

LIAISON OFFICER'S MANUAL

**(VOTING BY INCARCERATED
ELECTORS)**



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(Voting by Incarcerated Electors)

EC 77080 (10/08)



Revision Record



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NOTE: The masculine gender is used throughout the manual without bias, in the interests of simplicity and ease of reading.

A MESSAGE FROM ELECTIONS CANADA

This manual explains your duties as a liaison officer in a correctional institution during federal electoral events. It is based on the Special Voting Rules (Part 11 of the *Canada Elections Act*), on the federal referendum legislation and on the procedures established by the Chief Electoral Officer of Canada.

In this manual, there will be references to two different polling days as follows:

- **ordinary polling day** means the day on which electors vote at polling stations other than in correctional institutions
- **polling day** means the day on which electors in correctional institutions vote; this date is the 10th day before ordinary polling day.

Every incarcerated elector who has completed an application form is entitled to vote on polling day at a polling station established in the correctional institution.

As liaison officer, your main job is to supply the *Application for Registration and Special Ballot* form to every incarcerated elector in your correctional institution, so that they can register and vote as conveniently as possible. Your other duties include:

- Displaying posters in prominent locations throughout the correctional institution.
- Providing electors with pamphlets that explain the registration and voting procedures.
- Communicating with the local returning officer to arrange for the appointment of deputy returning officers and poll clerks to take the votes of incarcerated electors on polling day inside the correctional institution (the 10th day before ordinary polling day).
- Assisting electors who request help in completing their registration forms.
- Determining each elector's electoral district for voting purposes, based on his address of ordinary residence.
- Returning all the registration and voting material to Elections Canada in Ottawa as soon as possible after the vote.

A MESSAGE FROM ELECTIONS CANADA

As an election or referendum officer, you must not take part in any partisan activity in the course of your duties. This means that:

- You must not state opinions or display material that supports or opposes a political party, candidate or referendum committee while you are performing your duties.
- You should only answer questions relating to the electoral process.
- You must not work for any candidate, political party or referendum committee, nor attend any political functions or meetings.

You are responsible only to the Special Voting Rules Administrator at Elections Canada in Ottawa, who issues your working instructions.

CONFIDENTIALITY GUIDELINES

You will come in contact with personal information regarding incarcerated electors that must remain private. By law, elector information is confidential and must be protected at all times.

You must ensure that any document containing personal information is kept out of sight of other incarcerated electors. Only the elector who is requesting to register is entitled to see his own personal information. You must keep all documents secure until it is time to return them to Elections Canada in Ottawa.

ELECTORS WITH DISABILITIES

When you are communicating with an elector who has a physical disability, you should apply the following principles:

- Remember that it may take more time for a person with a physical disability or for a senior to answer your questions or to get things done.
- Give your undivided attention to a person who has difficulty communicating.
- Speak directly to a person with a physical disability rather than to his companion.
- Speak calmly, slowly and directly to a person who is deaf or hard of hearing. Your facial expressions, gestures and body movements will help the elector to understand. Do not shout or speak in the person's ear. If communicating is difficult, do not hesitate to write a note to a person who is deaf or hard of hearing.
- Greet a person with a visual impairment by letting the person know who you are and what you do. You should also provide a guiding device, such as a ruler or a card, when that person is required to – and is able to – complete the application form. If you must help a person with a visual impairment to walk, offer your arm and give warning of any steps or obstacles you may encounter.
- Before assisting a person using a wheelchair, ask if you may do so and how you should proceed.

Do not hesitate to contact the returning officer if you need additional information on this subject.

BILINGUAL SERVICES

Elections Canada is legally responsible for ensuring that every Canadian is able to obtain service in either official language, English or French. If you do not understand the official language used by any person you are serving, immediately advise the returning officer. Then appropriate action can be taken to provide service to this person in the official language of his choice.

OVERVIEW OF VOTING BY INCARCERATED ELECTORS

Making voting accessible to electors is an important part of what Elections Canada does. Elections Canada enlists your assistance in ensuring that an elector who is incarcerated in a correctional institution can vote as conveniently as possible.

Incarcerated electors who are in a correctional institution in Canada at the time of an electoral event, regardless of the length of their sentence, are eligible to vote according to the procedures set out in Part 11 of the *Canada Elections Act* and in the federal referendum legislation.

To vote, incarcerated electors must register by filling out an *Application for Registration and Special Ballot* (EC 77010) form. You will give the form and a voter's guide (EC 77105 or REF 77105) to incarcerated electors, organize voting, answer questions on procedures and help electors fill out the application form.

