



July 9, 2010

2010 VAUGHAN MUNICIPAL ELECTION

The City of Vaughan is currently recruiting for a variety of customer-service focused, temporary Election Officials to assist in the 2010 Municipal (and School Board) Election. If you would like to get involved in your community, the City of Vaughan would like you to consider being part of our 2010 Election Team!

The Municipal Election will be held on Monday, October 25, 2010. We will be using vote tabulators at every voting location to tabulate the ballots. The positions we will be hiring are as follows:

- Managing Deputy Returning Officers (MDRO);
- Deputy Returning Officers (DRO);
- Revision Officers (RO); and
- Customer Service Officers (CSO)

We have enclosed an application form and a list of the Election Officials being hired, the responsibilities, qualifications and the rate of pay. If you are interested in applying to work on Election Day, Monday, October 25, 2010, please complete the application form and return it to the City Clerk's Office.

Every effort will be made to place successful applicants at a convenient facility location, however, this is not always possible. Those selected will be required to attend the mandatory training session which will start in September.

We have made a change that you should be aware of if you are assigned to work in a nursing home/retirement home facility. These locations will have reduced hours of voting, 10:00 a.m. to 1:00 p.m. and 3:00 p.m. to 6:00 p.m. and you will be assigned two facilities.

Please forward your completed application, in person or by mail, to the City of Vaughan, Clerk's Department, 2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1 or fax to the Clerk's Department at 905-832-8535. We thank all applicants who express an interest in employment for the election. Successful applicants will be sent an appointment notice in mid-August that will include: position and voting location assigned; training date, time and location.

If you require further information, or clarification, please contact Brenda Hickock, Election Assistant; at 905-832-8585 Ext: 8325 or email: ElectionAssistant@vaughan.ca

Sincerely,

Sybil Fernandes
Deputy City Clerk
Encl.



www.vaughanvotes.ca

2010 MUNICIPAL ELECTION APPLICATION

Thank you for your interest in the 2010 Vaughan Municipal Election. Completed application forms must be returned to the City of Vaughan, Clerk's Department, 2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1 or faxed to the Clerk's Department at 905-832-8535.

Election Day is Monday, October 25, 2010; working hours are 9 a.m. – 9 p.m. (approx.)

Part I (Print clearly in space provided.)

First Name Last Name

Mailing Address

City/Town Postal Code

Home Phone Business Phone

Voting Ward (please circle one) 1 2 3 4 5 N/A E-Mail Address

Part II (Check Yes or No) Yes No

Are you a candidate, a candidate's family member or a person working on a candidate's campaign?

Have you worked in a federal, provincial, or municipal election before? (Please circle all applicable)

Do you have a valid driver's licence and have sole use of a vehicle?

Do you speak a language, other than English, fluently? If so, please specify:

Part III (position applying for)

I am applying for the following position:

Managing Deputy Returning Officer Deputy Returning Officer Revision Officer Customer Service Officer

If the position you have indicated above is not available, would you be interested in being placed in any other position? Yes No

Attendance at an election training session is mandatory for all Election Officials. Training sessions will involve classroom and hands on training and will be held September 7, 2010 to September 30, 2010. Please check off the best time for you to attend a training session. Morning Afternoon Evening Weekdays Weekends

Signature Date

NOTE:

- Completion of an application does not guarantee employment.
Vaughan may recruit for stand-by employment.
Compensation (honorarium) includes attendance at a mandatory training session and any mileage or other transportation costs of any kind associated with the duties.
Applicants must have every intention of fulfilling the obligation for the entire day (9:00 a.m. – 9:00 p.m. approx.) on October 25, 2010.
Please do not offer your services unless you can commit to fulfilling assigned duties on Election Day.
Names and telephone numbers will be shared with Election Officials for contact purposes only.
Election Officials are encouraged to vote on one of the scheduled Advance Vote days, October 4-10 or October 18 and 19 at York University.
Every attempt will be made to place Election Officials in the ward in which they reside, however, this may not always be possible.
A candidate, a candidate's spouse, sibling, parent or child of a candidate or grandchild of a candidate are prohibited from working in the Vaughan Municipal Election.
Those who cannot fulfill their Election Day duties will not be paid for attending a training session.

