the candidate or agent. The form is exchanged for a badge. Candidates themselves don't need an authorization form but they should wear a badge. The badge allows candidates and representatives to enter any polling place in the ED.

Deputy Returning Officer   Poll Clerk   Both

1. Ask to see their *Candidate's Representative Identification Badge* **EC 20901**

2. If they don't have the badge, follow steps for admitting a candidate or representative – **p. 92**

3. Have them sign in on *Log of Candidates or Representatives at the Polling Place* **EC 50428**

4. Remind them that they can collect *Sequence Number Sheet* **EC 50111** every **60** minutes

5. Show them where they can sit

Note up to **2** representatives per candidate are allowed at a polling station at a time. Only **1** representative per candidate is allowed at a registration table

Deputy Returning Officer   Poll Clerk   Both
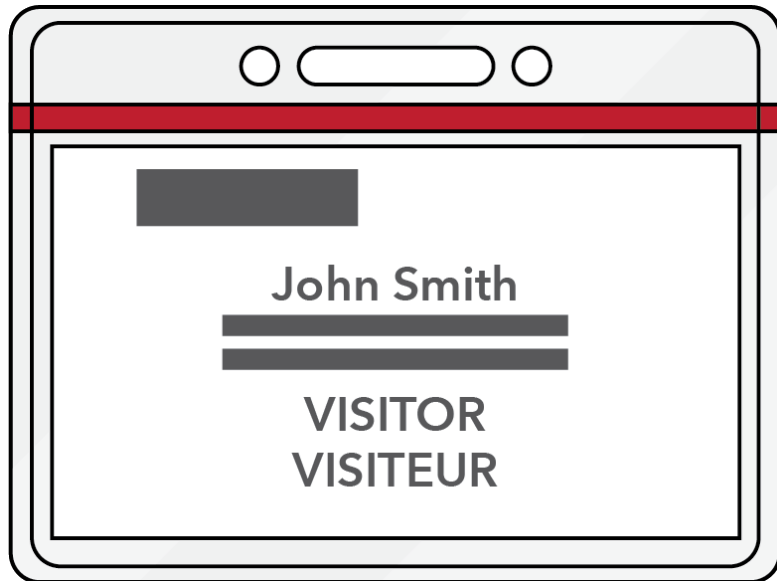
Visitors

Elections Canada authorizes visitors. They must wear the badge shown above.

They must stay neutral in the polling place, and respect the secrecy of the vote.

They might be alone or in a group. They might be observing any aspect of the polling place. They will not interrupt you or the voting process, but they might ask questions if you are not busy.

1   Ask to see their badge. If they don't have it, ask them to leave

2   Show them where they can sit

    If you have any questions about the behaviour of visitors, call the **office**

Deputy Returning Officer   Poll Clerk   Both
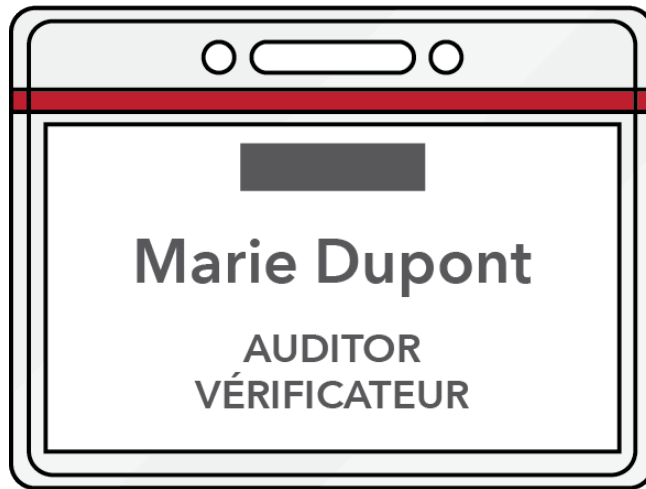
Auditors

The Canada Elections Act requires that an audit take place to ensure compliance with the procedures at polling places. An auditor may come to your polling place.

