



Inventory/Shipping Clerk's Manual

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The masculine gender is used throughout this guide without bias, in the interest of simplicity and ease of reading.

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Chapter 1 – Introduction

The inventory/shipping clerk is responsible for managing and controlling the inventory of election materials during an electoral event. The election period begins the moment an election is called (Day 36 at the latest) and continues until polling day (Day 0). After polling day, office closing activities begin.

This manual will help you carry out your duties and responsibilities as an inventory/shipping clerk for Elections Canada (EC). Read and review the manual several times before you begin your job. Keep it nearby as a reference tool to help you follow correct procedures.

1.1 Contents of the Manual

This manual describes the duties you must perform during and after polling day.

It addresses the following points:

- job description
- opening activities
- activities during the electoral event
- orders for additional materials
- electoral districts with additional offices
- closing-out activities

1.2 Other Resources

Returning Officer's List of Supplies

Ask the returning officer (RO) to give you a copy of the "Returning Officer's List of Supplies" and Composition of Kits (available in the RO's public folders) so you can become familiar with the composition of the particular lots and kits for your electoral district.

Returning Officer's Manual

In Chapter 14 of the *Returning Officer's Manual*, read the section on the composition of lots for the return of election materials after polling day.

Chapter 2 – Job Description

2.1 Inventory/Shipping Clerk

The inventory/shipping clerk is responsible for managing and controlling the inventory of election materials.

Reporting Relationships

The inventory/shipping clerk reports directly to the office coordinator, the RO and the assistant returning officer (ARO).

Key Activities

- ensures the receipt, recording, storage, safekeeping and distribution of election materials
- ensures the timely and cost-effective replacement of office supplies
- performs other duties as assigned by the office coordinator, the RO or the ARO

Tasks

- inventories all election materials received from EC and various suppliers
- monitors use and distribution of office supplies and election materials
- completes and processes orders for election materials through the Supply Management System by Intranet (SMSi)
- submits orders to the office coordinator, the RO or the ARO for approval
- monitors access to the storage room
- keeps the storage room clean and well organized so that forms are easily retrievable
- inventories and returns all unused materials to EC at the closing of the office
- packages election materials, office supplies and equipment for shipping and pick-up
- monitors and confirms the delivery of shipped goods
- receives and records the receipt of shipped goods
- verifies the contents of orders received against the order form and ensures that the materials are in good condition
- notifies the office coordinator, the RO or the ARO of missing or damaged goods

Qualifications

The inventory/shipping clerk does not have to be an elector or a resident of the electoral district but must possess the following qualifications.

Experience

- operation of common office equipment
- inventory management
- procedures for safeguarding assets
- ordering and local purchasing
- assembly, packaging and shipping of materials and supplies
- handling of heavy boxes (up to 46 lbs/21 kg)

Knowledge of

- local suppliers and price lists
- methods of inventory control and management
- procedures for the safe handling and storage of supplies and materials
- the EC inventory system
- English and French

Abilities

- Oral skills are required to discuss supplies and equipment with the office coordinator, the RO, the ARO, local suppliers and Elections Canada's Support Network (ECSN) and to understand expectations and deliverables.
- Math skills are required to count and account for the movement of assets in and out of inventory and to accurately cost new supply orders.
- Organizational skills are required to ensure the orderly processing, display and storage of materials and supplies, and to predict the appropriate time to reorder materials or supplies.
- Listening skills are required to hear and understand questions and messages about the use, order and distribution of materials and supplies.
- Reading skills are required to identify the various types of materials and supplies and to understand any packing, unpacking or special storage instructions.
- Keyboarding skills are required to operate the automated system for ordering supplies.
- Visual skills are required to locate and place materials, supplies and equipment in the storage room.
- Dexterity is required to handle materials, supplies and equipment.

Personal Suitability

- adapt and learn quickly
- maintain a professional demeanour at all times
- remain calm under pressure
- remain impartial in all professional relations during the time of employment
- exercise judgment and tact when dealing with issues and people
- complete tasks and assignments
- fulfill and honour commitments

Reference: *Returning Officer's Manual*, Chapter 5, *Election Officers and Office Staff*.

Chapter 3 – Opening Activities

This chapter is designed to guide you during the first days following the opening of the local Elections Canada office in your electoral district. It will help you understand the tasks to be performed so that materials are received and properly organized.

Since some election materials are sent to the RO before the issue of the writ, it is necessary to arrange with him to pick up any election materials and office supplies that are already in his possession. Refer to [Section 3.3, Receipt, Inventory and Organization of Materials](#) for more information on the procedures to follow for the initial inventory.



If your electoral district has additional offices, you must pay particular attention to [Chapter 6 – Electoral Districts with Additional Offices](#) as soon as activities are underway.

3.1 Elections Canada's Inventory System

To assist the RO in identifying and retrieving electoral event materials, EC uses an inventory system that assigns a number to each item of election material based on the period during which the item is used and the people who use it. All election materials sent to the RO's office are identified with an inventory number.

Table 1 Election Materials Inventory Numbers

| Series Number | Users | Period Used |
|---------------|---|---|
| EC 10000 | ROs, AROs or AAROs | Before, during and after an election period |
| EC 20000 | Candidates | During and after the election period |
| EC 30000 | National Register of Electors (EC in Ottawa only) | Between electoral events |
| EC 40000 | Revising agents and electors | During the revision period |
| EC 50000 | Poll officials | During polling days |
| EC 60000 | EC staff (EC in Ottawa only) | In relation to electoral geography |
| EC 70000 | Special Voting Rules (SVR) officials and electors | In relation to SVR |

3.2 Principle of Lots and Kits

EC sends supplies in separate lots. The lot numbers are identified on the shipments and the contents of each lot are listed on the “Returning Officer’s List of Supplies”, used as a packing slip.

| Returning Officer’s List of Supplies | | | | |
|---|----------|--|---------------|----------|
| 46-004 | | | | |
| LOT | | | | |
| 00001/E | | | | |
| For RO before and at issue of writ | | | | |
| Number | Revision | Description | Unit of Issue | Quantity |
| EC10090 | 2000/02 | Delegation of Authority | Package of 6 | 1 |
| EC10125 | 2000/03 | Notice to Employees | Package of 30 | 1 |
| EC10190 | 2000/03 | Transfer Certificate | Package of 10 | 1 |
| EC10300 | 2000/03 | Affidavit of the Printer | Single of 1 | 2 |
| EC10440 | 2001/11 | Letterhead paper (Laser printer) | Box of 500 | 2 |
| EC10451 | 2006/03 | Selection Guidelines for Revising Agents | Single of 1 | 10 |
| EC10452 | 2006/03 | Selection Guidelines for Registration Officers | Single of 1 | 10 |
| EC10460 | 2006/03 | Selection Guidelines for DRO’s and Poll Clerks | Single of 1 | 10 |

Figure 1 Example of packing slip

Lots are colour-coded for identification. The table below presents the colour code used to differentiate the lots.

