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2021 St. Albert General Election

# **Election Worker Training Manual & Reference Guide**



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**For any unresolved questions on Election Day,  
ask your Presiding Deputy Returning Officer (PDRO)**

***Should an emergency arise and you are unable to fulfill your commitment...***  
contact your Presiding Deputy Returning Officer immediately;  
he or she must cancel your pay processing and advise the Election Office

## Section 1 – Overview

The right to vote is one of the most fundamental aspects of our democracy and personal freedoms. The City's election process has been structured around the following ideals:

- **maintain** the impartiality of workers, and the accuracy and secrecy of the electoral process,
- **inform and encourage** voters about their choices, rights and democratic responsibilities,
- **educate** all election workers fully in their roles and obligations,
- **ensure** compliance with legislation and equal access and fairness in the voting processes,
- **enhance** public trust and confidence in the election process and in election workers.
- **administer** the election efficiently and cost effectively; and
- **utilize** new technologies and innovations where doing so will enhance the process.

### OFFICES TO BE ELECTED:

Mayor (1)  
City Councillor (6)  
Catholic School Board Trustees (4)  
Public School Trustee (5)

### WHAT'S NEW FOR THIS ELECTION?

#### PROVINCIAL REFERENDUM QUESTIONS AND SENATE ELECTION

The Government of Alberta and municipalities are working together to deliver the senate election and referendum vote for Albertans. Elections Alberta will be providing resources to municipalities to assist them in conducting this event. This means that in addition to voters receiving a ballot for municipal offices, and school board, voters will also receive a ballot for the referendum questions, and the senate election.

## Section 2 – Key Contacts

### Senior Election Officials:

**David Leflar**  
 Returning Officer  
 780-459-1705  
[dleflar@stalbert.ca](mailto:dleflar@stalbert.ca)

**Cheryle Wong**  
 Assistant Returning Officer  
 780-459-1706  
[cwong@stalbert.ca](mailto:cwong@stalbert.ca)

**Jacqueline Pelechytik**  
 Election Coordinator  
 780-418-6663  
[jpelechytik@stalbert.ca](mailto:jpelechytik@stalbert.ca)

### Voting Stations and Locations:

Voting Subdivision #1 (Sturgeon / Forest Lawn)	Servus Credit Union Place
Voting Subdivision #2 (Grandin)	Kinsmen Banquet Centre
Voting Subdivision #3 (Heritage Lakes)	Enjoy Centre
Voting Subdivision #4 (Riverside / Mission / Downtown)	Red Willow Place
Voting Subdivision #5 (Northridge / Rural Area West)	Enjoy Centre
Voting Subdivision #6 (Lacombe Park)	Salvation Army
Voting Subdivision #7 (Erin Ridge North / Jensen Lakes / Deer Ridge / Rural North)	Alliance Church
Voting Subdivision #8 (Erin Ridge / Inglewood)	Alexandre-Taché School
Voting Subdivision #9 (Braeside / Oakmont / Woodlands)	Holy Family Catholic Church
Voting Subdivision #10 (Kingswood / Pineview / Akinsdale)	Servus Credit Union Place

**Election Office:** Servus Place (Old Source for Sports Location)  
**Election Website:** [www.stalbert.ca/election](http://www.stalbert.ca/election)

### Section 3 – Important Dates

#### Advance Voting Stations

Advance Voting Stations will be held at the following times and dates:

Date	Time	Place
October 4 to 8	3PM to 9PM	St. Albert Community Hall <i>17 Perron Street</i>
	3PM to 9PM	Election Office, Servus Place <i>400 Campbell Road</i>
October 4, 2021	11AM to 4PM	Concordia University <i>7128 Ada Blvd NW Edmonton, AB</i>
October 5, 2021	11AM to 4PM	University of Alberta <i>116 St &amp; 85 Ave Edmonton, AB</i>
October 6, 2021	11AM to 4PM	MacEwan University <i>10700 104 Ave NW Edmonton, AB</i>
October 7, 2021	11AM to 4PM	Norquest College <i>10215 108 St NW Edmonton, AB</i>
October 11 to 15	8AM to 3PM	Progress Hall, Arden Theater <i>5 St. Anne Street</i>
	3PM to 9PM	Election Office, Servus Place <i>400 Campbell Road</i>

**Election Day** – October 18, 2021      8 a.m. – 8 p.m.

Election Day is the primary voting day in the Local Authorities Election process. This will be the day on which most election workers will be required. Voting stations are open to the public from 8AM to 8PM.

### Section 4 – Roles and Responsibilities

#### Returning Officer (RO)

Election workers are appointed, voting subdivisions and stations are set, and resources are allocated under the RO's authority. The RO has named an Assistant Returning Officer to coordinate Election activities and has vested Presiding Deputy Returning Officers (PDROs) with the authority to supervise the operation of voting stations.

#### Assistant Returning Officer (ARO)

The ARO advises on the coordination and preparations of the election. The ARO will be a source of support for the EC and PDROs throughout Election Day.

### **Election Coordinator (EC)**

The EC serves as the coordinator for all election activities. The EC is the primary contact for election matters for the PDRO and has coordinated and managed the preparations for the election. The EC will be a source of support for PDROs and other election workers throughout Election Day and will be visiting voting stations to answer any questions, as necessary. The EC will also be coordinating Election Day activities. The EC will be managing the release of results following voting. Staff from Dominion Voting Systems may also accompany the EC for technical support, specifically for the ballot tabulators.

### **Presiding Deputy Returning Officer (PDRO)**

- Supervises the activities and workers at a voting station.
- Is accountable for ensuring that all voting procedures are carried out LEGALLY and CORRECTLY and that everyone who is entitled to vote may do so.
- Ensures the professional image of the City is upheld, and that the voter experience is positive.
- Ensures that election workers are operating within a safe environment.
- Reviews the instructions of all workers and is conversant with their duties.
- Contacts election workers prior to Election Day.
- Picks up supplies from the Election Office on October 18<sup>th</sup> (Monday) morning around 6:30AM, confirms quantities, and ensures items are returned after closing.
- Ensure voting station set up and clean-up is completed.
- Assists voters with special needs as necessary.
- Ensures sufficient supplies are in place throughout the day.
- Troubleshoots general issues that may arise throughout the day.
- Assists media, scrutineers or candidates at the Voting Station.
- Liaises with the Assistant Returning Officer or Election Coordinator; and
- Completes all necessary forms accurately, submits completed documentation as outlined in this manual.

### **Assistant Presiding Deputy Returning Officer (A-PDRO)**

- Provides part-time support to the Presiding Deputy Returning Officer (1:00 p.m. to 9:00 p.m.).
- During voting, will assist with the voting process as needed and as directed by the PDRO.
- Assists PDRO with ballot count, voting station clean-up, and return of all election supplies; equipment to the Election Office; and
- Provide general support on an “as needed” basis.

### **Deputy Returning Officer (DRO)**

- Issues ballots, following proper procedures, to voters who complete the “Voting Register” and inspects voter identification.
- Completes accurate ballot accounts.
- Assists voters in completing the “Voting Register”.
- Demonstrates voting procedures and how to mark a ballot.
- Assists voters with special needs as necessary.
- Assists with opening and closing the election voting station; and
- Assists with other duties assigned by the Presiding Deputy Returning Officer (PDRO).

### **Technical Returning Officer (TRO)**

- Receives ballots from voters and feeds them into ballot tabulator/ballot box.
- Assists with voting station setup.

- Troubleshoots minor technological issues.
- Issues ballots whenever there are spoiled ballots.
- Keeps proper statistical records for the PDRO.
- Returns zero tape, results tape, and memory cards to Election Office (only one TRO) as soon as possible after close of Voting station.
- Assists with voting station cleanup; and
- Assists with other duties assigned by the Presiding Deputy Returning Officer (PDRO).

**Greeter / Sanitizer**

- Assists with voting station setup.
- Greets voters warmly as they enter the voting station.
- If a line up occurs, the Greeter can ensure that those in line have acceptable voter identification.
- Ensures voters are in the right voting station (If necessary, check the voter's address against the map provided to make sure that the voter is in the correct voting station).
- Controls the flow of voters and directs voters to an available DRO to obtain ballot.
- Assists with station clean-up; and
- Assists with other duties assigned by the Presiding Deputy Returning Officer (PDRO).



## Section 5 – Health and Safety

The City places high importance on the health and safety of its employees and is committed to maintaining safe working conditions at all locations.

As per the Alberta *Occupational Health and Safety Act*, all workers have the following responsibilities regarding Health and Safety:

- Take reasonable care to protect the health and safety of themselves, other workers and the public.
- Refuse to perform work that is unsafe; and
- Report unsafe conditions.

The PDRO at each voting station will conduct a worksite inspection prior to the opening of the voting station to identify and mitigate any potential hazards. The inspection should include identifying and resolving issues such as tripping hazards, heavy lifting hazards, safe seating, sharp tools, clear exits, etc.

An Election Worker Safety Orientation will be held by each PDRO prior to the start of voting. All election workers present will be asked to sign that they have been provided with this safety orientation.

### Emergency Evacuation

The PDRO is responsible for determining an evacuation plan for workers and the public from the voting station in case of emergency. The plan should include the location of fire alarms, fire extinguishers, emergency exits, muster point(s), etc. If possible, an attempt should be made to remove the ballot boxes (with tabulators) from the voting station during evacuation. This will preserve the ballots processed to that point.

### Injuries

The PDRO is responsible for identifying persons qualified to perform first aid in the case of emergency, and to call 911 for medical assistance where necessary. All worker injuries should be reported to the PDRO, who will advise the Election Coordinator. A senior election official will determine if the injury requires WCB reporting for workplace accident or injury.

### Respectful Workplace and Violence Prevention

All individuals have the right to be treated with respect and all workers are responsible for creating and maintaining a positive work environment, free from discrimination and harassment. Behaviours and/or situations that are contrary to a respectful and dignified work environment (e.g. bullying, discrimination, harassment, violence, etc.) will not be tolerated. Should any incident of this type occur, PDRO's are encouraged to document these situations and submit a report to the EC or ARO.

## Section 6 – Voting Station Setup

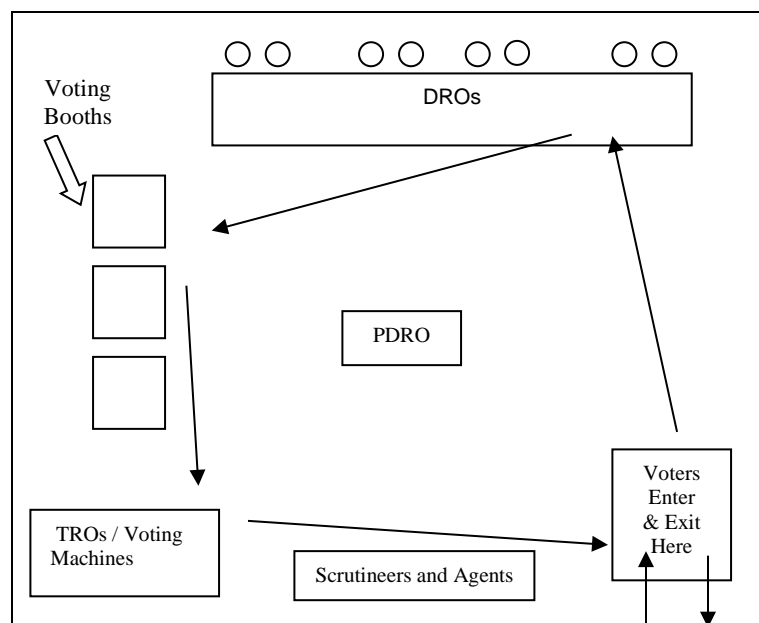
The election will be held in **ten (10) voting stations**. The stations were chosen to ensure adequate size, parking, public accessibility, and overall functionality. The stations are as follows:

- Servus Place (Two Stations)
- Kinsmen Banquet Centre
- Enjoy Centre (Two Stations)
- Red Willow Place
- St. Albert Alliance Church
- Alexandre-Taché School
- Holy Family Catholic Church
- Salvation Army

The doors to all voting stations should be unlocked either by the facility or the PDRO. **Election workers should arrive at the Voting station by 7:00 a.m.** on Election Day to help set up, prepare forms and get ready for voters.

Directional signs and other posters must be displayed in prominent locations at the voting station. Place all signs in highly visible areas. Ensure that walls and furniture are not damaged when the signs are removed. Also ensure that any large directional signs outside the voting station have not been knocked down. Inside the main entrance, there should be directional signs pointing toward the voting station and a voting station number sign should be placed on doors leading into the voting station.

Your voting station should be set up according to the basic layout plan on the next page. If there is no furniture, talk to the building's management first, and then call the Election Office (780-418-6663).



