

REVISION OF THE LISTS OF ELECTORS Election or Referendum



A CLASSROOM WORKBOOK FOR
Revising Agents



Revising Agent Training Program

Classroom Workbook

EC 40290
(06/09)



THIS CLASSROOM WORKBOOK IS DESIGNED FOR USE WITH THE REVISING AGENT TRAINING PROGRAM.

MODULE 1: INTRODUCTION

MODULE 2: REVISION OF THE LISTS OF ELECTORS USING THE REVISE SYSTEM

MODULE 3: REVISION OF THE LISTS USING FORMS

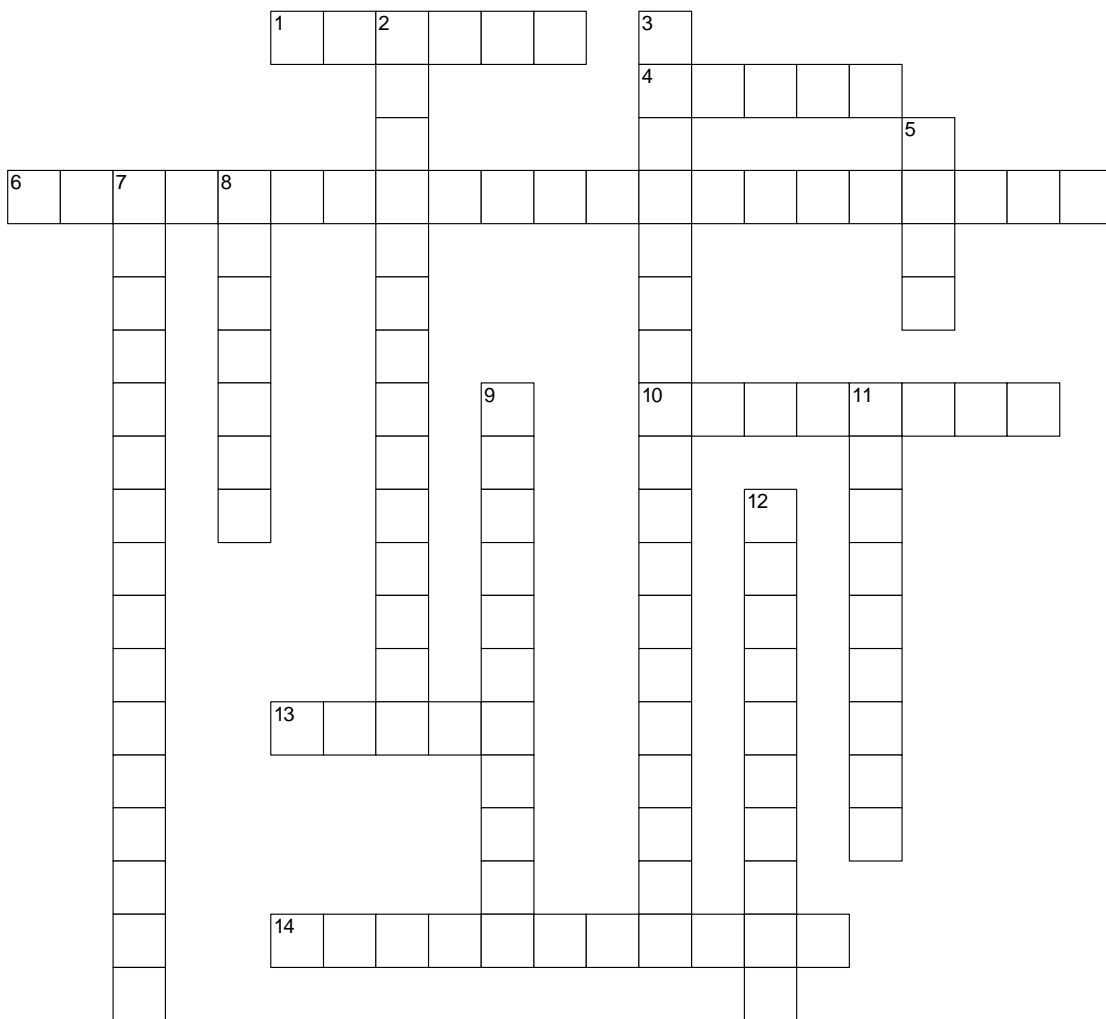
MODULE 4: TARGETED REVISION

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Note: The masculine gender is used throughout this workbook without bias in the interest of simplicity and ease of reading.