Table 2 Colour Code for Lot Numbers

| | | |
|-------|---|-------------|
| Lot 1 | For RO before and at issue of writ | Yellow |
| Lot 2 | Signage | Fuchsia |
| Lot 3 | Election expenses materials | Bright Pink |
| Lot 4 | Federal electoral legislation for candidates | Light Blue |
| Lot 5 | Material for special ballot coordinators (SBCs) | Turquoise |
| Lot 6 | Material for VIC as Proof of ID | Green |
| Lot 7 | Accessories for RO’s office | Violet |
| Lot 8 | Boxes and dividers for revision forms | Turquoise |
| Lot 9 | Boxes for voter information cards (VICs) | Orange |

| | | |
|--------|--|---------------|
| Lot 10 | Material for automation coordinator | Beige |
| Lot 11 | Material for the financial officer for the preparation of accounts | Grey |
| Lot 12 | Material for revision | Orange |
| Lot 13 | Material for training | Lime |
| Lot 14 | Various authorization forms | Green |
| Lot 15 | Ballot paper sheets | White |
| Lot 16 | Material for the community relations officer | Fuchsia |
| Lot 17 | Material for the ballot paper printer | Bright Pink |
| Lot 18 | Signage for deputy returning officers (DROs) | Orange |
| Lot 19 | Material for information officers | Fuchsia |
| Lot 20 | Voting screens for polling day | Bright Orange |
| Lot 21 | Ballot boxes for polling day and VIC collection boxes | Bright Pink |
| Lot 22 | Material for DROs – Advance polls | Light Green |
| Lot 23 | Material for registration officers | Turquoise |
| Lot 24 | Material for central poll supervisors (CPSs) | Light Blue |
| Lot 25 | Material for DROs – Ordinary polls | Yellow |
| Lot 26 | Material for DROs – Mobile polls | Violet |
| Lot 27 | Material for counting SVR votes | Lime |
| Lot 28 | Material for the validation of voting results | Yellow |
| Lot 29 | Material for hospital special ballot coordinators (SBCs) | Beige |
| Lot 30 | Boxes for the return of material | Fuchsia |
| Lot 31 | Boxes for the return of the validation of results material | Grey |
| Lot 32 | Accessories for the return of material (monotainer) | Violet |
| Lot 35 | Disinfecting Material for Polling Stations | White |
| Lot 40 | Identification labels for newly registered parties, if required | Light Blue |

The quantity of materials for each electoral district is based on available electoral geographic data or other information the RO has provided to EC.

Note that some lots contain kits that have already been assembled by EC. Some kits are complete, while others require additional items.

The Supply Management System by intranet (SMSi) lets you see the materials and quantities planned for your electoral district. It also shows pictures of the lots, kits and items. Ask your RO if you can access the system yourself. If so, the RO will have to give you the password. For instructions, please refer to [Chapter 5 – Ordering Additional Materials](#).

3.3 Receipt, Inventory and Organization of Materials

3.3.1 Receipt of Election Materials

As soon as they are retrieved, you must inventory the election materials and the office supplies that were in the RO's possession before the calling of the election.

The document "Shipment Schedule" will enable you to plan for the receipt of materials from EC throughout the election period. Refer to Appendix A at the end of this manual for the shipping schedule.

Election Materials

- Ask the RO to give you the document "Returning Officer's List of Supplies" (available in the RO's public folders), which includes the list of election materials by lot, as well as the quantities planned for your electoral district.
- This document, which is attached to the shipment schedule and packing slips, will enable you to ensure control of the inventory of election materials.
- Due to the time constraints of an electoral event, shipments should be verified as soon as they arrive.
- Packing slips must be used for that purpose.
- The dates of reception and verification must be recorded.
- It is strongly recommended that you keep all packing slips received during the electoral event in a file for future reference.
- The packages containing the election officers' kits must be stored as-is until the materials for the polling day are required.
- However, you must verify that the quantities received (number of packages and the quantity of kits per box) correspond to the needs of your electoral district. Discuss this matter with your RO.
- EC MUST BE NOTIFIED AS SOON AS POSSIBLE IF THERE ARE ANY MISSING ITEMS, otherwise, it might be difficult to obtain the items in time.

Reusable Office Supplies and Materials

Use the list of reusable office supplies and materials to inventory such items. Please refer to [Appendix C: List of Reusable Office Supplies and Material](#) (*Returning Officer's Manual, Part 1, Pre-Writ, Chapter 2, Pre-Event Activities*).

This list will help control the movement of office supply inventory throughout the electoral event and will provide a basis of control for the next election.

3.3.2 Organization of Materials in the Office

Several items from the EC 10000 and EC 20000 series must be placed in a filing cabinet in the RO's office for quick access.

A space for storing materials and furniture (as necessary) has been designated by your RO. The remaining materials must be stored there in an orderly fashion, using the EC labelling system. Organizing the materials in this way allow for quick access and inventory control.

Materials from the local printer must be received, inventoried, organized and stored according to the same principles as materials from EC.

Once materials are unpacked, the boxes must be taken apart and stored. They will be used at the end of the election period to return election materials to EC.



It is essential to maintain inventory control during the electoral event. The inventory/shipping clerk is responsible for this task.

3.3.3 Security

The following materials must be locked up:

- ballots
- nomination papers
- tax receipts

Chapter 4 – Activities During the Electoral Event

This chapter is designed to guide you throughout the election period. It will help you understand your tasks and the time prescribed to perform them, so that materials are properly managed.

4.1 Materials and Office Supplies

The inventory/shipping clerk is responsible for preparing and sending out orders, as well as for the receipt, inventory and control of election materials, reusable materials and office supplies.

All the lots, kits and shipments of additional materials must first be received, verified and inventoried for use by office staff.

The packing slips must be verified, dated and initialled, and placed in the designated file.

4.2 Materials for Special Voting Rules (SVR)

4.2.1 In the Returning Officer's Office

All the materials in Lot 5 and Kit 5 for SVR must be given to the special ballot coordinator so that he can control, prepare and manage them. These materials are sent to the RO's residence before the issue of the writ.

4.2.2 Voting in Acute Care Hospitals

All the materials in Lot 29 "Material for hospital special ballot coordinators" must be given to the special ballot coordinator. Lot 29 is sent to the RO's office between Days 25 and 21 of the election calendar.

4.2.3 For Counting Local Special Ballots

All the materials in Lot 27 "Material for counting SVR votes" must be given to the special ballot coordinator. Lot 27 is sent to the RO's office between Days 25 and 21.

4.3 Promotional Materials for Outreach Activities – Community Relations Officer

The inventory/shipping clerk must organize the materials in Lot 16 "Material for community relations officers" in an orderly and accessible fashion. Lot 16 is sent to the RO's office between Days 25 and 21 of the election calendar. Any additional promotional materials sent by EC must be stored with the materials from Lot 16. These materials must be available so that all employees can use them as necessary.

4.4 Materials for Targeted Revision

The materials required for targeted revision are packed in Lot 12, which is sent to the RO's residence before the issue of the writ. This lot includes targeted revision kits for revising agents. These materials must be inventoried, organized and stored to facilitate use. Notify the revision supervisor of all materials received.

4.5 Materials from the Printing Company

At different times throughout the electoral event, your local printer will send you election materials. These materials must be received by the inventory/shipping clerk, as with materials from EC.

You must verify the packing slips and the merchandise received, and notify your RO immediately upon receipt of the materials.

Here is a list of some of the materials you may receive from your local printer.

4.5.1 Lists of Electors – unless copies are made at the office

- receipt of copies of the preliminary lists of electors (Days 36 to 34)
- receipt of copies of the revised lists of electors (Days 15 to 12)
- receipt of copies of the official lists of electors (Days 4 to 3)

4.5.2 Voter Information Cards (VICs)

You will receive the voter information cards (VICs) between Days 30 and 25 of the election calendar. Ask your RO to provide you with a copy of his order form so you can control the quantities received.

4.5.3 Ballots

You will receive the ballots starting on Day 15 of the election calendar. Ask your RO to provide you with a copy of his order form so you can control the quantities received.

4.5.4 List of Candidates in Large Print

You will receive copies of the list as of Day 15. Ask your RO to provide you with a copy of his order form so you can control the quantities received.

4.5.5 Other Documents

Depending on the need, you may receive other items from your printer such as quick reference guides (EC 50016, EC 50017, EC 5008), information notices on voting by special ballot in acute care institutions (EC 78693), etc.

4.6 Materials for Candidates

The RO may ask you to prepare the following materials for the confirmed candidates:

- materials and kits (Days 36 to 32)
- preliminary lists of electors and poll key (Day 31)
- documents for the candidates' meeting (Days 21 to 19)
- revised lists of electors (Day 11)
- official lists of electors (Day 3)

4.7 Materials for Training Sessions

All the materials in Lot 13 must be given to the training officer. These materials are sent to the RO's office between Days 25 and 21.