Elections Canada authorizes auditors. They must wear the badge shown above. They must stay neutral in the polling place, and respect the secrecy of the vote.

Auditors usually work alone. They are observing voting procedures and reviewing the records being kept. They may observe at polling stations and at registration desks. They will not interrupt you or the voting process.

- they may circulate freely within the polling place
- they may sit close to your table so that they can observe properly
- they may examine an elector's ID documents, but they cannot handle them
- they may review the documents at your table without interrupting the voting process
- they may ask you questions
- they will be making notes, on paper or on a laptop or a tablet

1   Ask to see their badge. If they don't have it, ask them to leave

2   Show them where they can sit

    If you have questions about procedures, call the **office**, don't ask the auditor. If you have any questions about the behaviour of auditors, call the **office**

Deputy Returning Officer   Poll Clerk   Both

A candidate or representative doesn't have a badge

1   Ask them for their *Authorization of a Candidate's Representative* **EC 20020**

   | Note | candidates themselves do not need the authorization form. Instead, ask to see a piece of ID if necessary and continue at step **4** below |

2   Check that the form has:

   • the electoral district number or name and the date of polling day

   • name of representative and their candidate

   • date and signature of candidate or official agent

3   Ask them to read the declaration on the form and sign it. They must sign it, or re-sign it, in front of you

4   Fill out **Election Officer** section

5   Fill out and sign *Candidate's Representative Identification Badge* **EC 20901**

6   Put the form in *Envelope: Candidate Representative Documents* **EC 50423**

7   Give them the badge in a *Plastic Badge Holder* **EC 20909** and a copy of *Guidelines for Candidate's Representatives* **EC 20045**

8   Have them sign in on *Log of Candidates or Representatives at the Polling Place* **EC 50428**

9   Remind them:

   • they can collect *Sequence Number Sheet* **EC 50111** every **60** minutes

10   Show them where they can sit

Deputy Returning Officer   Poll Clerk   Both

REFERENCE FORMS AND CERTIFICATES

Elections Canada

Correction Form

EC 50049
(03/2019)

Purpose: To correct name, mailing address, gender, or year of birth on the *List of Electors*. For electors who have moved, use the *Registration Certificate*.

1. Declaration 3

Read out by election officer

Do you solemnly declare that:
- you are [say the person's name] and that you reside at [say the address];
- you are 18 years of age or older on election day;
- you are a Canadian citizen; and
- you have not previously voted, or requested a special ballot, in this election?

Completing the rest of this form will allow us to update the elector's information.

2. Correction

Filled out by election officer

Electoral district	Polling division
35999–DOMINION	201

Existing Information

Copy the elector's information from the *List of Electors*.

Seq.	Family name	Given name(s)	Gender	Y.O.B.
83	BENNETT	FRANCINE	☐ ☐ ☐ F M X	1951

Corrections Needed

Indicate which items need to be corrected and write the correct information in the space below.

- ☒ Family name
- ☐ Given name(s)
- ☐ Gender (F, M, X)
- ☐ Year of birth
- ☐ Mailing address

BENETT

3. Privacy Notice

Filled out by elector

I have been made aware of the *Privacy Notice*.

fb

Elector's initials

4. DRO Information

Filled out by DRO

YVONNE THEDRO

Name

Signature

2019/10/21

Date

Codes Codes	Voted A voté	PD No. N° de SV	Seq. Séq.	Name (Y.O.B.) Nom (A. de N.)	Residential Address / Mailing Address (if different) Adresse résidentielle / Adresse postale (si différente)	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestataire (N° de SV, séq., nom)
	☐	201-1	83	BENNETT, FRANCINE (1951)	449 rue/St Roy Youville DN T1B 3J0	3	

Reference Forms and Certificates

Helper Form

EC 50036
(04/2019)

Elections Canada

Purpose: To record the declaration(s) made by a person helping an elector to mark a ballot (5a), and/or interpreting an election officer's instructions (5b).