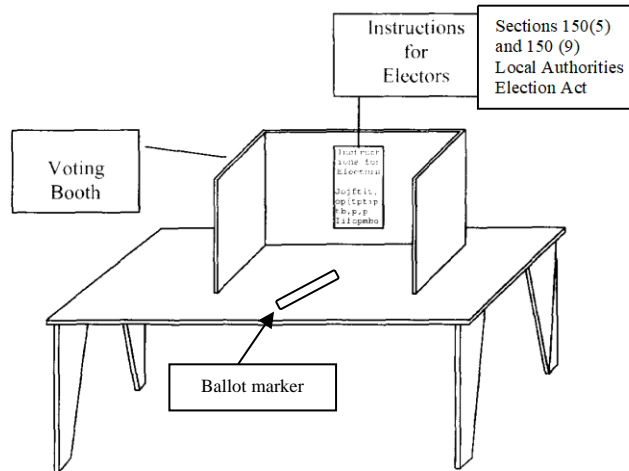
### Voting Booths:

Place two screens on each table making sure that there is adequate lighting and that voters will have privacy while marking their ballots. The “Instructions for Electors” poster must be taped inside the voting screen as shown in the diagram below. As well each voting booth requires a “no cell phone” label.

Other than the “Instructions for Electors” poster, the “no cell phone” label and the marking instrument,

nothing else should be within the voting compartment. Section 150 of the *Local Authorities Election Act* makes it an offence to place any literature within a voting compartment that encourages voting for a specific candidate and sets out a fine of not more than \$5,000 or a term of imprisonment of up to 2 years or both.

### DIAGRAM OF A VOTING BOOTH



Election workers should check throughout the day to see that the voting screens and posters are not defaced, that the ballot marker is still there, and there is no campaign literature inside the voting screens. If the posters are defaced or if there is campaign literature, remove it and report it immediately to the PDRO. **Campaign posters, buttons, pamphlets, etc. are NOT allowed inside the Voting station or on the outside of the building.**

For detailed procedures on setup and opening of stations, **refer to your checklists** at the end of this handbook.

## Section 7 – Equipment and Supplies

### General Supplies

The City will provide supplies for election workers. **The PDRO be at to the Election Office at 6:30AM on Election Day to pick up his/her vote tabulators and ballots and any other supplies/keys necessary and deliver them to the voting station.** Election officials will be at Election Office to meet you / help you load.

The PDRO Binder will contain the telephone numbers of Election Office personnel and a listing of the telephone numbers of your voting station's election workers.

Upon arrival at your voting station, check the contents of the supply bin to make sure you have everything. All election supplies are listed on the supplies list located in your binder. **If any items are missing, contact the Election Coordinator. DO NOT OPEN cellophane wrapped packages (e.g. pens) or ballots unless you need them.** Unopened packages of supplies may be returned for a refund. Also, unopened packages of ballots are easier to count after the polls close.

At the end of the day after clean-up, everything must **be returned to the Election Office.** This is done by the PDRO with the assistance of the APDROs. Again, election officials will be there to meet you / help you unload.

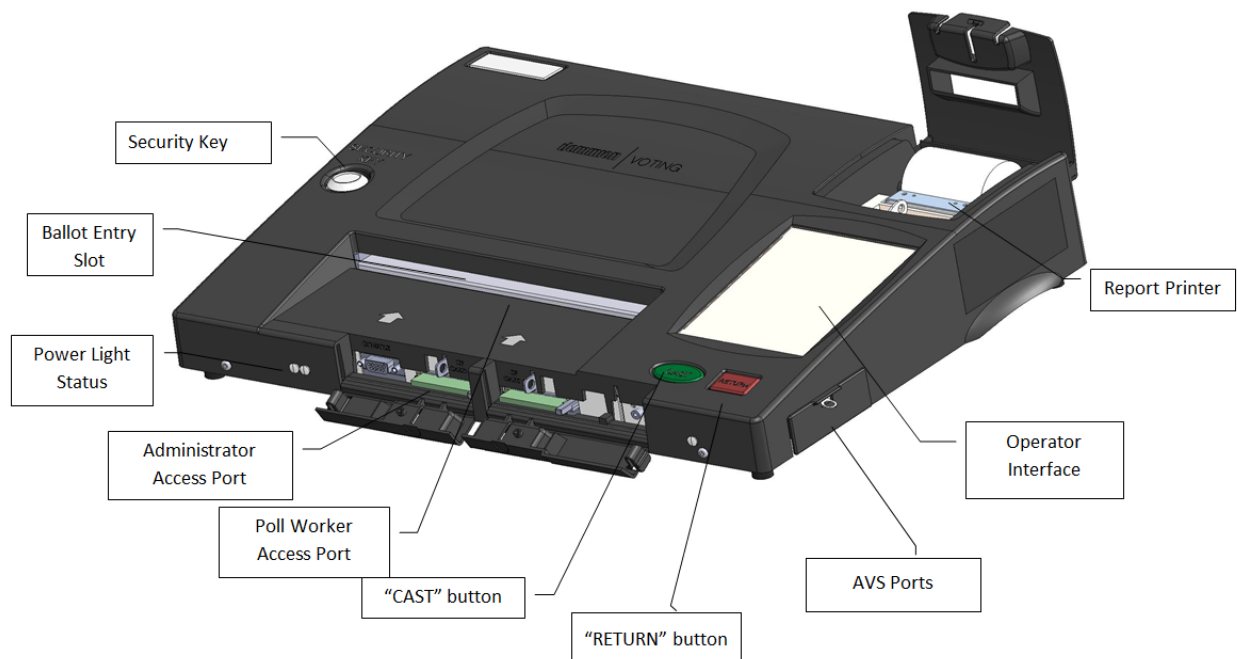
## Ballot Tabulators

The City will use portable automated ballot tabulators from Dominion Voting Systems. The Imagecast Precinct Tabulator scans ballots to tabulate results. When used for voting, the unit is set on top of a specially designed ballot box with two separate compartments: one for holding completed ballots after tabulation and one for holding completed ballots for later tabulation in the event of a power failure or system problem.

The system uses two (2) large ballots, which has the candidates' names for all offices clearly printed on it, and for the referendum questions and senate election. Voters cast their votes by using a marker to mark a box corresponding to the candidate of choice. The vote tabulator reads the ballot as it is deposited into the ballot box, stores the information and prints cumulative totals of all votes cast after the close of the station.

The system is very accurate, quick and simple to use. It will provide the final election results soon after the polls close. Manual counting of ballots is not required.

Below is an image of a ballot tabulator.



## Section 8 – Processing Voters

On Election Day, the Voting Station **MUST REMAIN OPEN CONTINUOUSLY FROM 8AM. TO 8PM.** All election workers must remain at the Voting Station at all times. Each station has accommodation for election workers to eat lunch and take breaks.

### Greeting Voters

When entering the voting station, voters will be met by a Greeter. The Greeter will direct the voter to the appropriate DRO. The Greeter will greet each voter warmly, ensure each voter is at the correct voting station - voters must vote in the station assigned to the voting subdivision they live in – there will be maps provided, additionally, the city has developed a *Where do I Vote?* online application which tells voters where their voting station is, and direct them to the next available poll. If the voter is at the wrong station (make sure), the Greeter should direct the voter to the correct location. The Greeter can also assist voters in answering questions about acceptable forms of voter identification.

### Issuing Ballots

Issuing ballots consists of four simple steps:

1. Complete the voting register,
2. Inspect voter identification,
3. Determine the correct ballot(s) to issue, and
4. Provide instruction on ballot completion.

When a voter arrives in front of a DRO, the DRO should present the voter with a “Voting Register” form to complete, a sample of this form is located at the end of this section. The “Voting Register” form consists of a statement of eligibility to vote and a place for the voter’s signature. Each “Voting Register” should be numbered.

Remember that a person is entitled to vote if, on Election Day, he/she is:

- 18 years old on or before October 18, 2021,
- A Canadian citizen,
- A resident in Alberta for six consecutive months preceding Election Day (since April 18, 2021); and
- A resident in St. Albert on October 18, 2021.

Legislation requires that a person must be permitted to vote if that person makes the statement on a voting register that person is eligible to vote and produces for inspection acceptable voter identification (see Appendix).

A voter may vote for one, or all races they are eligible to vote in. A voter is entitled to vote in races for:

- Mayor
- Councillor
- School Board Trustee
  - Public or
  - Separate
- Alberta Referendum Questions
- Alberta Senate Election

The DRO will mark his/her initials in the box in the top right-hand corner of the ballot and place the ballot in a secrecy sleeve. The DRO will instruct voters on how to vote by making a mark on the ballot next to the candidate(s) name of their choice, with the marker provided. Tell voters that **“you may mark ONLY ONE (1) candidate for Mayor, six (6) candidates for Councillor, and then either four (4) for Catholic School**

**Board or five (5) for Public School Board. They may vote Yes or No for each of the Referendum questions, and they may vote for x number of Senate candidates.”** Remind the voter not to fold the ballot. The voter is then directed to a vacant voting booth where the voter marks his / her ballot.

SAMPLE VOTING REGISTER

**VOTING REGISTER**

Local Authorities Election Act (Sections 1(n.1), 47, 53, 54, 59, 78)  
 Education Act (Section 4(4), 74)

- Local Jurisdiction:
- City of St. Albert
  - Greater St. Albert Roman Catholic Separate School District No. 734 (Ward 1)
  - St. Albert Public School District No. 5565

VOTING STATION
2 - KINGSMEN BANQUET CENTRE



**ELECTION DATE – OCTOBER 18, 2021**

STATEMENT OF ELECTOR ELIGIBILITY	
I, _____ of _____ <small>(Name of Elector) (Complete Address and Postal Code)</small>	
am eligible to vote at the above mentioned election because: <ul style="list-style-type: none"> <li>• I have not voted before in this election;</li> <li>• I am 18 years of age or older;</li> <li>• I am a Canadian Citizen;</li> <li>• I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day (since April 18, 2021)</li> <li>• My place of residence is in the Voting Subdivision on Election Day;</li> <li>• I have provided the required proof of eligibility by Section 53 of the <i>Local Authorities Election Act</i> or have been vouched for as to my eligibility by an elector; and</li> <li>• I am eligible to vote for (check one):                             <ul style="list-style-type: none"> <li><input type="checkbox"/> A Catholic School Trustee</li> <li><input type="checkbox"/> A Public School Trustee</li> </ul> </li> </ul>	
_____ <small>(Signature of Elector)</small>	
<b><i>It Is An Offence To Sign A False Statement</i></b>	
DEPUTY RETURNING OFFICER	
BALLOT CARD ISSUED TO ELECTOR	
<input type="checkbox"/> Identification shown Check one: <input type="checkbox"/> Mayor/Councillor/Senate Vote/Referendum Questions/Catholic School Trustee <input type="checkbox"/> Mayor/Councillor/Senate Vote/Referendum Questions/Public School Trustee	Voter Number:
OBJECTION TO PERSON VOTING	
Name of Candidate/Official Agent/ R.O./Scrutineer Making Objection:  Reason for Objection:	PDRO Initials:
INCAPACITATED ELECTOR	
<input type="checkbox"/> Check if Ballot of Incapacitated Elector was Marked by Another Person Reason:	

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this data collection, contact the City's FOIP Coordinator at 780-459-1500.

## Ballot Processing

When a voter is finished voting, he/she reinserts the completed ballot into the secrecy sleeve so that the DRO's initials are visible, but the voter's choices are not.

The voter then proceeds to an available TRO and hands the ballot (within the secrecy sleeve) to the TRO. The TRO **verifies the DRO's initials**, turns the secrecy sleeve over and the TRO inserts the ballot into the ballot tabulator in full view of the voter. The voter should wait at the ballot box until the ballot tabulator displays confirmation. Once confirmation is received, the TRO thanks the voter and the voter exits the voting station.

Throughout the process, the DRO will check the voting booths to make sure that there are pens and that there is no advertising, this is done when the DRO sanitizes the voting compartment in between voters. The Sanitizer will assist the TROs in re-distribution of the secrecy sleeves to the DROs, as required. Secrecy Sleeves shall be sanitized in between use.

## Preparing for Heavy Voter Turnout

Certain times of the day will experience heavier turnout than others, such as early morning, early afternoon, and after 5:00 pm. DROs and TROs should be at their stations during these hours. Ensure that you are thinking ahead and preparing/counting your ballots in anticipation of these heavy vote times. The PDRO will contact the Election Coordinator (EC) immediately if the DRO anticipates a need for additional ballots.

Also, a line up may develop between your DROs and the voting booths, if this should occur you can manage this by asking voters to line up behind the lines taped up on the floors.

## Objections to Voters

If an elector, candidate, official agent, scrutineer or the PDRO objects to a person voting (believes the voter is ineligible), the PDRO should record the objection in the "Objection Made" line on the bottom of the voter's "Voting Register" form, a screenshot is located below. The PDRO should also initial opposite the objection.

<b>OBJECTION TO PERSON VOTING</b>	
Name of Candidate/Official Agent/ R.O./Scrutineer Making Objection:	PDRO Initials:
Reason for Objection:	

Despite the objection, the **voter is allowed to vote if they sign the Voting Register and provide for inspection acceptable voter identification**. The ballot is accepted as usual, however keep the completed "Voting Register" form in a separate envelope marked 'Objected-to Voter Registers'.

## Section 9 – Special Needs Voters

In any election, there will be voters that require special assistance in order to vote. We must ensure we **support them in any way we can**. This includes offering assistance and making every effort to make the voter feel safe and comfortable.

### 1. The Voter Asks to Bring a Guide Dog into the Voting Station

This is absolutely permitted.