4.8 Materials for Advance Polling Stations

The materials for the advance polling stations must be prepared between Days 23 and 11.

4.8.1 Materials for Deputy Returning Officers and Poll Clerks

The following materials must be prepared and assembled **for each deputy returning officer**. Write:

- the number of the advance polling station on the ballot box
- the number of the electoral district and the number of the advance polling station on the large green plastic envelope.

| Materials for each deputy returning officer – Advance poll | | | | | | |
|--|----------|----------------------------|-----------------------------------|--|--------------------|----------------------|
| ✓ | Item | To be placed in ballot box | Content of green plastic envelope | Description | Quantity | Source |
| | EC 50240 | | | Voting screen | 1 per advance poll | Lot 20 |
| | EC 50255 | | | VIC collection box | 1 per advance poll | Lot 21 |
| | EC 50250 | | | Ballot box | 1 per advance poll | Lot 21 |
| | EC 50360 | | | Accessibility Updates | 1 | See Training Officer |
| | | EC 10002 | | Notice to Deputy Returning Officer (indicating the number of ballots provided) | 1 | See RO |

| Materials for each deputy returning officer – Advance poll | | | | | | |
|--|------|----------------------------|-----------------------------------|--|---------------------------------|-----------------|
| ✓ | Item | To be placed in ballot box | Content of green plastic envelope | Description | Quantity | Source |
| | | EC 10140 | | Notice of Advance Poll | 1 | See RO |
| | | EC 10960 | | Level access sign, if necessary | See RO | Lot 2 |
| | | EC 50020 | | Closing Instructions for the Deputy Returning Officer | 1 | Lot 22-B |
| | | EC 50045 | | Public Notice – Qualifications to Vote | 1 | Lot 18 |
| | | EC 50100 | | Statement of the Vote (white, yellow and pink copies) | 1 set | See RO |
| | | EC 50109 | | Statement of the electors who voted at the advance poll | 1 pad of 10 | Lot 22 |
| | | EC 50150 | | Bilingual services label | See RO | Lot 18 |
| | | EC 50161 | | Level access signage – right | See RO | Lot 18-A |
| | | EC 50162 | | Level access signage - left | See RO | Lot 18-A |
| | | EC 50165 | | Advance poll pennant | See RO | Lot 18 |
| | | EC 50170 | | Voting template | 1 | Lot 22 |
| | | EC 50171 | | Survey envelope for the voting template | 1 | Lot 22 |
| | | EC 50220 | | Arrow indicators | See RO | Lot 18 |
| | | EC 90189 | | Pamphlet – Remember: To vote, you must prove your identity and address | See RO | Lot 14-A |
| | | EC 94036 | | Poster – Remember: To vote, you must prove your identity and address | 1 if no central poll supervisor | Lot 14-A |
| | | - | | Books of ballots | See RO | Local printing |
| | | - | | List of candidates in large print | 3 | Local printing |
| | | - | | Revised lists of electors and the Statement of changes, if any | See RO | See RO |
| | | - | | Poll key | See RO | See RO |
| | | - | | Polling division map showing advance polling districts | See RO | See RO |
| | | | | Neutral-colour file folders identified with the name of each candidate | 1 per candidate | Office supplies |

| Materials for each deputy returning officer – Advance poll | | | | | | |
|--|------|----------------------------|-----------------------------------|--|--------------------|----------|
| ✓ | Item | To be placed in ballot box | Content of green plastic envelope | Description | Quantity | Source |
| | | EC 50480 | | Kit 22-A – Large green plastic envelope containing the materials listed below: | 1 per advance poll | Lot 22 |
| | | | EC 20045 | Guidelines for Candidates' Representatives | 1 package of 5 | Kit 22-A |
| | | | EC 20900 * | Candidate's representative labels booklet | 3 booklets | Kit 22-A |
| | | | EC 50011 | Small plastic bag for ballot counterfoils | 1 | Kit 22-A |
| | | | EC 50050 | Registration Certificate | 3 packages of 24 | Kit 22-A |
| | | | EC 50051 | Correction Certificate | 1 package of 50 | Kit 22-A |
| | | | EC 50070 | Advance Poll Book | 1 | Kit 22-A |
| | | | EC 50080 | Record of votes cast at the advance polling station | 1 package of 25 | Kit 22-A |
| | | | EC 50090 | Tally sheet | 1 package of 7 | Kit 22-A |
| | | | EC 50110 | Copy of Statement of the Vote for candidates and representatives | 1 set of 2 | Kit 22-A |
| | | | EC 50120 | Information and Warrant for Arrest | 1 | Kit 22-A |
| | | | EC 50130 | Samples of marked ballot papers | 1 | Kit 22-A |
| | | | EC 50140 | Bilingual services card | 1 package of 5 | Kit 22-A |
| | | | EC 50190 | Ballot box seal – short | 2 packages of 10 | Kit 22-A |
| | | | EC 50200 | Ballot box seal – long | 1 package of 10 | Kit 22-A |
| | | | EC 50205 | Seal control sheet | 1 | Kit 22-A |
| | | | EC 50230 | Smoking prohibited sign | 1 | Kit 22-A |
| | | | EC 50290 | Ruler | 1 | Kit 22-A |
| | | | EC 50295 | Masking tape (sheet or roll) | 1 | Kit 22-A |
| | | | EC 50370 | Envelope for the white copy of the Statement of the Vote | 1 | Kit 22-A |
| | | | EC 50380 | Envelope for the yellow copy of the Statement of the Vote | 1 | Kit 22-A |
| | | | EC 50390 | Registration and/or Correction Certificates envelope | 3 | Kit 22-A |
| | | | EC 50400 | Advance poll ballot envelope | 3 | Kit 22-A |

| Materials for each deputy returning officer – Advance poll | | | | | | |
|--|------|----------------------------|-----------------------------------|--|----------------|----------|
| ✓ | Item | To be placed in ballot box | Content of green plastic envelope | Description | Quantity | Source |
| | | | EC 50420 | Envelope for unused ballot papers and for stubs of used ballot papers | 3 | Kit 22-A |
| | | | EC 50430 | Envelope for spoiled ballot papers | 3 | Kit 22-A |
| | | | EC 50440 | Envelope for rejected ballot papers | 1 | Kit 22-A |
| | | | EC 50450 | Envelope for ballots cast – 1 required per candidate NB: if necessary, additional quantities available in Lot 14 | 1 package of 7 | Kit 22-A |
| | | | EC 50460 | Document envelope | 1 | Kit 22-A |
| | | | EC 50470 | Kit 22-B – Envelope containing the following accessories: EC 50180 Official Seal (1 package of 15); EC 50210 Election Personnel Identification Card (1 package of 3); EC 50260 Black pen (2); EC 50270 Pencil for voting (3); EC 50280 Pencil sharpener (1) | 1 | Kit 22-B |

* The short-form name of three political parties have changed and two new political parties have been registered. Subsequently, contact your Returning Officer for instructions regarding the update of the labels contained in the booklet.

4.8.2 Materials for Registration Officers

Registration officers at advance polling stations will have the same materials as registration officers at ordinary polling stations (see [Section 4.9.2, Materials for Registration Officers](#)).

4.8.3 Materials for Central Poll Supervisors

Central poll supervisors at advance polling stations will have the same materials as central poll supervisors at ordinary polling stations (see [Section 4.9.3, Materials for Central Poll Supervisors](#)).

4.8.4 Materials for the RO or the RO's Representative on the Road (if necessary)

The RO may ask you to prepare additional materials that the RO or a representative could use when they visit polling stations that do not have a central poll supervisor.

4.9 Materials for Ordinary Polling Stations

A final verification of the materials must be made by Day 10 at the latest to see if there are items that need to be ordered.

Materials for the ordinary polling stations must be prepared as soon as feasible.