The Revising Agent



Constructed using Crossword Weaver

Across

- 1 Revising agents must _____ each other's work
- 4 Revising agents are required to work in _____
- 6 The position supports the technology used in the office of the returning officer
- 10 One of the ways revision forms can be processed
- 13 You are required to wear for identification
- 14 First day of revision is usually _____ days prior to polling day

Down

- 2 When revising agents work
- 3 Form required to be carried with you at all times
- 5 One of the ways an elector may contact revising agents
- 7 A key activity for revising agents that involves going places
- 8 Keep a customer service _____
- 9 The total number of days revision activities take place
- 11 What the *Appointment and Oath* gives you
- 12 Some revising agents will work here during what is described in 7 down

Defining “Ordinarily Resident”

Elector	Qualified to Vote? Y/N	Why or Why Not?
<p>Elector A:</p> <ul style="list-style-type: none"> • 18 years of age • Currently living in university residence • Goes home to visit his parents for holidays and to work during the summer • Canadian citizen • Wants to vote at the university, which is in your electoral district 		
<p>Elector B:</p> <ul style="list-style-type: none"> • 65 years of age • Canadian citizen • Lives in Marco Island, Florida, as a U.S. resident • Lives during the summer months in a condominium he owns in Sherbrooke, Que. • Wants to vote in the electoral district of Sherbrooke 		
<p>Elector C:</p> <ul style="list-style-type: none"> • 37 years of age • Living at the family cottage for the summer • Lives and works in another electoral district the remaining 10 months of the year • Wants to vote in the electoral district where the cottage is located 		

Activity: Identification and Proof of Residency

Elector #1: Victoria Voter

Did the elector provide satisfactory documentation? Why or why not?

Identification Provided:



Mail to:
Victoria Voter
555 Fifth St.
Anytown, Canada A0A 0A5
Subscription No 990099-999-0

SMART LIVING
a magazine for living smart in today's busy world

- easy breakfasts for every day
- bathrooms that work
- shortcuts to great hair styles

Victoria Voter
555 Fifth St.
Anytown, Canada A0A 0A5

4408

DATE _____ \$ _____

PAY to the order of **VOID** _____ DOLLARS

Bank of Banks
Anytown Main Branch
123 Main St. W.
Anytown, Canada A0A 2A2

100

PER _____

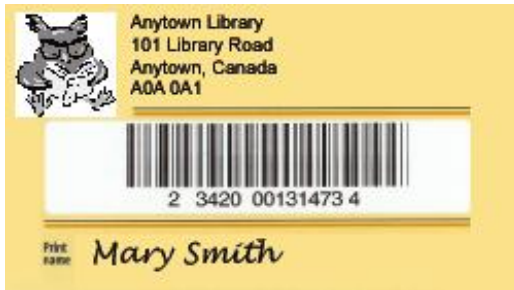
#004408#

Activity: Identification and Proof of Residency

Elector #2: Mary Smith

Did the elector provide satisfactory documentation? Why or why not?

Identification Provided:



GAS COMPANY

Return to / Retourner à:
GAS COMPANY
 999 Ninth St.
 Anytown, Canada
 A0A 0A0

ACCOUNT NO. / N° DE COMPTE
999-9999-999-9

Mary Smith
 111 Main St. N.
 Anytown, Canada A1A 1A1

Balance Forward / Solde reporté	AMOUNT NOW DUE / MONTANT MAINTENANT DU
	10.38 CR
Teller Use / À l'usage du guichetier	CREDIT BALANCE DO NOT PAY

RETURN THIS PORTION WITH YOUR PAYMENT / RETOURNER CETTE PORTION AVEC VOTRE PaiEMENT.

<p>Inquiries / Demanda de renseignements Inquiries 1-999-999-9999</p> <p>Billing Period / Période de facturation From / De: Jun 9 2003 To / À: Jul 10 2003</p> <p>*** FOR IMPORTANT INFORMATION ABOUT YOUR RATES, PLEASE SEE THIS MONTH'S INSERT. ***</p>	<p>Service Address / Adresse de service 111 Main St. N.</p> <p>Account No. / N° de compte 999-9999-999-9</p>	<p>Days / Jours 31</p> <p>Present Actual 18076 Previous Actual 18054</p> <p>Difference in Reading / Différence dans les relevés 1000 m³ / 1000 m³ 22.0</p> <p>Remaining Pressure / Pression restante (kPa) 0.98203</p> <p>Gas Used / Gaz utilisé (m³) 21.5</p>																											
<p>Thank you for your payment of \$ 78.16</p> <p>GAS USED SINCE LAST BILLING... 21.6 M3 18.48</p> <table style="width: 100%;"> <tr> <td>Gas</td> <td>@ 27.5635</td> <td>c/M3 = \$ 0.47</td> </tr> <tr> <td>Gas</td> <td>@ 26.6875</td> <td>c/M3 = \$ 5.31</td> </tr> <tr> <td>Transportation</td> <td>@ 4.5293</td> <td>c/M3 = 0.98</td> </tr> <tr> <td>Storage</td> <td>@ 0.7994</td> <td>c/M3 = 0.16</td> </tr> <tr> <td>Storage</td> <td>@ 0.8811</td> <td>c/M3 = 0.02</td> </tr> <tr> <td>Delivery to You</td> <td>@ 11.0575</td> <td>c/M3 = 2.20</td> </tr> <tr> <td>Delivery to You</td> <td>@ 10.3994</td> <td>c/M3 = 0.18</td> </tr> <tr> <td>Monthly Charge</td> <td></td> <td>= 9.16</td> </tr> <tr> <td>Total</td> <td></td> <td>\$ 18.48</td> </tr> </table> <p>RATE ADJUSTMENT - CURRENT ADDRESS 28.19 CR</p> <p>RATE ADJUSTMENT GST - CURRENT ADDRESS 1.96 CR</p> <p>Goods And Services Tax (#R1) 1.29</p> <p>BILL TOTAL IS A CREDIT. PLEASE DO NOT PAY</p>			Gas	@ 27.5635	c/M3 = \$ 0.47	Gas	@ 26.6875	c/M3 = \$ 5.31	Transportation	@ 4.5293	c/M3 = 0.98	Storage	@ 0.7994	c/M3 = 0.16	Storage	@ 0.8811	c/M3 = 0.02	Delivery to You	@ 11.0575	c/M3 = 2.20	Delivery to You	@ 10.3994	c/M3 = 0.18	Monthly Charge		= 9.16	Total		\$ 18.48
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Total		\$ 18.48																											
<p>ENERGY PROFILE FOR YOUR ACCOUNT</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Billing Month</th> <th>Number of Days</th> <th>Number of Degree Days</th> <th>Cubic Metres Per Day</th> </tr> </thead> <tbody> <tr> <td>07 03</td> <td>31</td> <td>25</td> <td>0.7</td> </tr> <tr> <td>07 02</td> <td>31</td> <td>25</td> <td>0.7</td> </tr> </tbody> </table>			Billing Month	Number of Days	Number of Degree Days	Cubic Metres Per Day	07 03	31	25	0.7	07 02	31	25	0.7															
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07 02	31	25	0.7																										