## 2. The Voter Requires an Interpreter, and Has Brought One

If a voter is unable to mark a ballot because the voter **cannot read or understand the English language**, and the voter has brought an interpreter (note - the interpreter must not be a candidate, agent or scrutineer of the election):

In your presence and before the elector receives a "Voting Register" or a ballot, have the interpreter read, complete and sign the Statement of Interpreter section of the "Statement of Interpreter, Incapacitated Elector or Friend of Incapacitated Elector" form, a sample of this form is located at the end of this section.

1. Complete and initial the Statement form, with the interpreter's signature.
2. Have the interpreter read the "Voting Register" form to the voter.
3. Have the voter complete and sign the "Voting Register" form and confirm the voter identification provided by the voter.
4. Issue the ballot to the voter and direct the voter and interpreter to a voting screen.
5. Staple the Statement form to the voter's "Voting Register" form; and
6. Accept the ballot as usual in the tabulator.

## 3. The Voter Requires an Interpreter, and Does Not Have One

If a voter is unable to mark a ballot because the voter **cannot read or understand the English language**, and the voter does not have an interpreter, Election workers should attempt to assist the voter in locating an interpreter. Contact the Election Coordinator to see if an interpreter can be supplied. Contact telephone numbers are in the PDRO Binder.

If an interpreter is found, follow the procedures outlined in 2 above.

## 4. The Voter is Incapacitated, and Has Brought a Friend or Relative

If a voter is unable to mark a ballot because the voter **cannot read, has an eyesight impairment, or has another physical disability**, and the voter has brought a friend to mark the ballot:

In your presence and before the elector receives a "Voting Register" or a ballot, have the friend of the incapacitated elector complete and sign the Friend of Incapacitated Elector section of the "Statement of Interpreter, Incapacitated Elector or Friend of Incapacitated Elector" form, a sample of this form is located at the end of this section.

1. Complete and initial the Statement form, with the friend's signature.
2. Have the Friend read the "Voting Register" form to the voter.
3. Have the Friend complete and sign the "Voting Register" form on the voter's behalf and confirm the voter identification provided by the voter.
4. Issue the ballot to the voter and direct the voter and friend to a voting screen.
5. Staple the Statement form to the voter's "Voting Register" form; and
6. Accept the ballot as usual in the tabulator.

## 5. The Voter is Incapacitated, but Has Not Brought a Friend / Relative

If a voter is unable to mark a ballot because the voter **cannot read, has an eyesight impairment, or has another physical disability**, and the voter has not brought a friend to mark the ballot, the PDRO or the APDRO, or the DRO at the PDRO's discretion shall act as the Friend and assist the voter with marking the ballot:

1. Read the Incapacitated Elector section of the "Statement of Interpreter, Incapacitated Elector or Friend of Incapacitated Elector" form to the voter.



2. If the voter verbally agrees, complete and initial the Statement form.
3. Read the "Voting Register" form to the voter.
4. Complete and sign the "Voting Register" form for the voter and confirm the voter identification provided by the voter.
5. Issue the ballot to the voter and go with the voter to a voting screen.
6. Read the ballot to the voter and complete it as per the voter's direction (do NOT offer advice on who to vote for).
7. Staple the Statement form to the voter's "Voting Register" form; and
8. Accept the ballot as usual in the tabulator.

SAMPLE STATEMENT OF INTERPRETER, ELECTOR WHO IS UNABLE TO VOTE IN THE USUAL MANNER, FRIEND OR RELATIVE OF ELECTOR WHO IS UNABLE TO VOTE IN THE USUAL MANNER  
FORM

FORM 17

**Statement of Interpreter, Elector Who is Unable to Vote in the Usual Manner, Friend or Relative of Elector Who is Unable to Vote in the Usual Manner**

*Local Authorities Election Act  
(Section 72, 78)*

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 72(2) and 78 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
Title of the Responsible Official      Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

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

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_ VOTING STATION: \_\_\_\_\_

**Statement of Interpreter**

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of Interpreter      Complete Address and Postal Code

in the Province of Alberta, will faithfully read or translate such statements, questions and answers that the deputy returning officer may require to be read or translated at this election and I will keep secret all information which may come to me by virtue of being the interpreter for \_\_\_\_\_  
Name of Elector

\_\_\_\_\_  
Signature of Interpreter

Deputy's Initials

**Statement of Elector Who is Unable to Vote in the Usual Manner**      *Verbal Statement*

Are you \_\_\_\_\_ of \_\_\_\_\_  
Name of Elector Who is Unable to Vote in the Usual Manner      Complete Address and Postal Code

in the Province of Alberta, unable to mark your ballot in the usual manner and you require assistance?

*Instruction to Deputy: Initial if the elector answers affirmatively to this question.*

Deputy's Initials

**Statement of Friend or Relative of Elector Who is Unable to Vote in the Usual Manner**

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of Friend or Relative of Elector Who is Unable to Vote in the Usual Manner      Complete Address and Postal Code

in the Province of Alberta, am the friend or relative of \_\_\_\_\_  
Name of Elector Who is Unable to Vote in the Usual Manner

an elector who is unable to vote in the usual manner. I will read the ballot to my friend or relative, mark the ballot in accordance with the elector's instructions, and keep secret all information which may come to me by virtue of assisting the elector.

\_\_\_\_\_  
Signature of Friend or Relative of Elector Who is Unable to Vote in the Usual Manner

Deputy's Initials

**IT IS AN OFFENCE TO MAKE OR SIGN A FALSE STATEMENT**

(File With Elector's Elector Register Form)

## Section 10 – Conflict Resolution

If you encounter a voter, candidate, member of the media, official agent, scrutineer or an election worker that is difficult to deal with, it is important to remain calm. Please avoid any danger to yourself or others.

- Never raise your voice – it only makes the situation worse
- If you are too emotionally triggered by the situation, refer it to the PDRO
- Try to avoid disruption of the voting process by moving the person aside if you can
- If the situation escalates beyond your control, the PDRO (or other election worker acting on behalf of the PDRO) will call 911 and request RCMP assistance.

## Section 11 – Candidates, Official Agents, Scrutineers, Visitors and the Media

A **candidate, or the official agent or a scrutineer for that candidate** may be present and observe the voting process at each Voting Station. A candidate who has been declared to be elected (by acclamation) may NOT remain in the voting station. Please note that **no candidates, official agents or scrutineers may enter a voting station after it closes (8PM)**.

**Candidates are responsible for ensuring the eligibility of their official agents and scrutineers**, and that they can present the PDRO with a “Scrutineer Appointment at Voting Station” form signed by the candidate. The PDRO should not keep the form as the agents may require the document to go to other Voting Stations or to Election Office. However, the scrutineer must complete a “Statement of Scrutineer” form, which should be placed in the front of the PDRO’s binder.

**Before the Voting station is opened**, one of the above individuals may also observe the ballot preparation and any other documents relating to the Voting Station. At 8:00AM the PDRO opens the Voting station, shows the individuals present the printed tabulator “zero tape” attached to the ballot tabulator and seals the ballot boxes.

Candidates, official agents and scrutineers are not allowed to speak to voters or interfere with the voting process - they are simply there to observe and must stay where the PDRO directs them. If these individuals wish to have a discussion with a fellow worker or friend, they must leave the voting location and carry on their business outside the station. If these individuals wish to note an objection to a voter, refer to the “Processing Voters” section.

You may also encounter some **teachers and their classes** who wish to observe the election process. This is acceptable, provided that they do not interfere with the line-ups of voters or the voting process. The PDRO may authorize this.

Members of the **media and cameramen** can be granted access to a voting station by a PDRO, the PDRO must notify the Election Coordination if this happens. They should not be permitted to disrupt the voting process, to disturb voters or compromise voter privacy.

The PDRO is responsible for the conduct of business in the Voting Station. **Visitors must follow the PDRO’s directions and instructions, and no campaign materials are permitted inside a Voting Station (buttons, flyers, shirts, etc.).**

For procedures on the clean-up and closure of a voting station, please refer to the Worker Checklists.

**Section 12 – Ballot Tabulator and Voting Troubleshooting**

TROs should ensure that they are familiar with the following situations:

- 1. No DRO initials on the voter's ballot / You can't see the initials:**
  - Do not insert the ballot. Return the ballot to the voter and request that he/she go back to a voting booth and re-insert the ballot into the secrecy sleeve so that the initials show. If there are no initials on the ballot, ask the voter to return to the issuing DRO to have them verify the voter's "Voting Register" and initial the ballot.
  
- 2. Tabulator does not accept the ballot on first try:**
  - Try it again. If it still will not feed, ask the voter to return to a voting booth to ensure that the ballot is not folded or damaged (don't look at the ballot yourself, and make sure to return the ballot in the secrecy sleeve). Also make sure that when you insert the ballot the secrecy sleeve is not held too tightly and that you inserted the ballot face down. If the voter notes that the ballot is damaged, mark it as spoiled (follow the next step).
  
- 3. A voter says that they made errors on their ballot, or damaged it:**
  - The ballot is **spoiled**. There are two circumstances:
    - If the voter wants a replacement ballot: Write "**spoiled**" on the back of the ballot and place it in the appropriate spoiled ballot envelope based on the ballot type. Make note of the spoiled ballot occurrence on the "TRO Spoiled Ballots Account" form. Take a new ballot of the appropriate type, sign your initials in the box (with a sharpie), place the new ballot in a secrecy sleeve and direct the voter to the voting booth by the tabulator area to mark the new ballot (TRO's will likely erect a dedicated voting booth for spoiled ballot voters closer to the tabulator).
    - If the voter does not want a replacement ballot: Process the ballot by entering it into the tabulator. The voter will not get a new ballot after the ballot is accepted. In essence, the voter is declining to vote. If the tabulator does not accept the ballot, it is spoiled and you will need to issue them a new blank ballot. If they still choose not to vote, insert the blank ballot into the tabulator.
  
- 4. A voter returns the ballot and states that he or she is declining to vote:**
  - As per Local Authorities Election Act (s. 66) the voter is not entitled to another ballot. Feed the ballot into the tabulator.
  
- 5. Vote Tabulator Error Messages**
  - The most common error messages and their solutions are noted below:
    - Blank Ballot Warning
    - Overvote Warning
    - Ambiguous Marks Warning
    - Undervote Warning
  - The solutions to the above situations are detailed in the training manual for TROs.
  
- 6. Any other Error messages or tabulator problems** – notify your PDRO immediately, divert the voting line to the other tabulator for now, and contact the Election Coordinator who will either assist with troubleshooting over the phone or send a technician.

## Section 13 – Worker Checklists

Checklist for PDRO and APDRO	
Check -mark	Activity:
<b>PDRO &amp; APDRO - PRIOR TO ELECTION DAY:</b>	
	<b>READ THIS MANUAL!</b> It will help you be an effective and prepared PDRO.
	<b>VOTE</b> in an Advance Poll. You may not be in your home voting station on Election Day, or you may not have time to vote.
	<p><b>Contact election workers prior to Election Day.</b></p> <ul style="list-style-type: none"> <li>• You should have a list of names and contact information. Ensure that all workers know to be on time for the set up of the station, that any questions are answered and that all workers are prepared.</li> <li>• <b>Remind</b> election workers to pack their manuals, additional clothing, medications, meals/snacks, and that their day will likely end around 9:00PM. Bring these items for yourself as well.</li> </ul>
	<b>Visit your voting station</b> before Election Day, to make sure you know how to get there.
	<b>PACK</b> this manual, a sweater, medications, and meals for the day, to bring on Election Day.
<b>PDRO - ON ELECTION DAY (Before Polls Open) – 6:15 a.m. to 8:00 a.m.:</b>	
	<b>Pick up supplies/equipment</b> (PDRO binder, ballot tabulators, tabulator key, ballots, etc.) at the <b>Election Office</b> between <b>6:15 a.m. and 6:30 a.m.</b> on Monday, October 18 <sup>th</sup> . Officials will be there to meet you.
	<b>Arrive at your voting station by 7:00 a.m., Monday, October 18<sup>th</sup>.</b> The doors to all facilities should be unlocked. If they are not, you will have a key in your materials. If you are unable to gain access into the facility, contact the facility contact person listed in your binder. Furniture should be set up already and supply bins should be on site (unless other arrangements have been made with the EC).
	Upon arrival at your voting station, <b>check the contents of the supply box.</b> All election supplies are listed on a <i>Supplies List</i> in your PDRO binder - if any items are missing, contact the Election Coordinator. <b>DO NOT</b> open cellophane wrapped packages (e.g. pens and ballots) unless you need them – some unopened supplies can be returned to the supplier for a refund. Also, it is best not to open too many ballot packages or voter registers.
	<b>Distribute</b> nametags to your staff.
	Have your workers sign the <i>Election Station Sign-In</i> form in your binder. This will confirm their attendance and that they were on time.
	<b>Remind</b> your workers of their responsibility for ballots, voter assistance, etc., and review emergency exits and procedures. Advise them to discuss problems with you immediately.
	<b>Conduct</b> a worksite inspection / walk-through, making sure that all potential hazards are corrected. Complete the <i>PDRO Worksite Inspection</i> form. And the Election Worker Safety Orientation form. Note the Election Worker Safety Orientation form must be signed by all Election Workers to confirm they have received the orientation.
	<p>Direct and assist with <b>voting station setup</b> (orientation of tables for voting booths, numbered voting screens, ballot boxes, tabulator setup, wall maps, <b>selfie wall poster</b>, <b>"I voted" stickers</b>, etc.).</p> <ul style="list-style-type: none"> <li>• Ensure that voters see good signage around the station (place all signs in highly visible areas and ensure that walls and furniture are not damaged when the signs are removed).</li> <li>• Ensure that signage is on voting screens, ballot pens in voting booths, etc.</li> </ul>