4.9.1 Materials for Deputy Returning Officers and Poll Clerks

The following materials must be prepared and assembled **for each deputy returning officer**. Write:

- the number of the ordinary polling station on the ballot box
- the number of the electoral district and the number of the ordinary polling station on the large yellow plastic envelope.

| Materials for each deputy returning officer – Ordinary poll | | | | | | |
|---|----------|----------------------------|------------------------------------|--|-----------------------------------|----------------------|
| ✓ | Item | To be placed in ballot box | Content of yellow plastic envelope | Description | Quantity | Source |
| | EC 50240 | | | Voting screen | 1 per ordinary poll | Lot 20 |
| | EC 50250 | | | Ballot box | 1 per ordinary poll | Lot 21 |
| | EC 50360 | | | Accessibility Updates | 1 | See Training Officer |
| | | EC 10002 | | Notice to Deputy Returning Officer (indicating the number of ballots provided) | 1 | See RO |
| | | EC 50020 | | Closing Instructions for the Deputy Returning Officer | 1 | Lot 25 |
| | | EC 50100 | | Statement of the Vote (white, yellow and pink copies) | 1 set | See RO |
| | | EC 50111 | | Statement of the electors who voted on polling day | * see quantity at bottom of table | Lot 25 |
| | | EC 50170 | | Voting template | 1 | Lot 25 |
| | | EC 50171 | | Survey envelope for the voting template | 1 | Lot 25 |
| | | EC 90189 | | Pamphlet – Remember: To vote, you must prove your identity and address | See RO | Lot 14 |

| Materials for each deputy returning officer – Ordinary poll | | | | | | |
|---|------|----------------------------|------------------------------------|---|---------------------|----------------|
| ✓ | Item | To be placed in ballot box | Content of yellow plastic envelope | Description | Quantity | Source |
| | | - | | Books of ballots | See RO | Local printing |
| | | - | | List of candidates in large print | 3 | Local printing |
| | | - | | Official List of Electors | See RO | See RO |
| | | EC 50500 | | Kit 25-A – Large yellow plastic envelope containing the materials listed below: | 1 per ordinary poll | Lot 25 |
| | | | EC 20045 | Guidelines for Candidates' Representatives | 1 package of 5 | Kit 25-A |
| | | | EC 20900 ** | Candidates' Representatives Label Booklet | 1 booklet | Kit 25-A |
| | | | EC 50011 | Small plastic bag for ballot counterfoils | 1 | Kit 25-A |
| | | | EC 50050 | Registration Certificate | 1 package of 24 | Kit 25-A |
| | | | EC 50051 | Correction Certificate | 2 packages of 25 | Kit 25-A |
| | | | EC 50060 | Poll Book | 1 | Kit 25-A |
| | | | EC 50090 | Tally sheet | 1 package of 7 | Kit 25-A |
| | | | EC 50110 | Copy of Statement of the Vote for candidates and representatives | 1 set of 2 | Kit 25-A |
| | | | EC 50120 | Information and Warrant for Arrest | 1 | Kit 25-A |
| | | | EC 50130 | Samples of marked ballot papers | 1 | Kit 25-A |
| | | | EC 50140 | Bilingual services card | 1 package of 5 | Kit 25-A |
| | | | EC 50190 | Ballot box seal – short | 2 packages of 10 | Kit 25-A |
| | | | EC 50200 | Ballot box seal – long | 1 package of 5 | Kit 25-A |
| | | | EC 50205 | Seal control sheet | 1 | Kit 25-A |
| | | | EC 50230 | Smoking Prohibited sign | 1 | Kit 25-A |
| | | | EC 50290 | Ruler | 1 | Kit 25-A |
| | | | EC 50295 | Masking tape (sheet or roll) | 1 | Kit 25-A |
| | | | EC 50370 | Envelope for the white copy of the Statement of the Vote | 1 | Kit 25-A |

| Materials for each deputy returning officer – Ordinary poll | | | | | | |
|---|------|----------------------------|------------------------------------|---|----------------|----------|
| ✓ | Item | To be placed in ballot box | Content of yellow plastic envelope | Description | Quantity | Source |
| | | | EC 50380 | Envelope for the yellow copy of the Statement of the Vote | 1 | Kit 25-A |
| | | | EC 50390 | Registration and/or Correction Certificates envelope | 1 | Kit 25-A |
| | | | EC 50420 | Envelope for unused ballot papers and for stubs of used ballot papers | 1 | Kit 25-A |
| | | | EC 50430 | Envelope for spoiled ballot papers | 1 | Kit 25-A |
| | | | EC 50440 | Envelope for rejected ballot papers | 1 | Kit 25-A |
| | | | EC 50450 | Envelope for ballots cast – 1 required per candidate NB: if necessary, additional quantities are available in Lot 14 | 1 package of 7 | Kit 25-A |
| | | | EC 50460 | Document envelope | 1 | Kit 25-A |
| | | | EC 50470 | Kit 25-B – Envelope containing the following accessories: EC 50180 Official Seal (1 package of 15); EC 50210 Election Personnel Identification Card (1 package of 3); EC 50260 Black pen (2); EC 50270 Pencil for voting (3); EC 50280 Pencil sharpener (1) | 1 | Kit 25-B |
| <p>* Quantities for the Statement of the electors who voted on polling day (EC 50111) :</p> <p>4 candidates or fewer = 24 forms 5 to 8 candidates = 48 forms 9 to 12 candidates = 72 forms 13 to 16 candidates = 96 forms</p> <p>** The short-form name of three political parties have changed and two new political parties have been registered. Subsequently, contact your Returning Officer for instructions regarding the update of the labels contained in the booklet.</p> | | | | | | |

| Additional materials for each deputy returning officer – Ordinary poll IF THERE IS NO CENTRAL POLL SUPERVISOR OR INFORMATION OFFICER in the polling place – distributed to only one deputy returning officer per polling place | | | | |
|---|----------|---------------------------------|----------|--------|
| ✓ | Item | Description | Quantity | Source |
| | EC 10170 | Notice of Grant of a Poll | 1 | See RO |
| | EC 10960 | Level access sign, if necessary | 1 | Lot 2 |

| Additional materials for each deputy returning officer – Ordinary poll IF THERE IS NO CENTRAL POLL SUPERVISOR OR INFORMATION OFFICER in the polling place – distributed to only one deputy returning officer per polling place | | | | |
|--|----------|--|-----------------|-----------------|
| ✓ | Item | Description | Quantity | Source |
| | EC 50045 | Public Notice – Qualifications to Vote | 1 | Lot 18 |
| | EC 50150 | Bilingual services label | See RO | Lot 18 |
| | EC 50118 | Accessible Voting (poster) | 2 | Lot 18-B |
| | EC 50119 | Polling Site Accessibility Feedback Form | 1 package of 25 | Lot 18-B |
| | EC 50121 | Accessibility Feedback Box | 1 | Lot 18-B |
| | EC 50122 | Accessibility Envelope | 1 | Lot 18-B |
| | EC 50160 | Yellow polling place pennant | See RO | Lot 18 |
| | EC 50161 | Level access signage – right | See RO | Lot 18-A |
| | EC 50162 | Level access signage - left | See RO | Lot 18-A |
| | EC 50220 | Arrow indicators | See RO | Lot 18 |
| | EC 50255 | VIC collection box | See RO | Lot 21 |
| | EC 94036 | Poster – Remember: To vote, you must prove your identity and address | 1 | Lot 14-A |
| | - | List of candidates in large print | 3 | Local printing |
| | - | Neutral-colour file folders identified with the name of each candidate | 1 per candidate | Office supplies |

4.9.2 Materials for Registration Officers

The following materials must be prepared and assembled for each registration officer.