AMOUNT NOW DUE / MONTANT MAINTENANT DU
\$ 10.38 CR

CREDIT BALANCE DO NOT PAY

Amount Paid / Montant payé

E.S.O.E. S.E.O. RETAIN THIS PORTION / CONSERVER CETTE PORTION

Activity: Identification and Proof of Residency

Elector #3: Yeun Mae Wong

Did the elector provide satisfactory documentation? Why or why not?

Identification Provided:

Credit Card Company

Yeun Mae Wong
4 Fourth St.
Anytown, Canada
A0A 0A4

Account summary

Previous balance		\$11,044.22
Payments	\$5,000.00	
Other credits	87.38	
Total credits	- 5,087.38	
Purchases	628.56	
Cash advances	0.00	
Other charges	0.00	
Interest	75.75	
Total debits	+ 704.31	
New balance	= 6,661.15	

Minimum payment due

Please pay the current amount due by Aug 1	199.00
Total minimum payment due	= \$199.00

View off-line Page 1 of 3

Credit Card Company

Yeun Mae Wong
4 Fourth St.
Anytown, Canada
A0A 0A4

Account number	
New balance	\$6,661.15
Payment due immediately	\$0.00
Current amount due by Aug 1	\$199.00
Payment amount	\$ _____

Yeun Mae Wong
4 Fourth St.
Anytown, Canada
A0A 0A4

4408

DATE **January 12, 2003**

PAY to Lucinda Smith \$ 122.00

the order of One hundred and twenty-two DOLLARS

Bank of Banks
Anytown Main Branch
101 Main St. W.
Anytown, Canada A0A 0A0

PER Yeun Mae Wong

⑈004408⑈

Module 1: Review Questions

1. Revision lasts:
 - a) Until 6:00 p.m. on day 6 of the electoral calendar _____
 - b) Until polling day _____
 - c) Until the day before polling day _____
 - d) 30 days _____

2. When you are offering the elector every available option to take part in the electoral process, you are:
 - a) Being polite _____
 - b) Acting in the best interests of the elector _____
 - c) Violating legislation _____
 - d) Providing good customer service _____

3. Satisfactory documentation includes:
 - a) One document including name, current address and signature of the elector, such as a driver's licence _____
 - b) Two documents, one showing the name and signature of the elector, and the other showing the name and current address of the elector _____
 - c) An affidavit _____
 - d) Any of the above _____

4. "Ordinarily resident" means:
 - a) The elector has a choice about where he can register to vote _____
 - b) Electors living in shelters or hostels cannot register to vote _____
 - c) Canadian Forces electors can't vote in their electoral district _____
 - d) The person calls that place home and returns there after being away _____

5. The rights of electors include the right to:
 - a) Bilingual service _____
 - b) Assistance, if requested or required _____
 - c) Confidentiality _____
 - d) All of the above _____