<b>Checklist for PDRO and APDRO</b>	
<i>Check -mark</i>	<b>Activity:</b>
	<ul style="list-style-type: none"> <li>• Ensure there is adequate lighting and privacy for voters.</li> <li>• Ensure that the voter lineup will start where you would like. Try to establish a lineup that will stay inside of the poll – especially at 8:00PM.</li> <li>• Establish a place where candidates or scrutineers will sit. This should be positioned with a clear view of the entire voting process; however, should not obstruct the voting.</li> </ul>
	Provide <b>tabulators</b> to TRO's and set up tabulators as required. Ensure TROs have their security key and password for the vote tabulator. Place the key in your PDRO Binder for safe keeping. (The TRO will continue with the rest of the tabulator setup).
	Confirm you have the correct ballots for your polling station.
	<b>Count Ballot Packages:</b> <ul style="list-style-type: none"> <li>• Ballots will be packed in batches. Record the number of ballot packages given to you by Election Office, assuming at first that each unopened package has the designated number of ballots. <b>Keep close control of the ballots throughout the day – all ballots MUST be accounted for.</b></li> </ul>
	<b>Distribute Ballots:</b> <ul style="list-style-type: none"> <li>• Give a ballot package to each of the DROs. DROs will count the ballots then trade with their partner and count again to ensure an EXACT ballot count.</li> <li>• Give one ballot package to the two TROs to count – they will share these ballots throughout the day to replace spoiled ballots.</li> <li>• Record the number of packs you give to DROs and TROs on the <i>PDRO Ballot Control Sheet</i> and the number of actual ballots on the <i>PDRO Worksheet</i>. These sheets can be kept in your binder during the day and filled in as workers need new ballot packets.</li> </ul>
	Assign each DRO and TRO a number and give each person a <i>DRO Ballot Account [Interim]</i> form or <i>TRO Spoiled Ballot Account</i> form. They will enter the number of ballots they have been given in the appropriate place. <u>As both TROs are using one package of ballots, they will only require one form between them.</u> Ensure the TROs have the "Spoiled Ballots Envelope" to place spoiled ballots into.
	Your TRO will place the vote tabulator on the ballot box. Double check to make sure they plug in the power cord to the back of the tabulator!
	Ensure that all of your staff have the necessary supplies. Each DRO should have a supply of <i>Voting Registers</i> , secrecy sleeves, sharpies to initial ballots, and other supplies.
	Remind DROs NOT to pre-number their voting registers and NOT to initial a ballot until they are ready to distribute it. While voting registers are completed with a regular pen, the ballots must be initialled using a "sharpie" felt pen. The TROs should also initial their ballots only as they issue them.
	Give the <i>Voting Station Statistics</i> form, located in your binder, to the TROs. They will keep the voting statistics as the day progresses (confirm this as the day goes on).
	At <b>7:50 a.m.</b> , ask the election workers if they have any questions.
<b>PDRO - THROUGHOUT ELECTION DAY - 8:00 a.m. to 8:00 p.m.:</b>	
	<b>OPEN THE VOTING STATION PROMPTLY AT 8:00 A.M.</b> Establish an "official" time clock in your voting station – such as your watch, clock on the wall in the room, etc. Open the main doors at 8:00 a.m.

## Checklist for PDRO and APDRO

Check -mark	Activity:
	<p><b>First Voter and Sealing the Ballot Boxes:</b></p> <ul style="list-style-type: none"> <li>Ask the first voter and any candidates, scrutineers, official agents, election workers, etc. look in the ballot box to <b>verify that there is nothing inside</b>. Be sure to check both sections - the larger compartment at the rear and the smaller auxiliary compartment in the front.</li> <li>Fold top cover and lock tabs in place to close the ballot box securely.</li> <li>Have each person who viewed each empty ballot box sign a "<i>Ballot Box Certification Sheet</i>". File this in your PDRO binder.</li> <li><b>You and the TRO will need to conduct initial set up and seal the vote tabulator to the ballot box with the tape provided. (your TRO will have instructions on how to complete this task).</b></li> <li>Ensure that the zero tape has the <b>correct voting station</b> identified, lists <u>all candidates and offices</u>, and that the vote <u>counter reads zero</u>. The zero tape will <b>remain on the ballot tabulator</b>. The PDRO, a TRO and the first voter must sign the bottom of the zero tape.</li> </ul>
	<p><b>Monitor your staff</b> - Ensure that the Greeter is asking voters if they are at the right station and have proper identification and showing voters where they should go and what they should do. Ensure that the DROs and TROs are performing as required. Ensure all workers have an opportunity to have breaks and lunch throughout the day. Assist where necessary.</p>
	<p>If an <b>Official Agent and Scrutineer arrives, they must present an "appointment letter" form</b>, fill out a "<i>Statement of Scrutineer</i>" form, see sample form below. Place the completed forms in your binder. Show them to the area you have designated for them to sit. They must not interfere with the voting procedure. These people are allowed to remain in the voting station after 8:00 p.m., <i>if</i> they are in the station at the time of closing. Note: Scrutineers may only make an objection to a voter at the time that the voter makes their voting register statement.</p> <div style="text-align: center; margin-top: 20px;"> <p><b>FORM 16</b> <span style="margin-left: 100px;"><b>Statement of Scrutineer or Official Agent</b></span></p> <p style="font-size: small; margin-left: 600px;"><i>Local Authorities Election Act</i> (Sections 16(2), 68.1, 69, 70)</p> <p style="font-size: x-small; margin-left: 20px;"><b>Note:</b> The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the <i>Local Authorities Election Act</i> and section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>. The personal information will be managed in compliance with the privacy provisions of the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions concerning the collection of this personal information, please contact</p> <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 5px;"> <span>Title of the Responsible Official</span> <span>Business Phone Number</span> </div> <p style="margin-top: 10px;">LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA</p> <p>ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____</p> <p>I, _____,</p> <p style="text-align: center; font-size: x-small; margin-left: 200px;">Name of Scrutineer or Official Agent</p> <p>of _____,</p> <p style="text-align: center; font-size: x-small; margin-left: 200px;">Complete Address and Postal Code</p> <p>in the Province of _____, am at least 18 years of age and,</p> <p style="text-align: center; font-size: x-small; margin-left: 200px;">Name of Province</p> <p style="margin-top: 20px;"><b>(a) For the purposes of an election, will act as scrutineer on behalf of</b> _____</p> <p style="text-align: center; font-size: x-small; margin-left: 200px;">Name of Candidate</p> <p>for the office of _____</p> <p style="text-align: center; font-size: x-small; margin-left: 200px;">Office for which Candidate was Nominated</p> <hr style="width: 100%; border: 0.5px solid black; margin-top: 20px;"/> <p style="text-align: center; font-size: x-small; margin-left: 200px;">Signature of Scrutineer or Official Agent</p> </div>

<b>Checklist for PDRO and APDRO</b>	
<i>Check -mark</i>	<b>Activity:</b>
	<p><b>Maintain Voting Station</b></p> <ul style="list-style-type: none"> <li>Throughout the day, <b>check voting booths</b> to ensure that markers are still attached and working, and that there is no litter, graffiti or other literature on the screens or secrecy sleeves. If so, remove it immediately.</li> <li>Ensure that there are <b>NO political influences</b> such as picketers, propaganda distributors, or clothing with election materials present in or around your voting station. If there is, remove these influences immediately. If there are problems, follow the dispute resolution procedure.</li> <li><b>As PDRO, you have the authority to allow media to enter and film the polling station. However, ensure that voting privacy is maintained, and the media presence does not disrupt the voting process.</b> Contact the EC with any issues.</li> </ul>
	<p><b>Tabulator Problems:</b> If your TROs have any difficulty with the ballot tabulators that you are unable to solve, or if a tabulator becomes non-functional, notify the EC immediately.</p>
	<p><b>At approximately 10:30 a.m.</b> have each DRO count the number of used "Voting Register" forms they have, and exchange with their partner to confirm the count. The number they identify should be the same as the last consecutive number noted on their "Voting Register" forms. Then ensure that the total number of used "Voting Register" forms for all DROs matches the total number of ballots that have been tabulated by the TROs (the number of ballots counted by the tabulators).</p>
	<p><b>At approximately 3:00 p.m.,</b> have DROs (one at a time so voters still have DROs to help them) complete the "<i>DRO Ballot Account – Interim</i>" form (instructions are in their DRO checklist). The totals from the "<i>DRO Ballot Account – Interim</i>" forms will be used to ensure that everything balances at that point.</p>
	<p>When all the DROs have completed the "<i>DRO Ballot Account – Interim</i>" form, add up all of the totals to ensure this equals the number of ballots you have given out. Remember that the count of <b>the total number of voters is CONFIDENTIAL</b> and should not be disclosed to the media, candidates, agents or the general public.</p>
	<p><b>If you require extra ballots</b> during the day, contact the Election Coordinator. Remember to record any additional ballots you received on your "<i>PDRO Ballot Control Sheet</i>", the "<i>PDRO Worksheet</i>" and eventually your "<i>PDRO Ballot Account</i>" form.</p>
<b>PDRO &amp; A-PDRO - END OF ELECTION DAY ACTIVITIES - 8:00 p.m.</b>	
	<p><b>At 8:00 p.m. SHARP close the voting station</b> – <u>if there are voters in line to vote, allow them to vote.</u> Close the doors to the station at the end of the line or stand at a stopping point if they are outside of the building.</p>
	<p>Once the voting station is closed, the only persons who may remain in the station are election staff, voters who were there already, and candidates, scrutineers and official agents who were present at the time of closing. <b>No one may enter after 8:00 p.m.</b></p>
	<p>After all voting is completed, ensure that the TROs check for any ballots in the auxiliary ballot box compartment (<u>if it was used</u> during the day with the ARO's permission) that need to be put through the tabulator.</p>
	<p><b>Close the poll on the tabulators</b> with your TRO:</p> <ul style="list-style-type: none"> <li>Your TRO will close the vote tabulator and generate 3 results tapes for you. <u>NOTE: For Advance votes this step does not occur as the results tapes will be generated at the close of voting on Election day at the counting centre by counting centre personnel.</u></li> <li>Ensure that the 2 zero tapes and 3 results tapes are signed by yourself, your TRO, and any scrutineers present who wish to sign the tapes.</li> </ul>



<b>Checklist for PDRO and APDRO</b>	
<i>Check -mark</i>	<b>Activity:</b>
	<ul style="list-style-type: none"> <li>• Take a picture of the result tapes for each tabulator machine and send it to the EC, alternatively you may telephone the results to the EC. They will use this to immediately tally results at the counting centre.</li> <li>• Distribute tapes and memory card as follows:                             <ul style="list-style-type: none"> <li>▪ <u>Immediately place 1 results tape, 1 zero tape, and 1 memory card from each vote tabulator into the Tabulator Results Envelopes for each tabulator. Then dispatch one TRO to election central with a Tabulator Results Envelope for each of your vote tabulators.</u></li> <li>▪ Secondly take a 1 results tape and tape it to the wall for any scrutineers to view who may have chose to stay after the close of polls to see the vote results.</li> <li>▪ Thirdly attach 1 zero tape and 1 results tape for each vote tabulator to the PDRO Ballot Account form and place in the PDRO binder.</li> </ul> </li> <li>• The other TRO(s) will complete all the end of day procedures for TROs.</li> </ul>
	<p><b>End of Day Form Completion:</b></p> <ul style="list-style-type: none"> <li>• Have each DRO complete the “<i>DRO Ballot Account – Closing and Certification</i>” form. Ensure they sign the certification portion of the form. You must also sign the form in the appropriate place. When all DROs are done, add up all of the totals listed to ensure this equals the number of ballots YOU have given out.</li> </ul>
	<ul style="list-style-type: none"> <li>• The DROs must place used “<i>Voting Register</i>” forms (with any attachments, such as a “<i>Statement of Interpreter, Incapacitated Elector or Friend of Incapacitated Elector</i>” form) in the “Used Voting Registers” envelope. The “Used Voting Registers” envelope will go into the ballot box with the other envelopes.</li> </ul>
	<ul style="list-style-type: none"> <li>• Unused “<i>Voting Register</i>” forms can be returned with the other supplies for shredding.</li> </ul>
	<ul style="list-style-type: none"> <li>• Place any unused ballots in an “Unused Ballots Envelope”. Seal the envelope and initial the label on the unused ballots envelope. This will go into the ballot box for transportation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that all <u>objected to</u> “<i>Voting Registers</i>” are in the “Objected to Voting Registers Envelope”. This envelope should be kept secure and hand delivered to the Returning Officer at Election Office by the PDRO. The Returning Officer will copy the registers, as required by legislation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Have the remaining TRO complete the “<i>TRO Spoiled Ballot Account</i>” form and the “<i>Voting Station Statistics</i>” form. These forms will be filed in the PDRO Binder.</li> </ul>
	<p><b>Direct workers to begin to clean up of the voting station</b></p>
	<p><b>Complete the “<i>PDRO Worksheet</i>”</b> by tallying all the numbers from the “<i>DRO Ballot Account [Closing] Forms</i>” and the “<i>TRO Spoiled Ballot Forms</i>”.</p> <p>To complete your PDRO Worksheet: Total all of the ballots you <u>supplied</u> to the DROs and TROs, total all of the ballots <u>issued</u> by the DROs and TROs and total all of the ballots that remain <u>unused</u> by the DROs and TROs. There are instructions on the form as well.</p>
	<p>From the “PDRO Worksheet”, transfer the totals to the “<b><i>PDRO Ballot Account Form</i></b>”. This is where your final totals go for total ballots supplied (include all additional ballots you may have received throughout the day from Election Office), total ballots issued, total ballots unused, and total spoiled, etc. Please be sure to sign the <i>Certification portion of the form</i> and place the form in the PDRO binder. <b>Make sure this form is correct – this is an official document.</b></p>