Electoral district	Polling division
35999–DOMINION	201

1. Elector Information
Filled out by DRO

Seq.	Family name	Given name(s)	Residential address
355	ADAMS	GLADYS	14 OXFORD

2. Helper Information
Filled out by DRO

Family name	Given name(s)	Residential address
DOE	SANDRA	15 PINE

3. Privacy Notice
Filled out by elector and helper

I have been made aware of the *Privacy Notice*.

GA
Elector's initials

SD
Helper's initials

4. Declaration
Filled out by DRO

Indicate which declaration is being taken, and read it out loud.

☒ **Declaration 5a**

Helping an elector to mark a ballot

Do you solemnly declare that:

- you will not try to influence the elector's choice,
- you will mark the ballot as directed by the elector,
- you will not tell anyone which candidate the elector chose, to protect the secrecy of the vote, and
- (if assisting a non-relative) you have not already helped another person who is not a relative to mark a ballot in the current election?

☐ **Declaration 5b**

Interpreting an election officer's instructions

Do you solemnly declare that:

- you will accurately interpret for the elector,
- you will not tell anyone which candidate the elector chose, to protect the secrecy of the vote, and
- you will not try to influence the elector's choice?

5. DRO Information
Filled out by DRO

YVONNE THEDRO
Name

Signature

2019/10/21
Date

Codes Codes	Voted A voté	PD No. Nº de SV	Seq. Séq.	Name (Y.O.B.) Nom (A. de N.)	Residential Address / Mailing Address (if different) Adresse résidentielle / Adresse postale (si différente)	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestataire (Nº de SV, séq., nom)
	☐	201-1	355	ADAMS, GLADYS (1955)	14 rue/St Oxford Youville DN T1B 3J0	5a	

Reference Forms and Certificates

Qualification Form

EC 50034
(03/2019)

Purpose: To record the declaration relating to doubts about qualification to vote (1), or doubts about ID with non-residential address (2).

Elections Canada

Electoral district	Polling division
35999 – DOMINION	201

1. Elector Information

Filled out by DRO

Seq.	Family name	Given name(s)	Residential address
	COLLINS	TOMMY	58 OXFORD

2. Privacy Notice

Filled out by elector

I have been made aware of the *Privacy Notice*.

TC
Elector's initials

3. Declaration

Filled out by DRO and Elector

Indicate which declaration is being taken. Have the elector read and sign it.

☒ **Declaration 1**

Citizenship and age

I solemnly declare that:

My name and address are as shown above. I am a Canadian citizen and I am or will be 18 years of age or older on election day. I have not previously voted, or requested a special ballot, in this election.

☐ **Declaration 2**

ID with non-residential address

I solemnly declare that:

My name and address are as shown above. I am a Canadian citizen and I am or will be 18 years of age or older on election day. I have not previously voted, or requested a special ballot, in this election.

Elector's signature

4. DRO Information

Filled out by DRO

YVONNE THEDRO
Name

Signature

2019/10/21
Date

Voted A voté	PD No. Nº de SV	E# E#	Name (Last, First) Nom (nom, prénom)	Street Address (Street number and name) Adresse résidentielle (numéro et nom de rue)	Type of Certificate Type de certificat	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestataire (Nº de SV, séq., nom)
☐	201	E1	COLLINS, TOMMY	58 OXFORD	REG	1	

Reference Forms and Certificates

Vouching Form

EC 50055
(03/2019)

Elections Canada

Purpose: To allow an elector to vouch for the name and address of another elector who doesn't have required ID.

Electoral district	Elector's polling division
35999-DOMINION	201

1. Elector and Voucher Information
Filled out by election officer

Elector Information

Seq.	Family name	Given name(s)	Residential address
359	BRIAN	MARIE-JOSÉE	1589 SAINT-LOUIS

Voucher Information

201 / 356	Family name	Given name(s)	Residential address
	BOISVERT	JAQUELINE	1589 SAINT-LOUIS

2. Elector Declaration
Filled out by elector

Warning

Canadian citizens aged 18 or older on election day are qualified as electors.