List of Electors #1

#	Name	Street Address	Municipality	P.C.	DOB
1	Brian Paul	1007 Ramsgate	Kimberly	D9E 2J6	April 1, 1980
2	Yvon Deschamps	1009 Ramsgate	Kimberly	D9E 2J7	Oct. 15, 1979
3	Indu Shukla	1110 Ramsgate	Kimberly	D9E 2J6	June 30, 1959
4	Neil Pierce	1113 Ramsgate	Kimberly	D9E 2J7	Jan. 23, 1929
5	Rosemary Dion	1118 Ramsgate	Kimberly	D9E 2J6	Feb. 07, 1925
6	Barry Wood	1123 Ramsgate	Kimberly	D9E 2J7	Mar. 17, 1953
7	Lucas Szalpczynski	1135 Ramsgate	Kimberly	D9E 2J6	July 31, 1948
8	Tom Maranachzi	1138 Ramsgate	Kimberly	D9E 2J7	Sept. 10, 1983
9	Karen Levitt	1140 Ramsgate	Kimberly	D9E 2J6	Nov. 4, 1987
10	Gordon Wong	1050 Ramsgate	Kimberly	D9E 2J7	May 5, 1968
11	Andy Josephs	1053 Ramsgate	Kimberly	D9E 2J6	June 28, 1962
12	Mary Schneider	1054 Ramsgate	Kimberly	D9E 2J7	Aug. 6, 1979
13	Greg McLearn	1056 Ramsgate	Kimberly	D9E 2J6	Nov. 2, 1981
14	Yuan Wang	1058 Ramsgate	Kimberly	D9E 2J7	Dec. 19, 1972
15	Christina George	1059 Ramsgate	Kimberly	D9E 2J6	Jan. 18, 1949
16	Darrell Haack	1060 Ramsgate	Kimberly	D9E 2J7	July 30, 1957
17	Renee Cabot	1061 Ramsgate	Kimberly	D9E 2J6	May 11, 1976
18	Amanda Dunn	1063 Ramsgate	Kimberly	D9E 2J7	Sept. 15, 1952
19	Jamie Renaud	1065 Ramsgate	Kimberly	D9E 2J6	June 25, 1945
20	Gerald Ward	1066 Ramsgate	Kimberly	D9E 2J7	Feb. 1, 1939

Answering Validation Questions

Validation Question	What does the revising agent do when answering the validation question and . . .
<p>1. Will the elector sign the form in your presence?</p>	<p><i>. . . the elector is on the phone?</i></p> <p>Manual Reference:</p>
<p>2. Did the elector show ID?</p>	<p><i>. . . the elector applies by mail, has not attached any identification and registration of the elector is required?</i></p> <p>Manual Reference:</p>
<p>3. Print a <i>Voter Information Sheet</i> immediately?</p>	<p><i>. . . the elector is in the office?</i></p> <p>Manual Reference:</p>
<p>4. Mail a <i>Voter Information Card</i> to the elector?</p>	<p><i>. . . the elector has applied by mail?</i></p> <p>Manual Reference:</p>

List of Electors #2

#	Name	Street Address	Municipality	P.C.	DOB
1	Donald Arsenault	1516 4th Ave. N. #101	Nelson	D1V 5B4	May 24, 1947
2	Bertha Mohamed Roy	1516 4th Ave. N. #102	Nelson	D1V 5B4	Sept. 16, 1969
3	Gérald Earl Hachey	1516 4th Ave. N. #103	Nelson	D1V 5B4	Apr. 19, 1940
4	Laurie Christine Hachey	1516 4th Ave. N. #103	Nelson	D1V 5B4	Mar. 26, 1951
5	James Whitney Woods	1516 4th Ave. N. #104	Nelson	D1V 5B4	Apr. 8, 1937
6	Brady Herman Chevarie	1516 4th Ave. N. #105	Nelson	D1V 5B4	Sept. 5, 1952
7	Maria Amélie Roy	1516 4th Ave. N. #201	Nelson	D1V 5B4	Oct. 13, 1957
8	Kathleen Bunyan	1527 4th Ave. N. #202	Nelson	D1V 5B3	Dec. 14, 1959
9	Mae Ann Richard	1537 4th Ave. N. #203	Nelson	D1V 5B3	Mar. 21, 1963
10	Sever Daigle	1548 4th Ave. N. #204	Nelson	D1V 5J1	Sept. 23, 1972
11	Sylvain Daigle	1558 4th Ave. N. #201	Nelson	D1V 5J1	Feb. 9, 1964
12	Georgina See-Yee Vienneau	1558 4th Ave. N. #202	Nelson	D1V 5J1	Feb. 21, 1972
13	Viola Morrison Daigle	1558 4th Ave. N. #203	Nelson	D1V 5J1	Nov. 27, 1935
14	Julie Carol Daigle	1558 4th Ave. N. #204	Nelson	D1V 5J1	May 5, 1943
15	René Alfred	1558 4th Ave. N. #205	Nelson	D1V 5B4	Oct. 17, 1933
16	Wanda Alfred	1558 4th Ave. N. #205	Nelson	D1V 5B4	July 22, 1922
17	Lesla M. Bourgeois	1558 4th Ave. N. #205	Nelson	D1V 5J1	June 15, 1929
18	Donna Elizabeth Robichaud	1558 4th Ave. N. #205	Nelson	D1V 5B4	Nov. 7, 1955
19	Gérald Robichaud	1558 4th Ave. N. #205	Nelson	D1V 5B4	Dec. 22, 1966
20	Michael Manson Robichaud	1558 4th Ave. N. #205	Nelson	D1V 5B4	Aug. 13, 1959

Revision Task #5

SCENARIO: A family member not living at the same address has come in with an elector's voter information card to inform Elections Canada that the elector is deceased.

What action must the revising agent take?

Gagnon, Jacques
Mayrand, France
Duchesne, Diane
Marchand, Robert
Gratton, Michel
Lafrenière, Maude
Bélisle, Denis
Girard, Benjamin
Morin, Julie
Bradley, Kyle

Revision Task #6

SCENARIO: The elector has moved from another province (Quebec) and wants to make sure he is registered to vote in the coming election.

What actions were required based on the results of the search?