## Checklist for PDRO and APDRO

Check -mark	<b>Activity:</b>
	All closing forms should be placed in your binder or envelopes, as necessary. The PDRO ensures that the following documents are in the appropriate envelopes: (a) Envelope #1 – <b>Spoiled Ballots (to be put in ballot box)</b> (b) Envelope #2 – <b>Unused Ballots (to be put in ballot box)</b> (c) Envelope #3 – <b>Used Voting Registers (to be put in ballot box)</b> (d) Envelope #4 – <b>Objected to Voting Registers</b> (place in PDRO binder and provide to ARO or RO at Election Office at end of night.)
	Place all envelopes of used voting registers, spoiled ballots, unused ballots, used Statements of Scrutineers or Official Agent forms, in the ballot boxes. <b>After the envelopes are in, re-seal the ballot boxes</b> with the tape provided. Initial the tape. The ballot boxes will be taken later to the Election Office with the other supplies by the PDRO and A-PDRO.
	Pack all other supplies (pens, secrecy folders, signs, tape, nametags, unused “voting register” forms, voting screens, etc.) in the plastic supply bin.
	<b>Address and Release Workers:</b> <ul style="list-style-type: none"> <li>• First, ensure the workers have finished tidying the Voting Station and the supplies are packed in the boxes</li> <li>• <b>Collect the worker nametags with your other supplies.</b></li> <li>• Remind workers that their pay is being processed by accounts payable.</li> <li>• <b>THANK YOUR STAFF</b> for their hard work!</li> </ul>
	<b>Go to Election Office, with your A-PDROs:</b> <ul style="list-style-type: none"> <li>• <b>Return all supplies (in the plastic supply bin), PDRO Binder, and sealed ballot boxes (with completed ballots and envelopes inside).</b> Your A-PDRO should assist you as some items may be heavy – use proper lifting techniques.</li> </ul>
	<b>A-PDRO’s</b> will be asked to assist at the counting centre with providing assistance where needed with the unloading of vote tabulators and supplies. Please check with the Election Coordinator to receive instructions once you have unloaded your voting stations supplies, ballot boxes, vote tabulators, etc.
	After you drop off your binder, ballot boxes, forms, supplies, etc. with the Election Coordinator, you’re done!

## Checklist for DRO

Check -mark	<b>Activity:</b>
<b>DRO - PRIOR TO ELECTION DAY:</b>	
	<b>READ THIS MANUAL!</b> It will help you be an effective and prepared DRO.
	<b>VOTE</b> in an Advance Poll if you are eligible and want to vote. You likely won’t be in your home voting station on Election Day or have time to vote.
	<b>PACK</b> this manual, a sweater, medications, and meals for the day, to bring on Election Day.
<b>DRO - ON ELECTION DAY (Before Polls Open) - 7:00 a.m. to 8:00 a.m.:</b>	
	<b>Arrive at your voting station at 7:00 a.m., Monday, October 18.</b> Your station’s doors should be unlocked upon your arrival.
	Receive your nametag from the PDRO.
	<b>Sign the Station “Sign-In” form</b> – this will confirm your arrival on time.

Checklist for DRO	
Check -mark	Activity:
	Sign the Election Worker Safety Orientation form after your PDRO does the orientation.
	Get your DRO Number from the PDRO and use it on the forms that you sign.
	<b>Assist the PDRO</b> in checking the contents of the supply box to make sure your station has everything. All election supplies are listed on the supplies list in your PDRO's binder. <b>DO NOT</b> open cellophane wrapped packages (e.g. pens and ballots) unless you need them.
	<p><b>Assist with assembly of the voting station.</b></p> <ul style="list-style-type: none"> <li>• Set up voting tables, chairs, voting screens, etc.</li> <li>• Tape the numbers of the DROs to the DRO table.</li> <li>• <b>Provide copies of the “Acceptable Forms of Voter Identification” sheet at each DRO table.</b></li> <li>• Tape “Instructions for Electors” signs inside voting screens (if not already completed).</li> <li>• Tape the voting screen numbers up, and tape strings to the ballot pens to attach them to the voting booth table. Ensure there is adequate lighting and privacy for voters.</li> </ul>
	Receive a supply of “Voting Register” forms from the PDRO. Remember not to pre-number your Voting Registers and not to pre-initial your ballots. Your completed Voting Registers will be sorted into different piles depending on their ballot type.
	Get your supply of pens, secrecy sleeves, sharpies, rubber fingers, etc. from your PDRO or the supply box.
	Receive one package of ballots from the PDRO. Break the shrink-wrap plastic on your ballots and <b>COUNT the ballots</b> . Have another DRO <b>re-count and confirm</b> the count to ensure accuracy.
	Once you and your partner have confirmed the actual number of ballots, write the number of ballots in line 1 of the “DRO Ballot Account [Interim]” form you received from the PDRO. <b>Please Note:</b> As you open each subsequent package of ballots during the day, follow the procedure outlined above, count and confirm the number of ballots, and write the number of ballots in the correct space in the “DRO Ballot Account [Interim]” form.
	Tell the PDRO your number of ballots received, to record on his/her “PDRO Ballot Control Sheet - Ballots issued to DRO and TRO” and his / her “PDRO Worksheet”.
	Initial ballots as voters come to you. <b>The ballots must be initialled using a “Sharpie” pen. If ballots are not initialled, TROs will send voters back to you immediately.</b>
	<b>Throughout the day</b> , notify your PDRO if you notice any political influences such as picketers or propaganda distributors are present in or around your voting station. Also check voting screens to ensure that markers are still attached and working, and that there is no graffiti or literature there or on secrecy sleeves.
	Make sure you're ready to go - <b>The PDRO will open the voting station at 8:00 a.m. SHARP.</b>
<b>DRO - THROUGHOUT ELECTION DAY - 8:00 a.m. to 8:00 p.m.:</b>	
	<p><b>Instruct the Voter about the Voting Register:</b></p> <ul style="list-style-type: none"> <li>• When the voting station opens, voters will line up with the DRO assigned to greet voters first and then will be directed to your table. Greet them. Have the voter fill out a numbered “Voting Register” form. The voter <b>MUST</b> read the statement and <b>SIGN</b> the statement. <b>If they do not sign the “Voting Register” form, they cannot receive a ballot.</b></li> <li>• The voter must provide acceptable voter identification for inspection. Please compare the name on the acceptable voter identification and the address with the voter register. If they are the same, check the applicable box on the voter register and proceed to issue a ballot.</li> </ul>

Checklist for DRO	
Check -mark	Activity:
	<p>If they are not the same, advise the voter that in order to vote they will need to provide acceptable voter identification (see Appendix for the acceptable forms of voter identification).</p> <p><b>If anyone makes an error on the “Voting Register”,</b> strike out the error, make the changes, and both of you initial the corrections. If the error is a big one, fold the register so you don’t count it later, and mark it VOID. Give the voter a new register (with the <u>SAME</u> voter number) but <b>DO NOT DESTROY</b> any “Voting Registers”.</p>
	<p><b>Provide Voting Instructions to Voter:</b></p> <ul style="list-style-type: none"> <li>• After the voter has completed the “Voting Register” form, put the form on your pile and give the voter the appropriate ballot.</li> <li>• Make sure your initials are on the ballot in the DRO box (top right-hand side of ballot)</li> <li>• Remind the voter how to complete the ballot.</li> <li>• Advise the voter, after they have marked their ballot, to place that marked ballot <u>in the secrecy folder</u> so that only the top of the ballot is showing and take it to the TRO to have the ballot deposited into the ballot box.</li> <li>• Tell them <u>not to fold</u> their ballot.</li> <li>• Place the ballot in a secrecy sleeve, showing the voter how it goes in, and direct the voter to an empty voting booth.</li> </ul>
	<p><b>Complete the “Voting Register” form</b> by checking off “Identification shown” once you have inspected the voters identification and have accepted the identification, ensure that you have a Voter Number entered on the form (start with Voter Number 1 and number sequentially), and check off that you have provided the voter with either a School Trustee ballot. Turn the “Voting Register” form over to start a used voting registers pile. You are now ready for the next voter. <b>Keep the “Voting Register” forms in numerical order.</b></p>
	<p><b>If a worker, voter, candidate, official agent or scrutineer objects to a person voting,</b> notify the PDRO who will record the objection in the "Objection Made" line on the “Voting Register Form”. Record the following information:</p> <ol style="list-style-type: none"> <li>a) the <u>name</u> of the candidate or agent making the objection,</li> <li>b) the <u>reason</u> for the objection, and</li> <li>c) have the PDRO <u>initial</u> the objection in the space provided.</li> </ol> <p>Keep the “Voting Register” form with the objection in a separate envelope.</p>
	<p><b>If a voter is disabled / cannot vote independently,</b> advise your PDRO, and you and your PDRO or A-PDRO can assist the voter. See the “Special Needs Voters” section of this manual for detailed procedures.</p>
	<p><b>Around 10:30 a.m.,</b> count the number of used “Voting Register” forms and exchange with your partner to confirm the count. The number should be the same as the last consecutive number noted on your “Voting Register” forms – if it’s not, investigate.</p>
	<p><b>Around 3:00 p.m.,</b> the PDRO will ask you to complete the “DRO Ballot Account [Interim]” form.</p> <ul style="list-style-type: none"> <li>• Record EXACTLY how many ballots you received from PDRO in Line 1 ‘Ballots Supplied’.</li> <li>• Count the number of used “Voting Register” forms you have for each ballot type (Public and Catholic). Have your partner recount your used “Voting Register” forms. The total number of voting registers used (for both ballot types) should match the last consecutive number noted on your “Voting Register” forms. Enter the figures on Line 2 ‘Ballots Issued’.</li> <li>• Count the number of unused ballots for each ballot type. Enter the number in Line 3 ‘Ballots Unused’.</li> <li>• Add lines 2 and 3 and enter in the Total line at the bottom of the form. The total should be the same as the total of Line 1 (ballots supplied).</li> </ul>

Checklist for DRO	
Check -mark	Activity:
	<ul style="list-style-type: none"> <li>After everything balances, give the 3:00 pm Envelope for Used Voting Registers and the "DRO Ballot Account [Interim]" form to the PDRO.</li> </ul>
<b>DRO - END OF ELECTION DAY ACTIVITIES - 8:00 p.m.</b>	
	<p><b>At 8:00 pm the PDRO will close the Voting Station</b>, however voters in the voting station are allowed to complete their vote. After all voters have voted and the tabulators are removed from the ballot boxes, one TRO will go immediately to deliver some materials to the Election Office.</p>
	<p>Once no voters remain, complete the "<b><i>DRO Ballot Account [Closing and Certification]</i></b>" form:</p> <p><b>LINE 1: BALLOTS SUPPLIED</b></p> <ul style="list-style-type: none"> <li>Enter <u>all</u> ballots supplied to you by the PDRO during the day.</li> </ul> <p><b>LINE 2: BALLOTS ISSUED</b></p> <ul style="list-style-type: none"> <li>Count the number of used "Voting Registers" you had all day, and exchange with your partner, making sure you both have the same number. <ul style="list-style-type: none"> <li>Confirm that the number you have identified is the <u>same</u> as the last consecutive number noted on your "Voting Register" forms.</li> </ul> </li> <li>Add the number you get to the number shown on your "DRO Ballot Account – Interim" form for a total tally</li> </ul> <p><b>LINE 3: UNUSED BALLOTS</b></p> <ul style="list-style-type: none"> <li>Count the number of unused ballots all day and record it on Line 3.</li> <li>Make sure that you have re-counted your unused ballots and completed "Voting Register" forms, and also had another DRO check your final count</li> </ul> <p><b>LINE 4: TOTAL</b></p> <ul style="list-style-type: none"> <li>Add Lines 2 and 3 and enter the TOTAL on Line 4 (Total Issued and Unused Ballots). <ul style="list-style-type: none"> <li>LINE 4 SHOULD BE THE SAME AS LINE 1.</li> </ul> </li> <li>Complete the CERTIFICATION / STATEMENT section on the back. <ul style="list-style-type: none"> <li>Print your name in the space provided.</li> <li><u>Record, in figures and words</u>, the number of BALLOTS ISSUED (Line 2)</li> <li>Sign the form and have the PDRO sign as well</li> </ul> </li> </ul>
	Give the " <b><i>DRO Ballot Account [Closing]</i></b> " form, your nametag, any unused ballots, and the used "Voting Register" forms you have to the PDRO. The "Voting Register" forms will go into the "Used Voting Registers" envelope.
	Assist the PDRO with final calculations on his/her forms, if necessary.
	<p><b>Help to Clean up the Voting Station</b></p> <ul style="list-style-type: none"> <li>Pack all supplies (pens, secrecy folders, signs, tape, name tags, unused "voting register" forms, voting screens, etc.) in the plastic supply bin.</li> <li>Pack all envelopes in a ballot box (on top of the used ballots that are in there) and ensure the ballot boxes are sealed properly. The bins and boxes will be returned by the PDRO and A-PDRO to the Election Office.</li> </ul>
	Wait to be released by the PDRO. <b>You're done - have a great night!</b>