It is an offence for an elector to knowingly:

- vote or attempt to vote when they are not qualified to vote;
- apply to register to vote in a name that is not their own;
- apply to register to vote at a polling place other than the one assigned to them, except where allowed by law;
- apply to register to vote when they are not qualified to vote or entitled to vote in the electoral district;
- compel, induce or attempt to compel or induce another person to make a false or misleading statement so that other person can register to vote; and
- make a false declaration.

The penalty for committing an offence listed above could be a fine of up to $50,000, imprisonment of up to five years, or both.

Privacy Notice

I have been made aware of the *Privacy Notice*.

MJB
Elector's initials

Declaration 6a

I solemnly declare that:

- I am the person whose name is above and I reside at the address above;
- I am 18 years of age or older or will be on election day;
- I am a Canadian citizen; and
- I have not previously voted, or requested a special ballot in, this election.

Elector's signature

3. Voucher Declaration
Filled out by voucher

Warning

I understand that it is an offence for a voucher to not satisfy the requirements as stated in declaration 6b or to make a false declaration.

The penalty for committing such an offence could be a fine of up to $50,000, imprisonment of up to five years, or both.

Privacy Notice

I have been made aware of the *Privacy Notice*.

JB
Voucher's initials

Declaration 6b

I solemnly declare that I am the voucher whose name and address are as shown above and:

- I am a Canadian citizen and am 18 years old or older or will be on election day;
- I know the elector;
- the elector resides at the address indicated*;
- I have not vouched for another elector at this election*;
- my own name and address have not been vouched for at this election; and
- to the best of my knowledge, the elector has not previously voted, or requested a special ballot, in this election.

Voucher's signature

*A voucher who is an employee of an institution where seniors or persons with disabilities reside may vouch for multiple such electors if that employee lives in the same or an adjacent electoral district.

4. DRO Information
Filled out by DRO

YVONNE THEDRO		2019/10/21
Name	Signature	Date

Codes Codes	Voted A voté	PD No. Nº de SV	Seq. Séq.	Name (Y.O.B.) Nom (A. de N.)	Residential Address / Mailing Address (if different) Adresse résidentielle / Adresse postale (si différente)	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestaire (Nº de SV, séq., nom)
	☐	201-1	359	BRIAN, MARIE-JOSÉE (1990)	1589 rue/St Saint-Louis Youville DN T1B 3J0	6a6b	201, 356 Jaqueline Boisvert

Reference Forms and Certificates

Registration Certificate

EC 50050
(03/2019)

Purpose: To register electors who are not already on the *List of Electors* or who have moved.

Elections Canada

Electoral district	Polling division
35999–DOMINION	201

1. Elector Information
Filled out by election officer

Family name	Given name(s)	Date of birth (YYYY/Month/DD)	Gender
CARON	DENIS	1963/03/25	☐ F ☐ M ☐ X

Current residential address

No.	Street	Apt.	City, town, village or municipality	Province	Postal code
29	OLIDA		YOUVILLE	DN	J8T 2G1

Mailing address (if different from above)

No.	Street	Apt.	City, town, village or municipality	Province	Postal code

Previous residential address (if possible)

No.	Street	Apt.	City, town, village or municipality	Province	Postal code
131	CARLAW		TORONTO	ON	

2. Privacy Notice
Filled out by elector with DRO

I have been made aware of the *Privacy Notice*.   DC
_____
Elector's initials

3. Elector Declaration

☐ Tick here if you DO NOT want your name added to the National Register of Electors.

I solemnly declare that my name and address are as shown above. I am a Canadian citizen and I am or will be 18 years of age or older on election day.

I have not previously voted, or requested a special ballot, in this election.

If this is a by-election:

I am aware that I must be a resident of this electoral district between _____ and election day to be eligible to vote in this by-election.

All statements made on this certificate are true and correct.