Registration begins no later than the 13th day before ordinary polling day and lasts for a minimum of three days, ending on the 11th day before polling day.

Incarcerated electors vote on the 10th day before ordinary polling day, in their institution. The voting date is shown on posters displayed in each correctional institution. One or more polling stations are set up in designated locations on that day, and voting starts at 9:00 a.m. (local time). **The polling station remains open until everyone who wants to vote has voted, but no later than 8:00 p.m. (local time).**

Electors may vote only once at an election or referendum.

- At an election, an elector may vote only for a candidate in the electoral district in which his place of ordinary residence is situated, as determined by the address on the application form. The deputy returning officer will inform the elector of the name of his electoral district, and provide the elector with the names of the candidates running for election there.
- At a referendum, the elector marks the ballot by making an "X" in the space corresponding to the word **Yes** or **No** in answer to a referendum question.

As liaison officer, you are in charge of registration and setting up each polling station in the correctional institution for polling day.

APPOINTMENT OF THE LIAISON OFFICER

In accordance with the *Canada Elections Act*, you have been designated by the minister responsible for corrections to act as a liaison officer, for the taking of the votes of electors in your correctional institution. During the electoral period, your co-operation with the Chief Electoral Officer and his representatives is essential for the registration of electors and the taking of their votes.

You must fill out the *Oath of Liaison Officer* (EC 77030) as soon as you have been appointed. Clearly **print** your institution's name and your full name, occupation, social insurance number, date of birth, residence address, postal code and telephone numbers (business and residence). You must swear the oath either in front of the warden of your institution or a commissioner for taking affidavits.

Keep the yellow copy as proof of your appointment and return the white copy to Elections Canada, along with the other supplies you will be returning after voting has taken place. You must fax a copy to Elections Canada immediately, at the number appearing at the bottom of the *Supplies Distribution Record – Incarcerated Electors*, which you have received in the shipment of supplies.

SUPPLIES

The Special Voting Rules Administrator at Elections Canada in Ottawa is responsible for preparing and forwarding to you the supplies required for registering and taking the votes of incarcerated electors.

As soon as possible after the issue of the writs, the Special Voting Rules Administrator will send you the supplies. The quantity delivered to your correctional institution is based on the number of electors in the institution.

You should receive the following items, for yourself:

- A Supplies Distribution Record – Incarcerated Electors* (EC 77130)
- Application for Registration and Special Ballot forms* (EC 77010)
- Oath of Liaison Officer* (EC 77030)
- Posters: *Voting: It's Simple, Secret – and It Counts!* (EC 77220 or REF 77220)
- Pamphlets: *Voting: It's Simple, Secret – and It Counts!* (EC 77105 or REF 77105)
- A backgrounder *Voting by Incarcerated Electors* (EC 90545 or REF 90545)
- A List of Federal Electoral Districts* (EC 00170)
- A Priority Courier mailbag, a mailbag sealing kit and a Priority Courier bill of lading (These items will be sent in a separate shipment along with instructions for returning completed ballots to Elections Canada in Ottawa.)
- A Guide to Federal Electoral Districts* (EC 06508)
- A set of *Street Indexes* (EC 06511)
- A Deputy Returning Officer's Manual (Voting by Incarcerated Electors)* (EC 77060)

SUPPLIES

You will also receive the following supplies for each deputy returning officer:

- The Special Voting Rules (Part 11 of the *Canada Elections Act*) (EC 78360)
- Blank copies of the *Application for Registration and Special Ballot* (EC 77010)
- An envelope (EC 50470) containing voting supplies for one polling station (voting pencils, masking tape, *Official Seals* (EC 50180) for the envelopes, identification for poll personnel, a pen, a ruler and a pencil sharpener)
- Booklets of special ballot papers (EC 78300 or REF 78300)
- Inner Envelopes* (EC 78840)
- Outer Envelopes for Incarcerated Electors* (EC 77160)
- Instruction Cards* (EC 77100)
- A list of confirmed candidates (for an election only) (This item will be sent in the same shipment as the Priority Courier mailbag and sealing kit.)
- A voting screen (EC 50240)
- An envelope for spoiled ballots (EC 78270)
- An envelope for unused ballots (EC 78290)
- An Elections Canada canvas mailbag (EC 00500)

If any of the material on this list is missing, please contact the Special Voting Rules Administrator immediately.

