

DUTIES OF THE DEPUTY RETURNING OFFICER (DRO)

1. Attend the Training Session at a time and location scheduled by the Clerk
2. Take an “Oath of Office” & “Oath of Secrecy”
3. Review and become familiar with election procedures before election day
4. Arrive at the Voting Place at 9:00 a.m. and set up voting station i.e. count ballots, seal ballot box etc...
5. Administer the Oath or Affirmation of Secrecy to scrutineers and candidates in the Voting Place.
6. Record the registration and comments of scrutineers related to disputed ballots
7. Give ballots to electors during the course of Voting Day for the offices standing for election
8. Maintain order in the Voting Place
9. At the close of Voting Place, with the assistance of the Election Official, close the Vote and proceed to count ballots and record all required information
10. Balance the Vote
11. Seal the Ballot Box at the close of the Vote to ensure that all forms/materials that should be placed in the box are so placed. All forms are to be returned to the Clerk at the close of the vote – the “Original Statement of Deputy Returning Officer” **MUST NOT** be put in the ballot box
12. Ensure election results and related information are delivered to the Clerk in the form and manner instructed
13. Remove all election material from Voting Place

Deputy Returning Officer

Position Summary

Under the direction of the Clerk, the Deputy Returning Officer is responsible for the administration of voting procedures at an assigned voting location. The incumbent ensures electors are processed in accordance with legislative requirements, maintains the secrecy and integrity of the vote, issues ballots, completes election documentation, and assists in the opening and closing of the voting place.

Key Responsibilities

- Assist with the setup and opening of the polling location before voting begins.
- Verify elector eligibility and review identification as required by election procedures.
- Register eligible electors and complete required voting records and forms.
- Issue ballots and provide voting instructions to electors.
- Maintain accurate records of ballots issued and election activity throughout the voting day.
- Ensure the secrecy, security, and integrity of the voting process.
- Provide courteous and impartial customer service to electors, candidates, scrutineers, and members of the public.
- Assist voters requiring accessibility accommodations or voting assistance in accordance with election procedures.
- Identify and report procedural issues, irregularities, or concerns to the Clerk.
- Participate in ballot reconciliation, vote counting, and closing procedures at the end of voting.
- Secure election materials and assist with the return of supplies and documentation.

Knowledge, Skills and Abilities

- Knowledge of municipal election procedures and applicable legislation.
- Ability to follow detailed written and verbal instructions.
- Strong attention to detail and accuracy.
- Excellent customer service and interpersonal skills.
- Ability to work effectively under pressure and meet strict deadlines.
- Ability to maintain confidentiality and political neutrality.
- Strong organizational and record-keeping abilities.