| Materials for each registration officer – Ordinary poll | | | | | |
|--|----------|----------------|--|----------|----------------|
| ✓ | Item | Content of kit | Description | Quantity | Source |
| | | - | Poll key for your electoral district | 1 | Local printing |
| | EC 10170 | | Notice of Grant of a Poll | 1 | See RO |
| | EC 90189 | | Pamphlet – Remember: To vote, you must prove your identity and address | See RO | Lot 14 -A |
| | EC 50515 | | Kit 23-A – Expandable folder containing the materials listed below: | 1 | |

| Materials for each registration officer – Ordinary poll | | | | | |
|---|----------|----------------|---|-----------------|----------------------|
| ✓ | Item | Content of kit | Description | Quantity | Source |
| | EC 50360 | | Accessibility Updates | 1 | See Training Officer |
| | | EC 20900 * | Candidates' Representatives Label Booklet | 1 | Kit 23-A |
| | | EC 50050 | Registration Certificate | 1 package of 24 | Kit 23-A |
| | | EC 50155 | Voter registration desk sign | 1 | Kit 23-A |
| | | EC 50180 | Official Seal | 2 | Kit 23-A |
| | | EC 50210 | Election Personnel Identification Card | 1 package of 3 | Kit 23-A |
| | | EC 50260 | Black pen | 1 | Kit 23-A |

4.9.3 Materials for Central Poll Supervisors

The following materials must be prepared for each central poll supervisor.

| Materials for each central poll supervisor – Ordinary poll | | | | | |
|--|----------|----------------|--|--|----------------------|
| ✓ | Item | Content of kit | Description | Quantity | Source |
| | EC 10170 | | Notice of Grant of a Poll | 1 | See RO |
| | EC 10960 | | Level access sign | 1 | Lot 2 |
| | EC 11520 | | Large all-purpose envelope containing the Alphabetical list of electors by polling place | 1 per registration officer at the polling place | Local printing |
| | EC 50020 | | Closing Instructions for the Deputy Returning Officer | 1 | Lot 24-A |
| | EC 50045 | | Public Notice – Qualifications to Vote | 1 | Lot 18 |
| | EC 50150 | | Bilingual services label | See RO | Lot 18 |
| | EC 50161 | | Level access signage – right | See RO | Lot 18-A |
| | EC 50162 | | Level access signage - left | See RO | Lot 18-A |
| | EC 50255 | | VIC collection box | 1 box | Lot 21 |
| | EC 50340 | | Deputy Returning Officers' and Poll Clerks' Manual – Ordinary Poll | 1 | Lot 24-A |
| | EC 50356 | | Information Officers' Manual | 1 | Lot 24-A |
| | EC 50357 | | Registration Officers' Manual | 1 | Lot 24-A |
| | EC 50360 | | Accessibility Updates | 1 | See Training Officer |
| | EC 90189 | | Pamphlet – Remember: To vote, you must prove your identity and address | See RO | Lot 14-A |
| | EC 94036 | | Poster – Remember: To vote, you must prove your identity and address | 1 if RO has not appointed an information officer | Lot 14-A |
| | | - | Photocopies of the “Record of Electors Voting by Registration Certificate” page of the Poll Book | See RO | EC 50060 |
| | | - | List of the names and telephone numbers of the election officials working at the polling place | 1 | See RO |
| | | - | List of candidates in large print | See RO | Local printing |
| | | - | Neutral-colour file folders identified with the name of each candidate | 1 per candidate | Office supplies |

| Materials for each central poll supervisor – Ordinary poll | | | | | |
|--|----------|----------------|---|-------------------|----------|
| ✓ | Item | Content of kit | Description | Quantity | Source |
| | EC 50515 | | Kit 24-A – Expandable folder containing the materials listed below: | 1 | Lot 24 |
| | EC 50118 | | Accessible Voting (poster) | 1 | Lot 18-B |
| | EC 50119 | | Polling Site Accessibility Feedback Form | 1 package of 25 | Lot 18-B |
| | EC 50121 | | Accessibility Feedback Box | 1 | Lot 18-B |
| | EC 50122 | | Accessibility Envelope | 1 | Lot 18-B |
| | | EC 20045 | Guidelines for Candidates' Representatives | | Kit 24-A |
| | | EC 50050 | Registration Certificate | 10 packages of 24 | Kit 24-A |
| | | EC 50051 | Correction Certificate | 5 packages of 25 | Kit 24-A |
| | | EC 50145 | Bilingual welcome card | 1 package of 5 | Kit 24-A |
| | | EC 50160 | Yellow polling place pennant | 3 | Kit 24-A |
| | | EC 50220 | Arrow indicators | 3 | Kit 24-A |
| | | EC 50230 | Smoking Prohibited sign | 3 | Kit 24-A |
| | | EC 50290 | Ruler | 1 | Kit 24-A |
| | | EC 50295 | Masking tape (sheet or roll) | 1 | Kit 24-A |
| | | EC 50390 | Registration and/or Correction Certificates envelope | 2 | Kit 24-A |
| | | EC 50470 | Kit 24-B – Envelope containing the following accessories: EC 50180 Official Seal (1 package of 15); EC 50210 Election Personnel Identification Card (1 package of 3); EC 50260 Black pen (2); EC 50270 Pencil for voting (3); EC 50280 Pencil sharpener (1) | 1 | Kit 24-A |

4.9.4 Materials for Information Officers

The following materials must be prepared for each information officer (where necessary).

| Materials for each information officer – Ordinary poll | | | | |
|--|----------|--|-----------------------------|----------------------|
| ✓ | Item | Description | Quantity | Source |
| | - | Poll key | 1 | Local printing |
| | - | Where necessary, a list of streets included in each split list of electors | 1 | See RO |
| | - | Pencils and paper | See RO | Office supplies |
| | EC 50360 | Accessibility Updates | 1 | See Training Officer |
| | EC 90189 | Pamphlet – Remember: To vote, you must prove your identity and address | See RO | Lot 14-A |
| | EC 94036 | Poster – Remember: To vote, you must prove your identity and address | 1 if there is no supervisor | Lot 14-A |
| | EC 50470 | Kit 19-A – Envelope containing: - 5 bilingual welcome cards (EC 50145) - Election Personnel Identification Card (EC 50210) - Black pen (EC 50260) | 1 | Kit 19-A |

| Additional materials for each information officer – Ordinary poll IF THERE IS NO CENTRAL POLL SUPERVISOR | | | | |
|---|----------|--|-----------------|-----------------|
| ✓ | Item | Description | Quantity | Source |
| | EC 50255 | VIC collection box, if necessary | 1 | Lot 21 |
| | - | Neutral-colour file folders identified with the name of each candidate | 1 per candidate | Office supplies |

4.9.5 Materials for RO's Staff (as needed)

The RO may ask you to prepare additional materials for his staff to use during visits to polling stations on polling day.

4.10 Materials for Mobile Polling Stations

Materials for the mobile polling stations must be prepared and assembled as soon as feasible.