Sample Journal Report

Journal Report for User: Rapport d'activités pour l'utilisateur: jlabelle										
Electoral District/ Circonscription :		24076	Mont-Plaisir Mont-Plaisir		Journal Report No./ Rapport d'activités No :			jlabelle_2608_103335		26/08/2003 10:33:35
										Page 1 of/de 2
E	V	Jour et heure	N° de RÉVISE	SV	N° de Seq	RNÉ	Ident.	Nom, (Sexe), D. de N.	Adresse physique et adresse postale (si différente)	
E	V	Date and time	REVISE No.	PD	Seq. No.	ROE	ID	Name, (Gender), D.O.B.	Physical Address and Mailing Address (if different)	
M		26/08/2003 09:01:03	28731133	006-0		N	I	CARTER, KAREN, ALEXANDRA (F) 22/05/1931	1716 Back RD Lyttleton QC	
A		26/08/2003 09:02:28	90000040	005-0		Y	I	MALEK, DIANE N (F)	10107 Caldwell av/Ave Nelson QC	
T+		26/08/2003 09:04:46	43278348	008-0		N	O	PEPIN, ANDRE JOHN (M) 02/04/1960	108 Seneca RD McKinleyville QC	
A		26/08/2003 09:05:58	90000041	012-0		Y	I	JOHANIS, NATALEI F (U)	75 Chaplin Island Cross MONTÉE Cambridge QC	
A		26/08/2003 09:17:47	90000042	013-0		Y	I	MA, DOMINIC (M)	25 1 Arch rue/St Châteauguay QC / PO box 145 Chateaugay QC G5B6V2	
A		26/08/2003 09:18:28	90000043	004-0		Y	I	HAN, JULIE H (F)	2059 5 Dalhousie rue/St Nelson QC D5B2B5 PO Box 12 Nelson QC D5B 2B5	
A		26/08/2003 09:20:20	90000044	004-0		Y	I	HAN, JEFF (M)	2059 5 Dalhousie rue/St Nelson QC D5B2B5 PO Box 12 Nelson QC D5B 2B5	
A		26/08/2003 09:21:38	90000045	004-0		Y	I	HAN, ANGELICA (U)	2059 5 Dalhousie rue/St Nelson QC D5B2B5 PO Box 12 Nelson QC D5B 2B5	
C		26/08/2003 09:23:23	26091364	007-0	4	N	I	WHEELER SLOAN, HUIYING ELAINE (F)	12134 54 St. Patrick's rue/St Langley QC D9E1V1	
R3		26/08/2003 09:23:50	56431247	005-0	7	N	O	MONGEON, TERRY EDWARD (M) 08/12/1958	1228 Banff av/Ave Nelson QC D9E 1L9	
A		26/08/2003 09:25:49	90000046	003-0		Y	I	LEMAY, JENNNIFER G (F)	112 16 4e av/Ave N Nelson QC D8B5D7	
A		26/08/2003 09:27:00	90000047	003-0		Y	I	LEMAY, ROBERT N (M)	112 4e av/Ave N Nelson QC D8B5D7	
C		26/08/2003 09:27:40	17651003	001-0	18	N	I	FOWLIE, MAARY MARGARET A (F) 27/05/1075	12 2 Williamstown QC / RR5, Site 13 A Williamstown QC D1V5E9	
R3		26/08/2003 09:29:07	13704563	007-0	11	N	O	LANGLAIS, MARIE-CLAIRE JILL (F) 17/12/1978	12185 St Patrick's rue/St Langley QC D9E1V1	
M		26/08/2003 09:30:00	13817809	015-0		N	I	MCMILLAN, PETRINA NICKI (F) 17/06/1957	1517 109 Riverside DR Oak Point QC	
A		26/08/2003 09:31:42	90000048	006-0		Y	I	DORREL, MARTIN JOSEPH (M)	1792 Back RD Lyttleton QC / PO Box lyttleton QC D5F4R8	
R2		26/08/2003 09:32:11	34231281	005-0	40	N	O	PILON, ALLEN ALBERT (M) 19/10/1943	10225 2003 Caldwell av/Ave Nelson QC D9E2H2	
M		26/08/2003 09:32:57	34771305	014-0		N	I	MCGUIRE MCCRANK, NAOMI JEAN (F) 18/11/1962	1657 Jasper av/Ave Melfort QC	

Toute utilisation interdite de cette information rend passible des peines
Prévues par la Loi électorale du Canada et la Loi référendaire.

Any prohibited use of this information will entail the imposition of penalties
Under the Canada Elections Act and the Referendum Act.