<b>Checklist for TRO</b>	
Check -mark	Activity:
<b>TRO - PRIOR TO ELECTION DAY:</b>	
	<b>READ THIS MANUAL!</b> It will help you be an effective and prepared TRO.
	<b>VOTE</b> in an Advance Poll if you are eligible and want to vote.
	<b>PACK</b> this manual, a sweater, medications, and meals for the day, to bring on Election Day.
<b>TRO - ON ELECTION DAY (Before Polls Open) - 7:00 a.m. to 8:00 a.m.:</b>	
	<b>Arrive at your voting station by 7:00 a.m., Monday, October 18.</b> Your station's doors should be unlocked upon your arrival.
	Receive your nametag from the PDRO.
	Sign the station " <b>sign-in</b> " form – this will confirm your arrival on time.
	<b>Sign the Election Worker Safety Orientation form after your PDRO does the orientation.</b>
	Get your TRO number from the PDRO and use it on the forms that you sign.
	<p><b>Get your supplies from the PDRO:</b></p> <ul style="list-style-type: none"> <li>• Two Ballot boxes and vote tabulators</li> <li>• A "<i>TRO Spoiled Ballots Account</i>" form</li> </ul> <p>A "<i>Voting Station Statistics</i>" form is provided for all TROs to use during the day to record statistics for your voting station. <u>Each hour of the day</u>, you and your fellow TRO(s) record the number of ballots cast from the display on the ballot tabulators. This information is strictly confidential, and may only be divulged to your PDRO, the Election Coordinator, the Assistant Returning Officer or the Returning Officer.</p>
	<p><b>Assist with assembly of the Voting Station.</b></p> <ul style="list-style-type: none"> <li>• Set up a "special" voting booth beside the tabulators, for people to use if they have a spoiled ballot. Tape a string to the ballot marker to attach it to the voting booth table. Ensure there is adequate lighting and privacy for voters.</li> </ul>
	Check to ensure that two (or three) large ballot boxes are set up for you and empty.
	<p><b>Prepare Ballots:</b></p> <ul style="list-style-type: none"> <li>• <b>The PDRO will provide the TROs with one package of each ballot type.</b> If sealed, assume each package contains 50 ballots. Both TROs will use the <u>same ballot package for the day</u>.</li> <li>• Break the shrink-wrap on the package and <b>count each ballot separately</b>, then have the other TRO re-count and confirm the count.</li> <li>• When finished, the total number of ballots received should be recorded on the "<i>TRO Spoiled Ballot Account</i>" form which will be given to you by the PDRO.</li> <li>• Repeat the process for other packages of ballots, as required.</li> </ul>
	Make sure you're ready to go - <b>the PDRO will open the voting station at 8:00 a.m. SHARP.</b>
<b>TRO - THROUGHOUT ELECTION DAY - 8:00 a.m. to 8:00 p.m.:</b>	
	<p><b>Assist PDRO with First Voter and Sealing the Ballot Boxes:</b></p> <ul style="list-style-type: none"> <li>• Ask the first voter and any candidates, scrutineers, official agents, election workers, etc. look in the ballot box to <b>verify that there is nothing inside</b>. Be sure to check both sections - the larger compartment at the rear and the smaller auxiliary compartment in the front.</li> <li>• Fold top cover and lock tabs in place to close the ballot box securely.</li> <li>• Have each person who viewed each empty ballot box sign a "<i>Ballot Box Certification Sheet</i>". Once signed the form should be placed in the PDRO Binder.</li> </ul>

<b>Checklist for TRO</b>	
<i>Check -mark</i>	<b>Activity:</b>
	<ul style="list-style-type: none"> <li>Place the vote tabulator on the ballot box. Make sure the power cord to the back of the tabulator is plugged into the electrical outlet. Follow steps provided during training for initial set-up.</li> </ul> <p>Once the 2 zero tapes print, ensure that the zero tapes have the <b>correct voting station</b> identified, lists <b>all candidates and offices (mayor, councilor, public school trustee, catholic school trustee), ballot questions</b> and that the vote <b>counter reads zero</b>. The zero tapes will <b>remain on the ballot tabulator</b>.</p>
	<p><b>Receiving Ballots:</b></p> <ul style="list-style-type: none"> <li>Voters will begin bringing ballots to you in a secrecy sleeve to be tabulated. Begin by verifying the DRO's initials <b>WITHOUT REMOVING THE BALLOT from the secrecy sleeve</b>. <u>Never look at the ballot outside of the secrecy sleeve.</u></li> <li>With the DRO's initials <b>face down</b>, insert the portion of the ballot projecting from the secrecy sleeve into the ballot entry slot. The ballot will be automatically drawn from the secrecy sleeve into the tabulator.</li> <li>If a voter requests to insert his or her ballot themselves, this is acceptable, but instruct them how to do so.</li> <li><b>Ask the voter to stay until the ballot is accepted</b> (and the counter on the tabulator increases by one (1)). Once the tabulator notes the ballot is accepted, thank the voter and he/she may leave. Place the secrecy sleeve to the side.</li> </ul>
	<p><b>Troubleshooting:</b></p> <ul style="list-style-type: none"> <li>If you have <b>any issues with the ballot tabulator</b>, or the ballot tabulator taking ballots, refer to the manuals provided at your training session and/or with your supplies.</li> <li>If you have additional questions, ask your PDRO or a senior election official for assistance.</li> </ul>
	Return sanitized secrecy sleeves to the DROs as they start to pile up.
<b>TRO - END OF ELECTION DAY ACTIVITIES – 8:00 p.m.</b>	
	<p><b>Assist PDRO with closing the poll on the tabulators:</b></p> <ul style="list-style-type: none"> <li>Provide the Voting Station Statistics form to the PDRO for placement in the PDRO binder.</li> <li>Provide one TRO Spoiled Ballot Account form to PDRO and the Spoiled Ballots Envelope to the PDRO.</li> <li>Insert security key until the Administrative menu appears.</li> <li>Select "Close Poll".</li> <li>Enter the password, then press Enter (password will be given out at Training).</li> <li>Select "Yes" to continue.</li> <li>The Results Tape(s) will print.</li> <li>Using scissors, cut the tapes so you have 2 separate zero tapes and 3 separate results tapes.</li> <li>Using scissors, break the seal on one memory card door and remove the memory card.</li> <li>Assist your <b>PDRO</b> with the following: <ul style="list-style-type: none"> <li><u>Immediately place 1 results tape, 1 zero tape, and 1 memory card from each vote tabulator into the Tabulator Results Envelopes for each tabulator. One TRO will go to the Election Office with all the Tabulator Results Envelopes for your voting station.</u></li> <li>Secondly the PDRO will take a 1 results tape and tape it to the wall for any scrutineers to view who may have chosen to stay after the close of polls to see the vote results.</li> <li>Thirdly the PDRO will need 1 zero tape and 1 results tape to attached to the PDRO Ballot Account form and place in the PDRO binder.</li> </ul> </li> <li>The remaining TRO(s) will complete the rest of the closing procedures for TROs.</li> <li>Select "No" if you do not want more Results Tapes printed.</li> <li>Select "Power Down".</li> </ul>

<b>Checklist for TRO</b>	
<small>Check -mark</small>	<b>Activity:</b>
	<ul style="list-style-type: none"> <li>The tabulator will power down.</li> </ul> Unplug the tabulator and removed vote tabulator from the ballot box.
	Finalize packing up the vote tabulators and deliver the vote tabulators to the Counting Centre. Go to the counting centre, Election officials will be waiting for you to arrive. Once delivered, this TRO is released from duty. <i>Thank you for all your work!</i>
	<b>Load and Secure the Ballot Box:</b> <ul style="list-style-type: none"> <li>Make sure all envelopes (used voting registers, spoiled ballots, etc.) are placed in the ballot boxes.</li> <li>After the envelopes are in, seal the boxes with the tape provided. If needed, please add additional packing tape to seams of the ballot box to ensure stability during transport.</li> <li>Have the PDRO sign the seal. The ballot boxes will be returned to the Election office by the PDRO.</li> </ul>
	<b>Form Completion:</b> <ul style="list-style-type: none"> <li>Complete the “<i>Voting Station Statistics</i>” form and provide to the PDRO, along with your nametag, and any unused ballots.</li> <li>The remaining TRO ensures that the “<i>TRO Spoiled Ballot Account</i>” form is complete and gives it to the PDRO. Instructions are on the form. Make sure to sign the certification portion of the form.</li> <li>Assist the PDRO with final calculations on his / her forms, if necessary. Be sure to place all forms in their appropriate envelopes and into ballot boxes for transport.</li> </ul>
	<b>Help with Clean Up of the Voting Station</b> <ul style="list-style-type: none"> <li>Pack all supplies (pens, secrecy folders, signs, tape, name tags, unused “voting register” forms, voting screens, etc.) in the plastic supply bin.</li> <li>Pack all envelopes in a ballot box (on top of the used ballots that are in there) and ensure the ballot boxes are sealed properly.</li> </ul>
	Wait to be released by the PDRO. <b>You’re done - have a great night!</b>



Checklist for GREETER	
Check -mark	Activity:
<b>GREETER – PRIOR TO ELECTION DAY:</b>	
	<b>READ THIS MANUAL!</b> It will help you be an effective and prepared Greeter.
	<b>VOTE</b> in an Advance Poll if you are eligible and want to vote.
	<b>PACK</b> this manual, a sweater, medications, and meals for the day, to bring on Election Day.
<b>GREETER – ON ELECTION DAY (Before Polls Open) - 7:00 a.m. to 8:00 a.m.:</b>	
	<b>Arrive at your voting station by 7:00 a.m.</b> Your station's doors should be unlocked upon your arrival.
	Receive your nametag from the PDRO.
	Sign the Election Worker Safety Orientation form after your PDRO does the orientation.
	Sign the <b>station “sign-in” form</b> – this will confirm your arrival on time.
	Set up a table with a chair (for yourself) close to voting station entrance.
	<p><b>Prepare Signage in Station:</b></p> <ul style="list-style-type: none"> <li>• <b>Tape up posters in voting station</b>, including: <ul style="list-style-type: none"> <li>○ Large voting station map</li> <li>○ Voting Subdivision maps</li> <li>○ Are you at the right station?” sign</li> <li>○ Voting station arrows</li> <li>○ “Welcome to voting station” sign</li> <li>○ Voter Identification signs</li> </ul> </li> <li>• Place all signs in highly visible areas. <u>Ensure that walls and furniture will not be damaged when the signs are removed.</u></li> </ul>
	<p><b>Prepare Signage leading into Station:</b></p> <ul style="list-style-type: none"> <li>• <b>Check any hallways</b> leading to the voting station. Ensure signage is adequate and that there are no barriers to the voting station.</li> <li>• Check the parking lot as well for barriers or required signage. Make sure that, if you were a voter, you'd know where to go!</li> </ul>
	Assist with assembly of voting tables. Help to set up voting screens and signs.
	Place chair with “Voters Please Wait Here” poster where you would like a lineup to begin
	Place a table and the “Scrutineers and Agents Here” poster where the PDRO would like the agents to be positioned.
	<b>Make sure you're ready to go</b> - the PDRO will open the voting station at 8:00 a.m. SHARP.
<b>GREETER – THROUGHOUT ELECTION DAY - 8:00 a.m. to 8:00 p.m.:</b>	
	<p><b>Greeting voters:</b></p> <ul style="list-style-type: none"> <li>• <b>Greet all voters warmly, to welcome them.</b></li> <li>• Then, <b>ensure they are in the correct voting station.</b> They should live within the boundaries of your voting station map. If not, show them the large map on the wall and determine the voting station they should be at. An additional tool is the Where do I Vote? Web application, which can be used to enter the voter's address and the application will say which voting station they must vote at.</li> <li>• <b>Voters are required to vote at the correct station.</b> If there is a problem and the voter becomes difficult, notify your PDRO and follow the “Conflict Resolution” procedure in this manual.</li> </ul>