The following materials must be prepared and assembled **for each deputy returning officer at a mobile polling station**. Write:

- the number of the mobile polling station on the ballot box
- the number of the electoral district and the number of the mobile polling station on the large purple plastic envelope.

| Materials for each deputy returning officer – Mobile poll | | | | | | |
|---|----------|----------------------------|------------------------------------|--|-----------------------------------|----------------------|
| ✓ | Item | To be placed in ballot box | Content of purple plastic envelope | Description | Quantity | Source |
| | EC 50240 | | | Voting screen | 1 per mobile poll | Lot 20 |
| | EC 50250 | | | Ballot box | 1 per mobile poll | Lot 21 |
| | EC 50255 | | | VIC collection box, if necessary | See RO | Lot 21 |
| | EC 50360 | | | Accessibility Updates | 1 | See Training Officer |
| | | EC 10002 | | Notice to Deputy Returning Officer (indicating the number of ballots provided) | 1 | See RO |
| | | EC 10160 | | Notice of Mobile Poll | 1 | See RO |
| | | EC 10170 | | Notice of Grant of a Poll | 1 | See RO |
| | | EC 50020 | | Closing Instructions for the Deputy Returning Officer | 1 | Lot 26-B |
| | | EC 50040 | | Public Notice – Mobile Polling Station | 1 per institution | Lot 2 |
| | | EC 50045 | | Public Notice – Qualifications to Vote | 1 per institution | Lot 18 |
| | | EC 50100 | | Statement of the Vote (white, yellow and pink copies) | 1 set | See RO |
| | | EC 50111 | | Statement of the electors who voted on polling day | * see quantity at bottom of table | Lot 26 |
| | | EC 50150 | | Bilingual services label | See RO | Lot 18 |
| | | EC 50160 | | Yellow polling place pennant | See RO | Lot 18 |

| Materials for each deputy returning officer – Mobile poll | | | | | | |
|---|------|----------------------------|------------------------------------|---|-------------------|-----------------|
| ✓ | Item | To be placed in ballot box | Content of purple plastic envelope | Description | Quantity | Source |
| | | EC 50170 | | Voting template | 1 | Lot 26 |
| | | EC 50171 | | Survey envelope for the voting template | 1 | Lot 26 |
| | | EC 50220 | | Arrow indicators | See RO | Lot 18 |
| | | EC 90189 | | Pamphlet – Remember: To vote, you must prove your identity and address | See RO | Lot 14-A |
| | | EC 94036 | | Poster – Remember: To vote, you must prove your identity and address | See RO | Lot 14-A |
| | | - | | Books of ballots | See RO | Local printing |
| | | - | | List of candidates in large print | 3 | Local printing |
| | | - | | Official List of Electors | See RO | See RO |
| | | - | | Neutral-colour file folders identified with the name of each candidate | 1 per candidate | Office supplies |
| | | EC 50490 | | Kit 26-A – Large purple plastic envelope containing the materials listed below: | 1 per mobile poll | Lot 26 |
| | | | EC 20045 | Guidelines for Candidates' Representatives | 1 package of 5 | Kit 26-A |
| | | | EC 20900 ** | Candidates' Representatives Label Booklet | 1 | Kit 26-A |
| | | | EC 50011 | Small plastic bag for ballot counterfoils | 1 | Kit 26-A |
| | | | EC 50050 | Registration Certificate | 2 packages of 24 | Kit 26-A |
| | | | EC 50051 | Correction Certificate | 1 package of 25 | Kit 26-A |
| | | | EC 50060 | Poll Book | 1 | Kit 26-A |
| | | | EC 50090 | Tally sheet | 1 package of 7 | Kit 26-A |
| | | | EC 50110 | Copy of Statement of the Vote for candidates and representatives | 1 set of 2 | Kit 26-A |

| Materials for each deputy returning officer – Mobile poll | | | | | | |
|---|------|----------------------------|------------------------------------|---|------------------|----------|
| ✓ | Item | To be placed in ballot box | Content of purple plastic envelope | Description | Quantity | Source |
| | | | EC 50120 | Information and Warrant for Arrest | 1 | Lot 26 |
| | | | EC 50130 | Samples of marked ballot papers | 1 | Kit 26-A |
| | | | EC 50140 | Bilingual services card | 1 package of 5 | Kit 26-A |
| | | | EC 50190 | Ballot box seal – short | 2 packages of 10 | Kit 26-A |
| | | | EC 50200 | Ballot box seal – long | 1 package of 10 | Kit 26-A |
| | | | EC 50205 | Seal control sheet | 1 | Kit 26-A |
| | | | EC 50290 | Ruler | 1 | Kit 26-A |
| | | | EC 50295 | Masking tape (sheet or roll) | 1 | Kit 26-A |
| | | | EC 50370 | Envelope for the white copy of the Statement of the Vote | 1 | Kit 26-A |
| | | | EC 50380 | Envelope for the yellow copy of the Statement of the Vote | 1 | Kit 26-A |
| | | | EC 50390 | Registration and/or Correction Certificates envelope | 1 | Kit 26-A |
| | | | EC 50410 | Envelope for mobile poll ballots cast | 1 package of 4 | Kit 26-A |
| | | | EC 50420 | Envelope for unused ballot papers and for stubs of used ballot papers | 1 package of 4 | Kit 26-A |
| | | | EC 50430 | Envelope for spoiled ballot papers | 1 package of 4 | Kit 26-A |
| | | | EC 50440 | Envelope for rejected ballot papers | 1 | Kit 26-A |
| | | | EC 50450 | Envelope for ballots cast (1 required per candidate) NB: if necessary, additional quantities are available in Lot 14 | 1 package of 7 | Kit 26-A |
| | | | EC 50460 | Document envelope | 1 | Kit 26-A |

| Materials for each deputy returning officer – Mobile poll | | | | | | |
|---|------|----------------------------|------------------------------------|---|----------|----------|
| ✓ | Item | To be placed in ballot box | Content of purple plastic envelope | Description | Quantity | Source |
| | | | EC 50470 | Kit 26-B – Envelope containing the following accessories: EC 50180 Official Seal (1 package of 15); EC 50210 Election Personnel Identification Card (1 package of 3); EC 50260 Black pen (2); EC 50270 Pencil for voting (3); EC 50280 Pencil sharpener (1) | 1 | Kit 26-B |
| <p>* Quantities for the Statement of the electors who voted on polling day (EC 50111) :</p> <p>4 candidates or fewer = 24 forms 5 to 8 candidates = 48 forms 9 to 12 candidates = 72 forms 13 to 16 candidates = 96 forms</p> <p>** The short-form name of three political parties have changed and two new political parties have been registered. Subsequently, contact your Returning Officer for instructions regarding the update of the labels contained in the booklet.</p> | | | | | | |

Chapter 5 – Ordering Additional Materials

The Supply Management System by Intranet (SMSi) makes it possible to order additional materials during an electoral event, track your orders and view information about delivery dates. Each order submitted must be approved by the Supply Management System (SMS) reviewer at EC.

The SMSi also makes it possible to view pictures of the lots, kits and items shipped by EC for an electoral event.

The system makes it possible to order several items and kits. If an item's number does not appear on the list of items to be ordered, you may contact the Elections Canada Support Network (ECSN) Help Desk to order it.

The table below provides a list of kits that can be ordered through the SMSi during an electoral event.

Table 3 List of Kits Available in the SMSi

| Kit Number | Description |
|------------|---|
| Kit 12-C | Targeted revision kit for revising agents |
| Kit 19-A | Kit for information officer |
| Kit 22-A | Kit for one deputy returning officer – Advance poll |
| Kit 22-B | Supplies for one deputy returning officer – Advance poll |
| Kit 23-A | Kit for registration officer |
| Kit 24-A | Kit for central poll supervisor |
| Kit 24-B | Supplies for one central poll supervisor |
| Kit 25-A | Kit for one deputy returning officer – Ordinary poll |
| Kit 25-B | Supplies for one deputy returning officer – Ordinary poll |
| Kit 26-A | Kit for one deputy returning officer – Mobile poll |
| Kit 26-B | Supplies for one deputy returning officer – Mobile poll |



It is not possible to order an entire lot. Only items or kits can be ordered during an electoral event.

Any order for a kit identified with -A has to include an order for the supplies (identified with -B)


Access to the SMSi

To access the Supply Management System by Intranet:

1. Click on the SMSi icon (on the Web page).
2. Enter the user name in the **Userid / Code Utilisateur** text field.
3. Enter the password in the **Password / Mot de Passe** text field.
4. Select a language from the **Language / Langue** drop-down list.
5. Click the **Login / Accès** button.

Figure 2 Access to SMSi

View Lot Items

- Click on the lot to view a picture of the entire lot.
- Click on the arrow  to display lot content.
The quantity of items and kits in the lot are displayed (**2 of EC10970**).
The lot shipping date is displayed (**(2004.03.22 - 2004.03.31)**).

Order Election Materials

Scroll down to the order module.