Journal Report for User:
Rapport d'activités pour l'utilisateur: jlabelle

26/08/2003 10:33:35

Electoral District/ Circonscription : 24076 Mont-Plaisir
Journal Report No./ Rapport d'activités No : jlabelle_2608_103335
Page 2 of/de 2

E	V	Jour et heure	N° de RÉVISE	SV	N° de Seq.	RNÉ	Ident.	Nom, (Sexe), D. de N.	Adresse physique et adresse postale (si différente)
E	V	Date and time	REVISE No.	PD	Seq. No.	ROE	ID	Name, (Gender), D.O.B.	Physical Address and Mailing Address (if different)
T+		26/08/2003 9:34:18	14654637	015-0		N	O	HACHEY, GERALD EDWARD (M) 24/01/1954	1045 Baisley RD Wayerton QC D8F2R6
T+		26/08/2003 9:35:50	30850989	015-0		N	O	HEARTY, SHERRI ANN (F) 16/03/1960	1045 Baisley RD Wayerton QC D8F2R6
C		26/08/2003 9:36:17	19566757	004-0	28	N	I	BRADLEY, MARTINE (F) 08/12/1931	1063 A 2e av/Ave NO/NW Nelson QC D1V5C5
C		26/08/2003 9:37:08	11856432	003-0	28	N	I	ARSENAULT, DON (M) 24/05/1947	1516 101 4e av/Ave N Nelson QC D1V 5B4
R1		26/08/2003 9:38:11	14342352	008-0	2	N	O	BRUNETTE, JANICE EDITH (F) 30/11/1919	171 Crystal Springs McKinleyville QC D0C1H0
T+		26/08/2003 9:39:00	51566541	004-0		N	O	BOYER, RONALD WENDELL (M) 17/06/1975	1004 154 2e av/Ave NO/NW Nelson QC
R3		26/08/2003 9:35:47	17213231	012-0	11	N	O	BRIGHT, IBRAHIM (M) 21/03/1950	1833 Keenan av/Ave Cambridge QC D9E2K2
A		26/08/2003 9:41:39	90000049	015-0		Y	I	GOMEZ, ALEXANDRA N (F)	1028 14 Baisley RD Wayerton QC D5E5E4
A		26/08/2003 9:43:15	90000050	015-0		Y	I	GOMEZ, MARTINA F (F)	1028 Baisley RD Wayerton QC D5E5E4
R2		26/08/2003 9:43:48	11320897	003-0	11	N	O	LEGOFF, REBECCA ERNESTINE (F) 02/03/1938	436 1e rue/St O/W Nelson QC D0C1H0
M		26/08/2003 9:44:14	12527198	015-0		N	I	MURDOCK, DENIS JAMES (M) 25/05/1967	769 Impala CRES Etobicoke QC
M		26/08/2003 9:45:06	19494532	005-0		N	I	REDMAN, ALLAN (M) 09/01/1953	10109 Caldwell av/Ave Nelson QC D5E2F5
M		26/08/2003 9:46:16	16511215	501-0		N	I	ZHANG, YUN HONG (F) 08/10/1961	3026 2A Moutain RD Châteauguay QC
M		26/08/2003 9:47:40	87491800	002-0		N	I	MUNSON, ETIENNE JOSEPH (M) 04/06/1938	195 Gable CRES Red Bank QC D5W2V6
M		26/08/2003 9:47:44	23041801	002-0		N	I	MUNSON, PAULINE ANN (F) 26/11/1970	195 Gable CRES Red Bank QC D5W2V6 / Boîte 14 Site 2 Saint-Louis de Kent QC D9E1L3

Ces transactions ont été complétées conformément à la Loi électorale du Canada.
These Elector Transactions were completed in accordance to the Canada Elections Act.

Agent réviseur / Revising Agent

Agent réviseur / Revising Agent


Date

A = Added / Ajouté	1		
C = Corrected / Corrigé	1	Rn = transaction de radiation	6
M = Move in transaction / Déménagement à l'int. de la circ.	4		
M- = Move in cancelled / Déménagement à l'int. de la circ. annulé	8	n=	
T+ = Transferred from another ED / Transfert entrant	0		
UT+ = Transferred from another ED cancelled / Transfert entrant annulé	4	1 = Deceased elector / Électeur décédé	1
UT- = Transferred to another ED / Transfert sortant annulé	0	2 = Elector request / Électeur a fait la demande	2
L = Local SVR transaction / RÉs local	0	3 = No longer at address / N'habite plus à cette adresse	3
L- = Local SVR cancelled / RÉs local annulé	0	4 = not qualified / Non qualifié	0
N = National SVR transaction / RÉs national	0	5 = Duplicate / Doublon	0
N- = National SVR cancelled / RÉs national annulé	0		
V = Advance Poll transaction / Vote par anticipation	0	Rn- = Removal cancelled / Radiation annulée	0
V- = Advance Poll cancelled / Vote par anticipation annulé	0		

Toute utilisation interdite de cette information rend passible des peines
Prévues par la Loi électorale du Canada et la Loi référendaire.

Any prohibited use of this information will entail the imposition of penalties
Under the Canada Elections Act and the Referendum Act.