Checklist for GREETER	
Check -mark	Activity:
	<ul style="list-style-type: none"> <li>• Please provide guidance to voters regarding voter identification as required.</li> <li>• Tell voters how to proceed through the voting station, and direct them to an available DRO to start the process.</li> </ul>
	<p><b>Maintain Voting Station</b></p> <ul style="list-style-type: none"> <li>• <b>Throughout the day</b>, notify your PDRO if you notice any political influences such as picketers or propaganda distributors are present in or around your voting station.</li> <li>• Notify your PDRO immediately if members of the media enter the polling station.</li> <li>• If time allows: <ul style="list-style-type: none"> <li>○ Check voting screens to ensure that pens are still attached and working, and that there is no graffiti or literature there or on secrecy sleeves.</li> <li>○ Ensure each DRO has a supply of secrecy sleeves. Ensure DROs have other supplies throughout the day if they run low.</li> <li>○ Assist the PDRO or other workers with any other duties that need to be done</li> </ul> </li> </ul>
	Take breaks and lunch when the number of voters is low, and someone can cover for you.
<b>GREETER – END OF ELECTION DAY ACTIVITIES - 8:00 p.m.</b>	
	<p><b>At 8:00 p.m. SHARP the PDRO will announce that the voting station is closed.</b></p> <ul style="list-style-type: none"> <li>• Tape the “Voting Station Closed” sign on the outside of the main doors and close the doors.</li> <li>• If there are voters present in the voting station they <b>MUST</b> be allowed to vote – if there is a line, mark a stopping point at the end of the line. If possible, ensure lineup is within the voting station, so that the door can be closed to outside voters.</li> <li>• The only persons who can remain in the voting station are Election workers, and voters, candidates, scrutineers and official agents who were present at the time of closing.</li> <li>• <b>No one may enter after 8:00 pm.</b></li> </ul>
	<p><b>HELP TO CLEAN UP THE VOTING STATION</b></p> <ul style="list-style-type: none"> <li>• Pack all supplies (pens, secrecy folders, signs, tape, name tags, unused forms, voting screens, etc.) in the plastic supply bin.</li> <li>• Take down all signage that you put up at the beginning of the day (prior to voting).</li> </ul>
	<p><b>Go to Election Office:</b></p> <ul style="list-style-type: none"> <li>• Your PDRO will require assistance to deliver election supplies to the Election Office. Please coordinate with the PDRO on the logistics of your deliveries.</li> <li>• Be available to load and unload supplies. Some items may be heavy – please use proper lifting techniques.</li> </ul>
	<b>You’re done - have a great night!</b>

**Section 14 – Final Reminders**

1. **Know your role** – Your role is key to a well-run election. Read this manual and ask lots of questions.
2. **Remember to vote in advance!** - As an election worker, you are requested to vote at the advance voting station and voting on election day will not be possible for you. See “important dates” section for location and times.
3. **Remember meals, adequate clothing, and medications** – remember you cannot leave the voting station during the day! Please also ensure all food is nut-free to avoid allergic concerns. There are kitchens and eating areas in most voting stations. Remember that buildings are non-smoking.
4. **Personal cell phones are for emergency use or use during break times only.**
5. **Arrive on time at your voting station (TROs, DROs, Greeters)** – no later than 7:00 a.m. **Part-time DROs and A-PDROs** not later than 1:00 pm.
6. **Never give opinions on the election** – do not voice opinions on any subject pertaining to the election. An election official must not be perceived to have any preferences regarding candidates on the ballot and may not support any candidate visibly. Penalties for wilful misconduct may result.
7. **Keep ballots secured** – never leave them unattended, remember “one counted ballot per voter”, preserve confidentiality at all times, and never give a voter a second ballot without going through the spoiled ballot procedure.
8. **No short cuts** – there are reasons for the procedures so don't take short cuts when opening/closing the station, receiving new ballots, assisting voters, etc.
9. **Report issues** - any election irregularity or suspicious matter should be reported to your PDRO and / or the Returning Officer. Never allow any person to interfere with a voter, even if the person is registering an objection.
10. **BE PROUD** of your contribution to your community!

One last thing to remember....

***WHEN IN DOUBT, FIND OUT - NEVER ASSUME***

***Enjoy Election Day!***

Notes:

Notes:

## APPENDIX – A

### Sample Election Forms

*Note: Samples Only for Training Purposes.*

*Actual Forms may differ slightly.*

<b>Voting Forms</b>	<b>Page</b>
Sample Ballots .....	1
Sample Voting Register .....	4
Voter Identification List (Draft) .....	5

<b>PDRO Forms</b>	<b>Page</b>
PDRO Ballot Account and Certification .....	6
PDRO Worksheet .....	7
PDRO Voting Station Inspection .....	9
Election Worker Safety Orientation .....	10
Ballot Box Certification .....	12
(*Special Circumstances forms will be provided at training)	

<b>DRO Forms</b>	<b>Page</b>
DRO Ballot Account (Interim) .....	13
DRO Ballot Account (Closing and Certification) .....	14

<b>TRO Forms</b>	<b>Page</b>
TRO Spoiled Ballot Account .....	16
TRO Voting Station Statistics .....	18



**City of St. Albert**  
2021 General Municipal Election  
Monday, October 18, 2021

**Public School Ballot**

DRO

**Instructions:** To vote, fill in the square to the right of your choice(s), like this:   
Please use only the marking pen provided.

Office of	<b>Mayor</b>
The maximum number of candidates that can be voted for is <b>ONE (1)</b>	
Jennifer <b>ABEL</b> <input type="checkbox"/>	
Andre <b>DE GRASSE</b> <input type="checkbox"/>	

Office of	<b>Councillor</b>
The maximum number of candidates that can be voted for is <b>SIX (6)</b>	
Aaron <b>BROWN</b> <input type="checkbox"/>	
Jenna <b>CAIRA</b> <input type="checkbox"/>	
Maude <b>CHARRON</b> <input type="checkbox"/>	
Amar <b>DHESI</b> <input type="checkbox"/>	
Evan <b>DUNFEE</b> <input type="checkbox"/>	
Jessie <b>FLEMING</b> <input type="checkbox"/>	
Larissa <b>FRANKLIN</b> <input type="checkbox"/>	
Jenny <b>GILBERT</b> <input type="checkbox"/>	
Vanessa <b>GILLES</b> <input type="checkbox"/>	
Julia <b>GROSSO</b> <input type="checkbox"/>	
Kristen <b>KIT</b> <input type="checkbox"/>	
Jessica <b>KLIMKAIT</b> <input type="checkbox"/>	
Ashley <b>LAWRENCE</b> <input type="checkbox"/>	
Janet <b>LEUNG</b> <input type="checkbox"/>	
Margaret <b>MACNEIL</b> <input type="checkbox"/>	
Christine <b>SINCLAIR</b> <input type="checkbox"/>	
Damian <b>WARNER</b> <input type="checkbox"/>	

Office of	<b>Public School Board Trustee</b>
The maximum number of candidates that can be voted for is <b>FIVE (5)</b>	
Danielle <b>LAWRIE</b> <input type="checkbox"/>	
Adriana <b>LEON</b> <input type="checkbox"/>	
Joey <b>LYE</b> <input type="checkbox"/>	
Madison <b>MAILEY</b> <input type="checkbox"/>	
Kylie <b>MASSE</b> <input type="checkbox"/>	
Penny <b>OLEKSIK</b> <input type="checkbox"/>	
Sydney <b>PAYNE</b> <input type="checkbox"/>	



# 2021 Alberta Senate Election and Referendum Vote

DRO

To vote, fill in the square next to your choice(s), like this:   
Use only the marking pen provided.

Senate Election	
Vote for up to three (3) senate candidates	
<b>KASIA GRUCHALLA-WESIERSKI</b> POLITICAL PARTY 1	<input type="checkbox"/>
<b>STEPHANIE LABBÉ</b> POLITICAL PARTY 2	<input type="checkbox"/>
<b>ERIN MCLEOD</b> INDEPENDENT	<input type="checkbox"/>
<b>JESSICA SEVICK</b> POLITICAL PARTY 3	<input type="checkbox"/>
<b>JILLIAN WEIR</b> POLITICAL PARTY 4	<input type="checkbox"/>
<b>JOSEPHINE WU</b> INDEPENDENT	<input type="checkbox"/>

Referendum Vote
To vote, mark one square per question to indicate your choice.
<b>QUESTION 1 - EQUALIZATION</b> Should section 36(2) of the Constitution Act, 1982 - Parliament and the government of Canada's commitment to the principle of making equalization payments - be removed from the constitution?
YES <input type="checkbox"/>
NO <input type="checkbox"/>
<b>QUESTION 2 - DAYLIGHT SAVING TIME</b> Do you want Alberta to adopt year-round Daylight Saving Time, which is summer hours, eliminating the need to change our clocks twice a year?
YES <input type="checkbox"/>
NO <input type="checkbox"/>



**City of St. Albert**  
2021 General Municipal Election  
Monday, October 18, 2021

**Separate School Ballot**

DRO

**Instructions:** To vote, fill in the square to the right of your choice(s), like this:   
Please use only the marking pen provided.

Office of	<b>Mayor</b>
The maximum number of candidates that can be voted for is <b>ONE (1)</b>	
Jennifer <b>ABEL</b> <input type="checkbox"/>	
Andre <b>DE GRASSE</b> <input type="checkbox"/>	

Office of	<b>Councillor</b>
The maximum number of candidates that can be voted for is <b>SIX (6)</b>	
Aaron <b>BROWN</b> <input type="checkbox"/>	
Jenna <b>CAIRA</b> <input type="checkbox"/>	
Maude <b>CHARRON</b> <input type="checkbox"/>	
Amar <b>DHESI</b> <input type="checkbox"/>	
Evan <b>DUNFEE</b> <input type="checkbox"/>	
Jessie <b>FLEMING</b> <input type="checkbox"/>	
Larissa <b>FRANKLIN</b> <input type="checkbox"/>	
Jenny <b>GILBERT</b> <input type="checkbox"/>	
Vanessa <b>GILLES</b> <input type="checkbox"/>	
Julia <b>GROSSO</b> <input type="checkbox"/>	
Kristen <b>KIT</b> <input type="checkbox"/>	
Jessica <b>KLIMKAIT</b> <input type="checkbox"/>	
Ashley <b>LAWRENCE</b> <input type="checkbox"/>	
Janet <b>LEUNG</b> <input type="checkbox"/>	
Margaret <b>MACNEIL</b> <input type="checkbox"/>	
Christine <b>SINCLAIR</b> <input type="checkbox"/>	
Damian <b>WARNER</b> <input type="checkbox"/>	

Office of	<b>Catholic School Board Trustee</b>
The maximum number of candidates that can be voted for is <b>FOUR (4)</b>	
Andrea <b>PROSKE</b> <input type="checkbox"/>	
Kaleigh <b>RAFTER</b> <input type="checkbox"/>	
Lauren <b>REGULA</b> <input type="checkbox"/>	
Brendon <b>RODNEY</b> <input type="checkbox"/>	
Jenn <b>SALLING</b> <input type="checkbox"/>	
Kayla <b>SANCHEZ</b> <input type="checkbox"/>	



# VOTING REGISTER

Local Authorities Election Act (Sections 1(n.1), 47, 53, 54, 59, 78)  
 Education Act (Section 4(4), 74)

- Local Jurisdiction:**
- City of St. Albert
  - Greater St. Albert Roman Catholic Separate School District No. 734 (Ward 1)
  - St. Albert Public School District No. 5565

**VOTING STATION**

**1 - SERVUS CREDIT UNION PLACE #1**



**ELECTION DATE – OCTOBER 18, 2021**

**STATEMENT OF ELECTOR ELIGIBILITY**

I, \_\_\_\_\_ of \_\_\_\_\_,

(Name of Elector) (Complete Address and Postal Code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day (since April 18, 2021)
- My place of residence is in the Voting Subdivision on Election Day;
- I have provided the required proof of eligibility by Section 53 of the *Local Authorities Election Act* or have been vouched for as to my eligibility by an elector; and
- I am eligible to vote for (check one):
  - A Catholic School Trustee
  - A Public School Trustee

\_\_\_\_\_

(Signature of Elector)

***It Is An Offence To Sign A False Statement***

**DEPUTY RETURNING OFFICER**

**BALLOT CARD ISSUED TO ELECTOR**

<input type="checkbox"/> Identification shown Check one: <input type="checkbox"/> Mayor/Councillor/Senate Vote/Referendum Questions/Catholic School Trustee <input type="checkbox"/> Mayor/Councillor/Senate Vote/Referendum Questions/Public School Trustee	Voter Number:
---	---------------

**OBJECTION TO PERSON VOTING**

Name of Candidate/Official Agent/ R.O./Scrutineer Making Objection:  Reason for Objection:	PDRO Initials:
--	----------------

**INCAPACITATED ELECTOR**

<input type="checkbox"/> Check if Ballot of Incapacitated Elector was Marked by Another Person Reason:	
---	--

The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the access and privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about this data collection, contact the City's FOIP Coordinator at 780-459-1500.

## VOTER IDENTIFICATION

To vote in the upcoming election, voters will be required to provide proof of their name and home address. The following types of verification meet the standard provincial requirement for one piece of identification:

- Identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address
- Attestation of Identity and Ordinary Residence for Tenant Elector issued by the authorized representative of a commercial property management company
- Attestation of Identity and Ordinary Residence for Incarcerated Elector issued by the authorized representative of a correctional institution
- Attestation of Identity and Ordinary Residence issued by the authorized representative of a First Nations band or reserve
- Attestation of Identity and Ordinary Residence for Post-Secondary Student Elector in Residence issued by the authorized representative of a post-secondary institution
- Attestation of Identity and Ordinary Residence for Homeless Elector issued by the authorized representative of a facility that provides services to the homeless
- Attestation of Identity and Ordinary Residence for Elector in Long Term Care or Supportive Living Facility issued by the authorized representative of a supportive living facility or treatment centre
- Bank/credit card statement or personal cheque
- Correspondence issued by a school, college or university
- Government cheque or cheque stub
- Income/property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- Pension Plan statement of benefits, contributions or participation
- Residential lease or mortgage statement
- Statement of government benefits: e.g. Employment insurance, old-age security, social assistance, disability support, or child tax benefit.
- Utility bill: e.g. Telephone, public utilities commission, television, hydro, gas or water
- Vehicle ownership, registration or insurance certificate

If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable proximity to the voting jurisdiction.