Your Order

Displays:

- your orders waiting for EC approval
- the order numbers assigned by the SMSi

Your Orders in Process

- Displays orders that have been approved by EC. The order is listed as “shipped” after being processed by the Distribution Centre.
- The order number will be changed to reflect the actual order number in the SMS (at EC) for tracking purposes.



Your Orders Being Processed for You by EC

- Displays the orders made by EC for the RO.

Display of Items on Order



- Click the arrow to view items ordered.

Procedure for Placing an Order

1. Click on **New Order** at the bottom of the screen. The right-hand side of the screen will display the module for entering order information.
2. Items can be selected by EC number or by description. In the **Item** column, click on **Add item by name ... Add item by number ...** to display the list of items.
3. Click on the arrow to scroll down the list and select the item to be ordered.
4. Enter the quantity required in the box provided and click on the **green checkmark** to save the item (|  .



There is a limit on orders. If the quantity exceeds the order limit, only the maximum allowable quantity will be accepted by the system.

5. Repeat steps 3 and 4 to add items to your order.
6. Click on the **notepad** icon () beside the item to make any necessary changes.
7. Click on the **red X** () beside the item to delete it, if necessary.
8. Click on **Save Order** button to save the order in the SMSi.
9. Click on **Submit Order** button to submit the order to EC. If you do not click on this button, the order will not be sent.

If you wish to delete a submitted order, you must contact the Support Services Help Desk or submit a cancellation request in HelpVision. The SMSi order number must be mentioned in your request.

- Click on **Print Order** to print the order.

Refresh Order

- Click on **Refresh Order** to display changes to the order's status.

Chapter 6 – Electoral Districts with Additional Offices

This chapter describes the different shipments of materials that you must make to the additional offices, if there are any in your electoral district. The additional offices are run by the additional assistant returning officers (AAROs).

As soon as the election period begins, it is important that you ask the RO how he would like to handle the materials for the additional offices. For example, the following points could be discussed:

- purchase of office supplies (e.g. pencils, paper, folders)
- assembly of materials for conducting a poll in the advance polling stations, as well as in ordinary and mobile polling stations (e.g. assembly at the AARO'S office or the RO's office)
- materials for the training sessions

6.1 Materials to Be Shipped As Soon As Possible

The following materials must be prepared and shipped to each additional office as soon as possible:

- approximately 20 bills of lading for priority courier
- two RO election calendars, large poster size
- a copy of the preliminary list of electors
- a copy of the poll key
- a roll of maps of the electoral district
- materials for targeted revision (see the revision supervisor for the list of materials)

EC sends the materials for voting under the SVR directly to the AARO's residence and the materials for revision using forms to the AARO's office.

6.2 Promotional Materials for Outreach Activities

Promotional materials (included in Lot 16 "Material for the community relations officer") must be available for all employees to use as needed. Therefore, it is important to send the additional offices some of the materials received (see the RO for the quantities needed).

When necessary, you may order additional materials through the SMSi.

6.3 Materials for Training and the Advance Polls

As soon as available and by Day 13 at the latest, send out:

- The materials that will be used by DROs, information officers, registration officers and central poll supervisors at advance polling stations (see [Section 4.8, *Materials for Advance Polling Stations*](#) for the lists of materials);
- Additional materials to cover any last-minute incidents (see the RO to identify needs);
- The completed *Appointment and Oath for Election Officers* (EC 10130) forms for election officers working at the advance polling station (see the RO for oaths). In addition, attach some blank forms.

It is possible that the revised lists of electors will not be available until Day 13 and that training will have to start before then. If that is the case, ensure that the first shipment of materials (without the list of electors) arrives at the offices of the AAROs before training begins and that a second shipment is made as soon as the revised list of electors is available, i.e. Day 13.

6.4 Materials for Training and the Vote on Polling Day

As soon as available and by Day 9 at the latest, send out:

- The materials (with the exception of the official list of electors, which is not yet available) that will be used by DROs, information officers, registration officers and central poll supervisors at the ordinary polling stations (see [Section 4.9, *Materials for Ordinary Polling Stations*](#) for the lists of materials);
- Additional materials to handle any last-minute incidents (see the RO to identify needs);
- The completed *Appointment and Oath for Election Officers* (EC 10130) forms for election officers working on polling day (see the RO for oaths). In addition, attach some blank forms.

As soon as possible, between Days 5 and 3, send out:

- two copies of the official list of electors
- the poll key, updated on or after Day 5 (end of the revision period)

Before Day 1:

- Receive from each AARO' s office the ballot boxes used for voting under the SVR, including unused ballots;

- If necessary, send out the *Transfer Certificates* (EC 10190) prepared by the RO to enable election officers appointed after the advance poll and who did not vote under the SVR to vote on polling day.

6.5 Validation of Results Activities for Additional Offices

As soon as possible after the electoral event, you will receive the following election-related materials from each AARO's office:

- the sealed ballot boxes (EC 50250)
- completed kilometre logs (EC 11700)
- completed *Time Sheet for the Election Worker* (EC 11655) forms
- small white envelopes (EC 50370) containing the white copy of the signed *Statement of the Vote* (EC 50100) and the page entitled "Report on Registration for this Polling Station" in the *Poll Book*
- envelopes (EC 50390) containing *Registration Certificates* (EC 50050) and *Correction Certificates* (EC 50051)
- *Transfer Certificates* (EC 10190)
- signed *Closing Instructions for the Deputy Returning Officer* (EC 50020)
- if necessary, receipts for the rental of cell phones for some election officers

6.6 Closing-Out Activities for Additional Offices

You will also receive (possibly in a separate shipment):

- VIC collection boxes (EC 50255)
- all the materials from the AARO's office, already identified by lot, in the appropriate boxes and ready to be returned to EC (in accordance with the procedures established for returning materials)
- unused office supplies, accompanied by the duly completed inventory form (see [Appendix C: List of Reusable Office Supplies and Material](#) in the *Returning Officer's Manual*, Part 1, *Pre-Writ*, Chapter 2, *Pre-Event Activities*)
- reconciliation of petty cash (to be given to the RO)
- computers and printers to be sent in a single shipment to IBM from the RO's office
- supplies rented from the RO's office, where necessary (e.g. television, screen, projector)

Chapter 7 – Closing-Out Activities for the RO's Office

7.1 After Polling Day

- Organize materials after polling day. To facilitate your task of packing and returning materials, it is important that items be gathered and sorted in separate lots.
- The lot numbers for returning election materials to EC are not the same as the lot numbers for receiving materials upon the issue of the writ.
- The RO must authorize the dismantling of the ballot boxes after the validation of results and only if there is no possibility of a judicial recount. Your RO may ask you to take part in this activity.
- Begin packing up the materials in lots to return to EC (see the *Returning Officer's Manual*, Chapter 14, Section 4.2, *Returning Lots*). Each lot is described thoroughly and contains documents relating to the same part of the electoral process (e.g. Lot 7 – revision documents, Lot 3 – SVR documents, Lot 11 – documents for shredding).
- Ensure that you finish all packing before the pick-up date, which will be given to you by the RO.
- The Canada Post packing slips used during the election are not used to return the monotainers.
- Lot 32 contains supplies for returning materials in the monotainers. You must use the monotainer covers with the EC logo (EC 10905), the shipping tags with the Canada Post number (EC 10910) and the nylon barlock ties (EC 00015).
- A report on the return of election materials must accompany the shipment of monotainers and be sent to the RO as an appendix with a memorandum.