Sample Transaction Log (EC 40091)

		EC 40091 Page ____					
Transaction Log Registre des transactions							
1	2	3	4	5	6	7	8
Elector Name Nom de l'électeur	Date of Birth Date de naissance	Address Adresse	Telephone Téléphone	Description of the issue / inquiries Description du problème / demande	Action taken Mesure prise	RA AR	Date sent Date de l'envoi
John Roy	March 23, 1973	526 Willows, St. Albert, BC	521-1234	Elector will come to sign form		DN	
Jane Smith	Sept. 22, 1949	95 Beech Ave St. Albert, BC	523-4567	Elector requested form	Form mailed to Elector	NL	March 4, 2004
Mary Hubert	April 9, 1977	5830 Montcalm St. Albert, BC	534-6789	Elector will send ID		TM	March 5, 2004
Mike Mooney	June 1, 1970	2-10 Deer St. Albert, BC	567-9876	Elector requested a registration form by phone	Form sent	JL	March 8, 2004
Joseph White	December 2, 1950	364 River Road St. Albert, BC	543-7390	Letter of authorization needed. Elector will come		NL	
Verified by the Revision Supervisor: Vérifié par le superviseur de la révision : _____							

Module 2: Review Questions

1. When completing Step 1: Conduct the search, always:

- a) Conduct the national search first.
- b) Conduct the local search first.
- c) Make sure you have the GEO list available.
- d) Use the person's last address, not their current address.

2. When REVISE finds other electors registered at the same address, when the data is entered:

- a) Ask the elector to provide the names of any other qualified electors living at the same address.
- b) Immediately remove the electors.
- c) Get the revision supervisor to verify the data.
- d) Tell the elector the names you found in REVISE living at the same address so he can tell you if they live at the same address.

3. Completing a transaction involves:

- a) Registering all electors who live at the same address
- b) Only accepting applications for people who are not currently on the list of electors
- c) Updating an existing record, removing or creating a record
- d) Three revising agents signing the form when it is printed

4. The *Journal Report* is:

- a) A summary of all the records you have updated, created or removed during that work session
- b) A diary you write that tells the revision supervisor what you have done during your shift
- c) A report to the returning officer that updates him on the revision activities in the office
- d) Created by the automation coordinator to calculate time spent on the computer

5. REVISE asks validation questions that are relevant to the transaction.

- a) True
- b) False

Module 3: Review Questions

1. The applicant has not been found using the GEO list. You must:
 - a) Proceed with a national search using the ESU if it is available or complete an *Application for Registration – Targeted Revision at Elector’s Residence* (EC 40113 or EC 40118)
 - b) Complete an *Application for Registration on the List of Electors* (EC 40110 or EC 40115)
 - c) Take the name of the elector and give it to the returning officer to check the National Register of Electors
 - d) Advise the elector he cannot vote

2. Sign registration and revision forms:
 - a) Only once, unless you have to make changes
 - b) When you have received the form back and have checked that it has been properly completed
 - c) Once on the front and once on the back
 - d) Before you register the elector or revise his information

3. The purpose of Step 3: Validate the transaction is:
 - a) To make sure the elector has met the requirements for a specific transaction after you have completed the correct form
 - b) To legalize the transaction
 - c) To offer voting options for polling day
 - d) To make sure a VIC is sent to the elector

4. Someone making an application for registration on behalf of another elector not living at the same address must provide:
 - a) A letter of authorization signed by the person on whose behalf the application is being made
 - b) A credit card with his signature
 - c) A voter information card for himself
 - d) A reference

5. Revising agents should not register electors who do not provide a date of birth even when they are qualified to vote.
 - a) True
 - b) False

Module 4: Targeted Revision

Module 4: Objectives

At the end of this module, you will be able to:

- Follow the procedures to register an elector
- Complete the *Record of Visits*

Targeted Revision

What?

- Revising agents work in pairs to go door to door or visit facilities to register electors or revise their information.

Why?

- To ensure that all qualified electors in a specific location or area are registered to vote.

Where?

- Institutions, nursing homes and chronic care facilities
- Areas of high mobility
- New residential addresses
- Other areas designated by the RO

Targeted Revision – Record of Visits (EC 40106)



Targeted Revision - Record of Visits

EC 40106 (01/07)

Day 28 Range: 2 PD: 67 Team: 1

Address Range	No. of Units or Homes		Date of Visit	Unoccupied / Vacant Units or Homes						
	Total	Confirmed by Landlord		102	105	204	401	402		
308 The Promenade	36	5	Monday 6 - 9							


Schedule of Second Visits			
Date to Return	Wednesday	Between	9 a.m. and noon <input type="checkbox"/> noon and 6 p.m. <input checked="" type="checkbox"/> 6 p.m. and 9 p.m. <input type="checkbox"/>

Building or Unit Numbers										
401	203	301	302	404	405	501	502			

First Visits	Sub-total	Second Visits	Sub-total	Total
No. of units or homes visited - the revising agents knocked on door (do not include vacant units and confirmed by landlord)	31	No. of units or homes visited (Do not include vacant units and confirmed by landlord)	8	
No. of units confirmed by landlord (units revising agents did not need to visit because landlord confirmed elector information or unit was vacant)	5			
No. of forms completed	12	No. of forms completed	3	
No. of second visits scheduled	8	No. of kits left after second visit	2	

Revising Agents: 1. _____ 2. _____

Application for Registration – Targeted Revision at Elector’s Residence (EC 40113)



Application for Registration - Targeted Revision at Elector's Residence

Section 101(1) (d), *Canada Elections Act*

EC 40113 (02/09)

Français au verso ED #:

Section 1 Electors requesting registration

Seq. No.	Family name	Given name	Middle name	Gender	Date of birth Day/Month/Year
1.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /
2.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /
3.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /
4.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /

Section 2 Current home address for electors listed in section 1

PD No.	Number	Street	Apt./Unit	City, town, village or municipality	Province or territory
		Postal code		Telephone numbers (optional) Home () - - Office () - -	

Section 3 Mailing address (if your mail is delivered to another address, such as a post office box or a rural route)

PO Box/RR _____ City, town, village or municipality _____ Province or territory _____ Postal code _____

Section 4 Previous address of electors listed in section 1

Name of elector	Number, street, apt./unit	City, town, village or municipality	Province or Territory	ED	PD
1.					
2.					
3.					
4.					