Table with 4 columns: Staff Initials, Position Assigned, Location, Ward, Poll

The personal information on this form is collected under the legal authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the sole purpose of administering the Municipal (and School Board) Election in the City of Vaughan. Questions about this collection can be directed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1, 905-832-8504.

For further information contact Brenda Hicock, Election Assistant, 905-832-8585 Ext 8325 or email: ElectionAssistant@vaughan.ca

ELECTION OFFICIAL RESPONSIBILITIES AND QUALIFICATIONS

Managing Deputy Returning Officer (MDRO) responsibilities include, but are not limited to, the following:

- ✓ ensures and maintains proper conduct at the voting place;
- ✓ maintains a large voting place with multiple staff;
- ✓ sets up, opens and closes the voting place;
- ✓ supervises opening and closing of polls at voting place;
- ✓ supervises all administrative and voting procedures;
- ✓ administers appropriate oaths;
- ✓ verifies identification provided by the voter;
- ✓ directs voter to the appropriate Election Official or voting station, as necessary;
- ✓ returns election supplies to designated receiving area after the close of the voting place; and
- ✓ provides back-up assistance, as necessary, to Election Officials at the voting place.

- must have sole use of a vehicle
- must be able to lift and carry items that weigh 25-30 lbs.
- must have excellent customer service and problem solving skills
- must be highly organized and able to manage staff
- previous election experience an asset
- October 25: 9:00 a.m. to 9:00 p.m. (approx.)
- training: 2 hours **Honorarium: \$250. (includes training and any mileage incurred)**

Deputy Returning Officer (DRO) responsibilities include, but are not limited to, the following:

- ✓ sets up voting place;
- ✓ ensures and maintains proper conduct at the voting place;
- ✓ opens and closes polls at voting place including all opening and closing administrative procedures;
- ✓ verifies identification provided by the voter;
- ✓ provides voter with an Application to Amend the Voters' List form or directs voter to the Revision Officer, if necessary;
- ✓ maintains an official record of voters who have completed an Application to Amend the Voters' List form;
- ✓ locates and crosses off voter's name on the Voters' List;
- ✓ issues the appropriate ballot to voter;
- ✓ instructs voter on voting procedure if requested;
- ✓ administers appropriate oaths;
- ✓ assists voters as requested;
- ✓ returns election supplies to designated receiving area after the close of the voting place; and
- ✓ provides back-up assistance, as necessary, to Election Officials at the voting place.

- must have sole use of a vehicle
- must be able to lift and carry items that weigh 25-30 lbs.
- must have excellent customer service and problem solving skills
- must be highly organized and a team player
- previous election experience an asset
- October 25: 9:00 a.m. to 9:00 p.m. (approx.)
- training: 2 hours **Honorarium: \$200. (includes training and any mileage incurred)**

Revision Officer (RO) responsibilities include, but are not limited to, the following:

- ✓ assists in the set-up of voting place;
- ✓ verifies identification provided by the voter;
- ✓ checks the Voters' List for the voter's name;
- ✓ provides voter with an Application to Amend the Voters' List form and assists voters as required;
- ✓ maintains an official record of voters who have completed an Application to Amend the Voters' List form;
- ✓ administers appropriate oaths;
- ✓ directs voter to the appropriate Election Official or voting station;
- ✓ assists other Election Officials as necessary; and
- ✓ assists with close of voting place.

- must have excellent customer service and problem solving skills
- October 25: 9:00 a.m. to 9:00 p.m. (approx.)
- training: 1 hour **Honorarium: \$175. (includes training and any mileage incurred)**

Customer Service Officer (CSO) responsibilities include, but are not limited to, the following:

- ✓ assists in the set up of the voting place;
 - ✓ assists the MDRO in the maintenance of peace and order in the voting location;
 - ✓ greets voters and verifies voters' identification;
 - ✓ provides instruction on the proper marking of the ballot (as necessary);
 - ✓ directs voters to either a DRO or to a Revision Officer;
 - ✓ checks the voting place periodically for campaign literature; and
 - ✓ assists with closing the voting place.
- must have excellent customer service skills
 - must be able to stand for long periods
 - October 25: 9:00 a.m. to 9:00 p.m. (approx.)
 - training: 1 hour **Honorarium: \$175. (includes training and any mileage incurred)**