7.2 Returning Documents and Election Materials

7.2.1 Procedure

- On each box, package or envelope, mark the five-digit code of the electoral district and identify each box according to its associated lot number. Number each box with both the number of the box and the total number of boxes (x of y).
- On each box, package or envelope, you must affix a pre-addressed label (EC 11560) or use a blank label (EC 11570) addressed to:

Elections Canada
Distribution Centre
440 Coventry Road
Ottawa, Ontario
K1A 0M6

- Return Lot 1 as soon as the validation of results is complete and all the names of the persons who registered on polling day are entered in REVISE (consult your RO).
- Also return Lot 2, which contains only VICs that were returned to your office by Canada Post because they were undeliverable.
- Pay particular attention to Lot 11, which must contain only documents for shredding. Non-recyclable paper should not be included in this package (eg. plastic wrap, labels).
- All the other lots will be returned in one single shipment at the closing of the RO's office.
- All used cardboard ballot boxes and voting screens must be recycled locally.

7.2.2 Items to Be Kept by the RO

ROs must keep (at home or in public storage) reusable office supplies and materials (filing cabinets, garbage containers, binders, etc.) purchased for this election or left over from previous events.

You must inventory the materials kept by the RO and submit the duly completed "List of Reusable Office Supplies and Material" to the RO. Use the same list that was used to take inventory at the start of the electoral event and for inventory control during the electoral event.

Appendix A: Shipment Schedule

| | | |
|--|----------------------------------|---|
| Shipment 1 Sent to ROs home between 6 and 1 month prior to the event | Lot 1 | For RO before and at issue of writ |
| | Lot 2 | Signage |
| | Lot 2-A | Signage – Additional material |
| | Lot 2-B | Signage – New and replacement material |
| | Lot 2-C | Signage – Additional material |
| | Lot 3 | Election expenses material |
| | Lot 4 | Federal Electoral Legislation for candidates |
| | Lot 5 | Material for Special Ballot Coordinators (SBCs) |
| | Lot 5-A | New and replacement material for Special Ballot Coordinators (SBCs) |
| | Lot 7 | Accessories for RO's office |
| | Lot 7-A | Disinfectant material for RO's office |
| | Lot 10 | Material for the Automation Coordinator |
| | Lot 10-A | Manuals for the Automation Coordinator |
| | Lot 10-B | Additional Material for the Automation Coordinator |
| | Lot 11 | Material for the Financial Officer for the preparation of accounts |
| Lot 12 | Materials for revision | |
| Lot 12-A | Additional material for revision | |
| Shipment 2 Sent out on days 35, 34, 33 and 32. Must arrive at the RO office at the latest day 28 | Lot 8 | Boxes and dividers for revision forms |
| | Lot 9 | Boxes for Voter Information Cards (VICs) |
| | Lot 13 | Materials for the Training Officer |
| | Lot 13-A | Additional material for the Training Officer |
| | Lot 14 | Various authorization forms |
| | Lot 14-A | Additional material to lot 14 |
| | Lot 16 | Material for the Community Relations Officer |
| | Lot 16-A | Additional material – Community Relations Officer |
| | Lot 16-B | Additional material – Community Relations Officer |
| | Lot 17 | Material for the ballot printer |
| | Lot 18 | Signage for Deputy Returning Officers (DROs) |
| | Lot 18-A | Additional signage for DROs |
| | Lot 18-B | Additional material – Accessibility items |
| | Lot 19 | Material for Information Officers |
| | Lot 19-A | Additional material for Information Officers |
| | Lot 22 | Material for DROs – Advance polls |
| | Lot 22-A | Additional material – Advance polls |
| | Lot 22-B | Additional material – Advance polls |
| | Lot 22-C | Additional material – Advance polls |
| | Lot 22-Z | Additional material – Advance polls |
| | Lot 23 | Material for Registration Officers |
| | Lot 23-A | Additional material for Registration Officers |
| | Lot 24 | Material for Central Poll Supervisors |
| | Lot 24-A | Additional material for Central Poll Supervisors |

| | | |
|--|---------------------|--|
| | Lot 25 | Material for DROs – Ordinary polls |
| | Lot 25-A | Additional material – Ordinary polls |
| | Lot 25-B | Additional material – Ordinary polls |
| | Lot 25-C | Additional material – Ordinary polls |
| | Lot 26 | Material for DROs - Mobile polls |
| | Lot 26-A | Additional material – Mobile polls |
| | Lot 26-B | Additional material – Mobile polls |
| | Lot 26-C | Additional material – Mobile polls |
| Shipment 3 Sent out days 28, 27 and 26. Must arrive at the printer on day 24 at the latest | Lot 15 | Ballot paper sheets |
| Shipment 4 Sent between days 25 and 21. Must be delivered to the RO office by day 18 | Lot 20 | Voting screens for polling day |
| | Lot 20-A | Additional voting screens for polling day |
| | Lot 21 | Ballot boxes for polling day and VIC Collection Boxes |
| | Lot 21-A | Additional ballot boxes |
| | Lot 27 | Material for the counting of SVR Votes |
| | Lot 27-A | Additional material for the counting of SVR Votes - GE |
| | Lot 28 | Material for the validation of voting results |
| | Lot 28-A | Additional material for the validation of voting results |
| | Lot 29 | Material for hospital Special Ballot Coordinators (SBCs) |
| | Lot 30 | Boxes for the return of material |
| | Lot 31 | Boxes for the return of the validation of the results material |
| MATERIAL sent separately by Purolator | Lot 32 | Accessories for the return of material (monotainer) |
| | Lot 40, if required | Identification labels for newly registered parties |

Appendix B: Questionnaire

To be completed by the Inventory/Shipping Clerk or any other user.

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Please indicate if you agree with the following: | | |
| a) Instructions were clear and in agreement with what happened in the field | <input type="checkbox"/> | <input type="checkbox"/> |
| b) The layout of the manual allowed for quick lookup of the required information | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Instructions were complete. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

- | | Very Good | Good | Poor | Unsatisfactory |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 2. Please evaluate the following tools: | | | | |
| a) Inventory/Shipping Clerk's Manual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Shipping schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Returning Officer's List of Supplies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments or suggestions regarding those tools, or suggestions of any other tool that could be useful:

- | | Very Easy | Easy | Normal | Hard | Very Hard |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3. The following is a list of tasks that must be performed in the office so your duties are fulfilled. How easy was it for you to perform these tasks? | | | | | |
| a) Reception and storage of materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Ordering of additional materials (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Assembling of ballot boxes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Preparation of materials to be returned to EC | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments or suggestions regarding these tasks:

- | | | |
|--|--------------------------|--------------------------|
| 4. Did your Returning Officer grant you access to the Supply Management System by Intranet (SMSi)? | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

5. If you answered yes to question 4, please indicate how you used the SMSi system?
- | | Yes | No |
|-------------------------------------|--------------------------|--------------------------|
| a) ordering of additional materials | <input type="checkbox"/> | <input type="checkbox"/> |
| b) viewing contents of the lots | <input type="checkbox"/> | <input type="checkbox"/> |
| c) viewing pictures of items | <input type="checkbox"/> | <input type="checkbox"/> |
| d) follow-up/status of orders | <input type="checkbox"/> | <input type="checkbox"/> |

(go to question 8 if this section does not apply)

Electoral districts with additional office(s)...

6. Instructions specific to electoral districts with additional office(s) contributed to:
- | | Yes | No |
|--|--------------------------|--------------------------|
| a) having a global idea of all materials to be shipped to additional office(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| b) organizing my tasks in my schedule in order to meet all deadline | <input type="checkbox"/> | <input type="checkbox"/> |
7. In my electoral district, the following material was assembled in witch office:
- | | RO | AARO |
|----------------------------|--------------------------|--------------------------|
| a) material for training | <input type="checkbox"/> | <input type="checkbox"/> |
| b) material for voting day | <input type="checkbox"/> | <input type="checkbox"/> |

Comments or suggestion regarding the chapter specific to managing materials in electoral districts with additional office(s):

8. Was this your first experience as a Shipping/Inventory Clerk?
- | | Yes | No |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

Comments or suggestions regarding your work experience and this manual. Please provide us with any idea that you deem appropriate/areas of improvement.

Thank you for your collaboration.

Please return this questionnaire by FAX to EC, attention of SMS Team.
 Fax number: 1 800 267-8549