Section 5 Oath

I swear or solemnly affirm that I am a Canadian citizen, that I will be 18 years of age or over on election day, that I truly believe that any other elector listed in section 1 is a Canadian citizen and will be 18 years of age or over on election day and that I (we) am (are) ordinarily resident within this electoral district. I understand that the information on this form is used for federal and provincial electoral purposes only. It is protected under the *Canada Elections Act* and the *Privacy Act*. The information is retained in Personal Information Banks CEO PPU 005 and CEO PPU 037.

 Signature of elector

 Date

Section 6 Authorizations (for office use only)

This form has been completed in our presence and is in accordance with the *Canada Elections Act*.

_____ Revising Agent	_____ Revising Agent	_____ Date
-------------------------	-------------------------	---------------

I accept this request.


_____ Returning or Assistant Returning Officer	_____ Date
---	---------------

Electors in section 1 are the only electors at this address

Yes – Remove other electors at that address
 No – Do not remove other electors at that address

 Date

Application for Registration – Targeted Revision at Elector’s Residence (EC 40113)



Application for Registration - Targeted Revision at Elector's Residence

Section 101(1) (d), *Canada Elections Act*

EC 40113 (02/09)

Français au verso ED #:

Section 1 Electors requesting registration

Seq. No.	Family name	Given name	Middle name	Gender	Date of birth Day/Month/Year
1.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /
2.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /
3.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /
4.				<input type="checkbox"/> M <input type="checkbox"/> F	/ /

Section 2 Current home address for electors listed in section 1

PD No.	Number	Street	Apt./Unit	City, town, village or municipality	Province or territory
		Postal code	Telephone numbers (optional) Home () -		
			Office () -		

Section 3 Mailing address (if your mail is delivered to another address, such as a post office box or a rural route)

PO Box/RR _____ City, town, village or municipality _____ Province or territory _____ Postal code _____

Section 4 Previous address of electors listed in section 1

Name of elector	Number, street, apt./unit	City, town, village or municipality	Province or Territory	ED	PD
1.					
2.					
3.					
4.					

Section 5 Oath

I swear or solemnly affirm that I am a Canadian citizen, that I will be 18 years of age or over on election day, that I truly believe that any other elector listed in section 1 is a Canadian citizen and will be 18 years of age or over on election day and that I (we) am (are) ordinarily resident within this electoral district. I understand that the information on this form is used for federal and provincial electoral purposes only. It is protected under the *Canada Elections Act* and the *Privacy Act*. The information is retained in Personal Information Banks CEO PPU 005 and CEO PPU 037.

 Signature of elector

 Date

Section 6 Authorizations (for office use only)

This form has been completed in our presence and is in accordance with the *Canada Elections Act*.

Revising Agent	Revising Agent	Date

I accept this request.

Returning or Assistant Returning Officer	Date

Electors in section 1 are the only electors at this address

Yes – Remove other electors at that address
 No – Do not remove other electors at that address

 Date

Module 4: Review Questions

1. The purpose of targeted revision is to:
 - a) Ensure the elderly can vote _____
 - b) Ensure that all qualified voters in a specific location or area are registered to vote _____
 - c) Target certain areas for special ballots _____
 - d) Ensure that people in new residential addresses are taken off the list at their old address _____

2. The three things you should do with your revising agent partner prior to conducting visits are:
 - a) Go out for coffee, read the manual and prepare your forms _____
 - b) Review the revision procedures together and decide who will lead each transaction _____
 - c) Attend training sessions, review the revision procedures and decide what areas you and your partner will target for revision _____

3. When conducting revision at the door, ask the following question to confirm that all eligible electors have been registered.
 - a) Does anyone else who is qualified to vote live at this address? _____
 - b) Can you please tell me the full name of each person who lives at this address, is 18 years of age or older and is a Canadian citizen? _____
 - c) I need to confirm that all of the electors on my list live here. Can you please read the list and confirm if they still live at this address? _____
 - d) Have I missed anyone? _____

4. When you have not made contact with the resident on the first visit, you should conduct a second visit:
 - a) At a different time from your first visit _____
 - b) The same time next day _____
 - c) Within the next seven days _____
 - d) The next time you work _____

Review Questions: Answer Key

Module 1 – Introduction

Question	Answer
1	a
2	b
3	d
4	d
5	d

Module 2 – Revision of the Lists of Electors Using the REVISE System

Question	Answer
1	b
2	a
3	c
4	a
5	a

Module 3 – Revision of the Lists Using Forms

Question	Answer
1	a
2	b
3	a
4	a
5	b

Module 4 – Targeted Revision

Question	Answer
1	b
2	b
3	b
4	a
5	d
6	a