As soon as you receive this material, you must:

- **verify the contents and quantities**
- **ensure you have sufficient material**
- **sign and date the *Supplies Distribution Record* (EC 77130 or REF 77130)**
- **fax a copy to Elections Canada at the number indicated at the bottom of the form.**

CLERICAL SUPPORT

You may contact the returning officer for the electoral district in which your correctional institution is located if you require any clerical support.

Soon after the issue of the writs, Elections Canada in Ottawa will have provided you with the name of the returning officer and his telephone and fax numbers.

DISTRIBUTING POSTERS

You will receive a minimum of six posters (EC 77220 or REF 77220) (depending on the size of the institution), with English text on one side and French on the other. You must:

- enter your name as liaison officer and the date of voting on each poster
- display the posters in prominent locations where they will be seen by all persons incarcerated in your correctional institution
- ensure that, wherever a poster is displayed, both an English and French copy appear side by side.

REGISTRATION

The responsibility for voter registration is shared among Elections Canada, the elector and you.

Each elector who wishes to vote must complete an *Application for Registration and Special Ballot* form (EC 77010). Registration takes place in your institution beginning no later than the 13th day before ordinary polling day and ending on the 11th day before ordinary polling day. As liaison officer, you must make sure that only those electors who will still be incarcerated on ordinary polling day (Day 0 of the electoral calendar) are registered.

Before distributing the application forms to every elector, you must attach one copy of the pamphlet: *Voting: It's Simple, Secret – and It Counts!* (EC 77105 or REF 77105) to each form. The pamphlet gives the elector additional information about registration and voting.

Further information on registration and voting procedures is also given in the Elections Canada backgrounder *Voting by Incarcerated Electors* (EC 90545 or REF 90545) provided as part of your supplies.


During the registration period, you must:

- distribute to **every elector** an *Application for Registration and Special Ballot* form (EC 77010), accompanied by the pamphlet *Voting: It's Simple, Secret – and It Counts!* (EC 77105 or REF 77105)
- help electors who require assistance in completing the form
- verify and sign each application form
- confirm the elector's electoral district
- collect all the completed application forms.

See **Figure 1** on the next page for a sample of a completed application form.

REGISTRATION

Figure 1: Application for Registration and Special Ballot (EC 77010)



APPLICATION FOR REGISTRATION AND SPECIAL BALLOT
DEMANDE D'INSCRIPTION ET DE BULLETIN DE VOTE SPÉCIAL
(Sections 251 and 257 of the Canada Elections Act /
 (Articles 251 et 257 de la Loi électorale du Canada)

EC 77010
(09/05)

FAMILY NAME / NOM DE FAMILLE	GIVEN NAME / PRÉNOM	MIDDLE NAME(S) AUTRE(S) PRÉNOM(S)	GENDER SEXE	DATE OF BIRTH DATE DE NAISSANCE (DDMMYYYY / JJMM/AAAA)
SMITH	Andrew	Robert	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	31 / 10 / 1969

ADDRESS BEFORE INCARCERATION (see NOTES below) / ADRESSE AVANT L'INCARCÉRATION (voir NOTES ci-dessous)

NOTES: A. For the purposes of this electoral event, your address is the first of the following pieces for which you know the civic and mailing addresses: 1. your home address before incarceration; 2. the residence of your spouse, common-law partner, relative, a dependent, a relative of your spouse or common-law partner, or a person with whom you would be liable for incarceration; 3. the place of your arrest; or 4. the last location where you were convicted and sentenced.
 B. By law, your address cannot be the address of your institution.

Number and street or lot, concession, township, range, etc., do **NOT** include mailing address such as rural route (RR), post office (PO), box or General Delivery (GD).
 Numéro et rue ou lot, concession, canton, rang, etc., ne **PAS** inclure votre adresse postale telle qu'une route rurale (RR), une case postale (CP) ou la poste restante (PR).

1234 Fraser Street NW
 City, town, village or municipality / Ville, village ou municipalité
 Vancouver
 B.C.

Postal code / Code postal
 V3C 1T4

DECLARATION / DÉCLARATION

I, the undersigned, certify that:

- I am a Canadian citizen;
- I will be 18 years of age or older on polling day;
- All of the statements made on this application are true and correct;
- I have not previously voted at the current electoral event;
- I will not attempt to vote again at this electoral event should I be released before the advance voting days and/or ordinary polling day;
- I hereby authorize the agency responsible for correctional services to verify the information given on this form, and to release that verified information to the Chief Electoral Officer of Canada;
- I understand that the information on this form is protected under the Canada Elections Act and the Privacy Act and may be used for federal, provincial and territorial electoral purposes only. The information is retained in Personal Information Banks CEO PPU 005 and CEO PPU 037.