Elector's signature _____

4. DRO Information
Filled out by DRO

Name   YVONNE THEDRO

Signature _____   Date   2019/10/21

Voted A voté	PD No. Nº de SV	E# E#	Name (Last, First) Nom (nom, prénom)	Street Address (Street number and name) Adresse résidentielle (numéro et nom de rue)	Type of Certificate Type de certificat	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestataire (Nº de SV, séq., nom)
☐	201	E1	CARON, DENIS	29 OLIDA	REG		

Reference Forms and Certificates

Elections Canada

Voting Status Certificate

EC 50051
(03/2019)

Purpose: To allow an elector whose name is crossed off the *List of Electors* to vote after making declaration 4.

Electoral district	Polling division
35999–DOMINION	201

1. Elector Information

Filled out by election officer

Seq.	Family name	Given name(s)	Year of birth (YYYY)
137	BELMONT	DEREK DYLAN	1973

Current residential address

No.	Street	Apt.	City, town, village or municipality	Province	Postal code
30	MOREAU		YOUVILLE	DN	J8T 3Y7

2. Elector Voting Status

The *List of Electors* indicates that:
(tick one of the three boxes)

- [X] The elector has applied to vote by special ballot (code s)
- [ ] The elector voted at an advance poll (code x)
- [ ] The elector voted at this polling station (struck by Poll Clerk)

3. Privacy Notice

Filled out by elector

I have been made aware of the *Privacy Notice*.   *DdB*
Elector's initials

4. Elector Declaration 4

I solemnly declare that my name and address are as shown above. I am a Canadian citizen and I am or will be 18 years of age or older on election day. I have not previously voted, or requested a special ballot in this election. I am aware that the penalty for a person found guilty of requesting a second ballot at an election or of applying for a ballot in a name that is not their own is a fine of up to $50,000, imprisonment of up to five years, or both.

Elector's signature

5. DRO Information

Filled out by DRO

Name   YVONNE THEDRO

Signature   Date 2019/10/21

6. Follow-up Required

Filled out by RO office

For local electors, check the elector's signature on the outer envelope;
for national electors, check with Elections Canada.

Check information on the *Record of Electors* EC 50080.

Follow up with Elections Canada if necessary.   Date

Voted A voté	PD No. N° de SV E# E#	Name (Last, First) Nom (nom, prénom)	Street Address (Street number and name) Adresse résidentielle (numéro et nom de rue)	Type of Certificate Type de certificat	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestataire (N° de SV, séq., nom)
[ ]	201 E1	BELMONT, DEREK	30 MOREAU	VSC	4	

Reference Forms and Certificates

Elections Canada

Transfer Certificate

Purpose: To allow an elector to vote at a different polling station than the one they were assigned.

EC 50052
(03/2019)

1. Transfer Information
Filled out by election officer

Electoral district
35999-DOMINION

Polling station
From **144**   To **201**

Certificate no.
17

2. Elector Information
Filled out by election officer

PD No. **144**   Seq. **137**   Family name **BENETT**   Given name(s) **ARNOLD**

Current residential address

No. **11**   Street **LEBLANC**   Apt.   City, town, village or municipality **YOUVILLE**   Province **DN**   Postal code **J8T 3Y7**

3. Reason for Transfer
Filled out by election officer

Election officer

☐ This elector is an election officer working at the polls.

Candidate

☐ This elector is a candidate for this electoral district.

Elector with accessibility needs

☒ This elector's polling place would not have allowed them to vote without difficulty.

Moved polling station

☐ This elector's polling station was moved. You would have received notice if this case applies.

4. Privacy Notice
Filled out by elector

I have been made aware of the *Privacy Notice*.   **AB**
Elector's initials

5. Certification
Filled out by election officer

I have confirmed that the above elector is registered in the polling division from which they are transferring and is qualified to receive this *Transfer Certificate*.

Position **DRO**   Signature   Date **2019/10/21**

Voted A voté	PD No. Nº de SV E# E#	Name (Last, First) Nom (nom, prénom)	Street Address (Street number and name) Adresse résidentielle (numéro et nom de rue)	Type of Certificate Type de certificat	Oath Serment	Attestor Information (PD No., Seq., Name) Information de l'attestataire (Nº de SV, séq., nom)
☐	144 E1	BENETT, ARNOLD	11 LEBLANC	TC		