# P.D.R.O. BALLOT ACCOUNT

Local Authorities Election Act (Sections 54, 88, 89)

**Local Jurisdiction:** City of St. Albert  
 Greater St. Albert Roman Catholic Separate School District No. 734 (Ward 1)  
 St. Albert Public School District No. 5565

**Election Date:** October 16, 2017

**Ballot Issuance:**

LINE	CATEGORY	MAYOR, COUNCILLOR, CATHOLIC SCHOOL	MAYOR, COUNCILLOR, PUBLIC SCHOOL	TOTAL
1	<b>TOTAL BALLOTS PROVIDED</b> (from ARO to PDRO)			
2	SUPPLIED TO DROs and TROs			
3	NOT SUPPLIED TO DROs or TROs			
<b>TOT</b>	<b>TOTAL LINES</b> <b>2 and 3</b>			
4	ISSUED BALLOTS BY DROs			
5	ISSUED BALLOTS BY TROs (FOR SPOILED)			
6	UNUSED BALLOTS BY TROs and DROs			
<b>TOT</b>	<b>TOTAL LINES</b> <b>4 to 6</b>			

- \*Line 1 is the total ballots provided to you by the ARO. Assume 50 ballots per unopened package, but use the exact number of ballots for packages that were provided to DROs or TROs (they will count)
- \*All information for this form should come from your completed PDRO worksheets
- \*Totals of Line 1 and Lines 2-3 should match
- \*Totals of Lines 4-6 and Line 2 should match

**Presiding Deputy's Certification And Statement  
On Completion of Ballot Count**

*Local Authorities Election Act (Sections 90, 91)  
Form 9*

**Local Jurisdiction:** City of St. Albert  
Greater St. Albert Roman Catholic Separate School District No. 734 (Ward 1)  
St. Albert Public School District No. 5565

**Election Date:** October 16, 2017

**Voting Station #:** \_\_\_\_\_

I, \_\_\_\_\_, certify that the total number of persons who have this day  
(Name of Presiding Deputy)

signed a voting register to vote at this voting station is:

\_\_\_\_\_  
(Figures)

\_\_\_\_\_  
(Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

\_\_\_\_\_  
(Signature Presiding Deputy Returning Officer)

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

**ATTACH COPY OF TABULATOR FINAL TAPE TO THIS FORM  
AND FILE THIS FORM IN THE FRONT OF YOUR BINDER**

**(Note: If using for Advance Vote no Results Tape will be available – File this  
Form only in the PDRO Binder for Advance Votes)**

<b>File: PDRO Binder</b>
<b>STATION #:</b>
<b>STATION NAME:</b>
<b>PDRO NAME:</b>

**P.D.R.O. WORKSHEET – City & Catholic Trustee Ballots**  
 For Use to Complete "PDRO Ballot Account" form

**\*\*Use separate worksheets for each ballot type**

LINE	BALLOTS	DRO 1	DRO 2	DRO 3	DRO 4	DRO 5	DRO 6	DRO 7	DRO 8	DRO 9	DRO 10	DRO 11	DRO 12	DRO 13	DRO 14	DRO 15	DRO 16	DRO 17	DRO 18	DRO 19	DRO 20	DRO 21	TROs	TOTAL
A	SUPPLIED TO DROs and TROs																							
B	ISSUED BY DROs																							
C	ISSUED BY TROs																							
D	UNUSED BALLOTS BY DROs and TROs																							
E	<b>TOTAL LINES B + C + D</b>																							

**INSTRUCTIONS**

1. Collect all "DRO Ballot Account (Closing and Certification) forms and all "TRO Spoiled Ballot Account" forms from your workers.
2. Transfer the totals from Line 1 of each column of each form (for this ballot type and for each DRO or TRO) into Line A of this form. Total the Line in the grey column.
3. Transfer the totals from Line 2 of each column of each form (for this ballot type and for each DRO or TRO) into Line B (DROs) or Line C (TROs) of this form. Total the Lines in the grey column.
4. Transfer the totals from Line 3 of each column of each form (for this ballot type and for each DRO or TRO) into Line D of this form. Total the Lines in the grey column.
5. The total of Line A should match the total of Line E, for each DRO/TRO and in the grey column. If it doesn't, find out why.
6. From the Grey "Total" column, transfer the totals of Line A, B, C and D to your "PDRO Ballot Account". The numbers of the applicable lines in the "PDRO Ballot Account" are provided in the squares.
7. If you have more workers than space on this form, use an additional form.
8. Repeat these steps on the other worksheets for your other ballot type(s).

**PLACE IN YOUR PDRO BINDER AND USE TO COMPLETE "PDRO BALLOT ACCOUNT" FORM**

**Voting Station:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Hazard	Comments	Action Required	Fixed?
Electrical and other cords are not located in places where they might trip someone, or are taped down.			
Rugs are secured or treated so they don't slip. Floors are free of snags or debris.			
Stairways, corridors, and aisles are free from obstructions.			
Tabulators are placed securely on ballot boxes, and appear functional.			
Exits and exit routes are not blocked by furniture or other items.			
First Aid kits are available and workers are aware how to access them.			
Fire alarm locations are familiar to workers, and workers know fire escape routes.			
Workers advised to use proper lifting techniques when handling heavy objects, and heavy objects are not stored in high places.			
Other:			
Other:			

**Conducted by:** \_\_\_\_\_

Name and Signature of PDRO

**Witnessed by:** \_\_\_\_\_

Name and Signature

**Election Worker Safety Orientation**

**Date:** \_\_\_\_\_

Polling Station: \_\_\_\_\_

**Emergency Procedures**

- Location of First Aid kit
- Location of AED if available
- Location of Fire Extinguishers
- Location of Fire Alarm
- Location of Muster Point

**Contacts**

- Let PDRO know of any Safety issue
- Contact 911 if needed
- PDRO to contact Election Coordinator - Tracy Adolf 780 884-4984 if needed

**Job Specific Hazards & Safe Work Procedures**

- Job Specific Hazards (HIAC) has been reviewed with workers

Conducted by (print): \_\_\_\_\_

PDRO





**BALLOT BOX CERTIFICATION (File: PDRO Binder)**

VOTING STATION NO. \_\_\_\_\_  
VOTING STATION NAME: \_\_\_\_\_

I certify that this ballot box was empty at the opening of the Voting Station listed above.

\_\_\_\_\_  
Presiding Deputy Returning Officer

\_\_\_\_\_  
Witness 1 (Voter)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness 2 (TRO or Voter)

---

**BALLOT BOX CERTIFICATION (File: PDRO Binder)**

VOTING STATION NO. \_\_\_\_\_  
VOTING STATION NAME: \_\_\_\_\_

I certify that this ballot box was empty at the opening of the Voting Station listed above.

\_\_\_\_\_  
Presiding Deputy Returning Officer

\_\_\_\_\_  
Witness 1 (Voter)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness 2 (TRO or Voter)

---

**BALLOT BOX CERTIFICATION (File: PDRO Binder)**

VOTING STATION NO. \_\_\_\_\_  
VOTING STATION NAME: \_\_\_\_\_

I certify that this ballot box was empty at the opening of the Voting Station listed above.

\_\_\_\_\_  
Presiding Deputy Returning Officer

\_\_\_\_\_  
Witness 1 (Voter)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness 2 (TRO or Voter)

**STATION #:**  
**STATION NAME:**  
**DRO #:**

**D.R.O. BALLOT ACCOUNT [Interim]**

*Local Authorities Election Act (Sections 88, 89, 90)*

Local Jurisdiction: **City of St. Albert**  
**Greater St. Albert Roman Catholic Separate School District No. 734 (Ward 1)**  
**St. Albert Public School District No. 5565**

**Election Date: October 18, 2021**

**Ballot Issuance:**

LINE	BALLOTS	MAYOR, COUNCILLOR, CATHOLIC SCHOOL	MAYOR, COUNCILLOR, PUBLIC SCHOOL
1	<b>SUPPLIED</b>		
	2 <sup>nd</sup> Batch		
	3 <sup>rd</sup> Batch		
	4 <sup>th</sup> Batch		
	5 <sup>th</sup> Batch		
	Etc.		
	<b>TOTAL SUPPLIED</b>		
2	<b>ISSUED</b>		
3	<b>UNUSED</b> (count to be exact)		
	<b>TOTAL Lines 2 and 3</b>		

*\*Totals in the outlined boxes should match*

*\*Number of Issued ballots should match the number on your last used Voting Register.*

**PROVIDE FORM TO PDRO, AND USE TO ASSIST IN END OF DAY CALCULATIONS**

**STATION #:**  
**STATION NAME:**  
**DRO #:**

**D.R.O. BALLOT ACCOUNT**  
**[Closing and Certification]**

*Local Authorities Election Act (Sections 88, 89, 90)*

Local Jurisdiction: **City of St. Albert**  
**Greater St. Albert Roman Catholic Separate School District No. 734 (Ward 1)**  
**St. Albert Public School District No. 5565**

**Election Date: October 18, 2021**

**Ballot Issuance:**

LINE	BALLOTS	MAYOR, COUNCILLOR, CATHOLIC	MAYOR, COUNCILLOR, PUBLIC	TOTAL
1	SUPPLIED by PDRO (total all day)			
2	ISSUED BALLOTS			
3	UNUSED BALLOTS (count to be exact)			
4	TOTAL (lines 2 and 3)			

*\*Totals in Lines 1 and 4 should match*

*\*Number of Issued ballots should equal the number of your last used Voting Register*

*\*Totals in Line 1 should be transferred to Line A of PDRO's Worksheet – check to ensure total agrees with yours*

*\*Totals in Line 2 should be transferred to Line B of PDRO's Worksheet*

*\*Totals in Line 3 should be transferred to Line D of PDRO's Worksheet*

***Please ensure that you sign the Certification/Statement on the Back of this Form***

**DEPUTY'S CERTIFICATION AND STATEMENT  
ON COMPLETION OF BALLOT COUNT**  
*Local Authorities Election Act (Sections 90, 91)*

I, \_\_\_\_\_, certify that the number of persons who have this day signed the voting register to vote at my voting station is:

\_\_\_\_\_

(Figures)

(Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

\_\_\_\_\_

(Deputy Returning Officer)

\_\_\_\_\_

(Presiding Deputy Returning Officer)

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

***Provide form to the PDRO***

*Place completed forms in the PDRO Binder*

**STATION #:**  
**STATION NAME:**  
**TRO #:**

## T.R.O. SPOILED BALLOT ACCOUNT

*Local Authorities Election Act (Sections 65, 88, 89)*

**Local Jurisdiction: City of St. Albert**  
**Greater St. Albert Roman Catholic Separate School District**  
**No.734 (Ward 1)**  
**St. Albert Public School District No. 5565**

**Election Date: October 18, 2021**

### BALLOT ISSUANCE

LINE	BALLOTS	MAYOR, COUNCILLOR, CATHOLIC SCHOOL	MAYOR, COUNCILLOR, PUBLIC SCHOOL	TOTAL
1	<b>SUPPLIED by</b> <b>PDRO</b> (Total all day)			
2	<b>ISSUED</b> <b>BALLOTS</b> (Replacements for spoiled ballots)			
3	<b>UNUSED</b> <b>BALLOTS</b>			
4	<b>TOTAL LINES</b> <b>2 and 3</b>			

*\*Your number of issued ballots should equal the number of spoiled ballots you placed in the "Spoiled Ballot" envelope during the day.*

*\*Totals in Lines 1 and 4 should match*

*\*Totals in Line 1 should be transferred to Line A of PDRO's Worksheet – check to ensure total agrees with yours*

*\*Totals in Line 2 should be transferred to Line C of PDRO's Worksheet*

*\*Totals in Line 3 should be transferred to Line D of PDRO's Worksheet*

**Please ensure that you sign the Certification/Statement on the  
Back of this Form**

**TECHNICAL DEPUTY'S CERTIFICATION**

I, \_\_\_\_\_, certify that to the best of my knowledge and belief the entries in the attached ballot account were correctly made.

\_\_\_\_\_  
(Technical Returning Officer)

\_\_\_\_\_  
(Presiding Deputy Returning Officer)

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

***PROVIDE THIS FORM TO THE PDRO***

**STATION #:**

**PDRO NAME:**

# VOTING STATION STATISTICS

For Technical Returning Officers

**Voting Station Statistics** – Every hour, starting at 9:00 a.m., please enter under the appropriate time slot the number of voters, as shown on your ballot tabulator machines.

**TABULATOR 1 – TRO NAME:** \_\_\_\_\_

9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00

**TABULATOR 2 – TRO NAME:** \_\_\_\_\_

9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00

**TABULATOR 3 – TRO NAME:** \_\_\_\_\_

9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00

**Note:** Some Advance Votes will have only one tabulator and some Election Day voting stations have two vote tabulators. Use form as your voting location requires.

***PLACE IN PDRO BINDER AT END OF DAY***