Je, soussigné(e), atteste que :

- J'ai la citoyenneté canadienne;
- J'aurai au moins 18 ans le jour du scrutin;
- Tous les renseignements inscrits sur cette demande sont vrais et exacts;
- Je n'ai pas déjà voté au scrutin fédéral en cours;
- Je ne tenterai pas de voter à nouveau au scrutin en cours si je suis libéré(e) avant les jours de vote par anticipation et/ou le jour ordinaire du scrutin;
- J'autorise l'organisme responsable des services correctionnels à vérifier les renseignements apparaissant sur ce formulaire et à transmettre l'information vérifiée au directeur général des élections du Canada;
- Je comprends que les renseignements inscrits sur ce formulaire sont protégés en vertu de la Loi électorale du Canada et de la Loi sur la protection des renseignements personnels et qu'ils pourront servir uniquement aux fins des élections fédérales, provinciales et territoriales. Ces renseignements seront conservés dans les fichiers de renseignements personnels DGE PPU 005 et DGE PPU 037.

x Andrew Smith 23/09/2005 Sept 28, 2005
 Signature of elector / Signature de l'électeur Date

x Mary Maitland Sept 28, 2005
 Signature of liaison officer / Signature de l'agent de liaison Date

THIS SECTION TO BE COMPLETED BY LIAISON OFFICER / CETTE SECTION À ÊTRE REMPLIE PAR L'AGENT DE LIAISON

Name of correctional institution / Nom de l'établissement correctionnel Kingston Penitentiary	Inmate type Type de détenu <input checked="" type="checkbox"/> Federal / Fédéral <input type="checkbox"/> Provincial
Institution code Code de l'établissement ONT 025	
ELECTORAL DISTRICT CODE AND NAME CODE ET NOM DE LA CIRCONSCRIPTION 5 9 - 0 3 2 Vancouver Kingsway	

REGISTRATION

To register, the elector must write his:

- family name, given name and middle name(s)
- gender
- date of birth (e.g. 31/10/1969)
- complete address of ordinary residence before incarceration (this address cannot be the address of the correctional institution). See section “Determining an Elector’s Address for Voting Purposes” on page 13.

The elector then signs and dates the declaration stating that he:

- is a Canadian citizen
- will be 18 years or older on ordinary polling day
- has truthfully made the statements on the application
- has not previously voted at this electoral event
- will not attempt to vote again at this electoral event
- authorizes the agency responsible for correctional services to verify any information on the application form and authorizes the release of the verified information to the Chief Electoral Officer of Canada
- understands that the information on the form is protected under the *Canada Elections Act* and the *Privacy Act*, and the legislation governing federal referendums, and that it will be used for federal, provincial and territorial electoral purposes only.

Electors who are not yet 18, but will have reached the age of 18 by ordinary polling day, may complete an application form.

REGISTRATION

You must then, at the bottom of the form:

- fill in the name and identification code of the correctional institution that has been given to you by Elections Canada
- identify whether the elector is a federal or provincial inmate
- verify that the elector has completed the form completely and correctly
- enter the code and name of the elector's electoral district, based on the elector's address on the form
- sign and date the form.

You must retain the completed application form.

- The completed application forms will constitute the list of electors for voting purposes on polling day in the institution (the 10th day before ordinary polling day).
- After the close of the polls, the deputy returning officer will place the application forms with the completed, unused and spoiled ballots in the Elections Canada canvas mailbag, which you will send to the Special Voting Rules Administrator at Elections Canada in Ottawa.
- After polling day, you will return the rest of the material to the Special Voting Rules Administrator at Elections Canada in Ottawa.

DETERMINING AN ELECTOR'S ADDRESS FOR VOTING PURPOSES

The elector's address for voting purposes is **not the address of the institution** in which he is incarcerated. It is the **first** of the following places for which the elector knows the civic and mailing addresses:

1. his residence before being incarcerated; **or**
2. the residence of his spouse, his common-law partner, a relative or dependant, a relative of his spouse or common-law partner, or the person with whom he would live if not incarcerated; **or**
3. the place where he was arrested; **or**
4. the last court where he was convicted and sentenced.

REGISTRATION

DETERMINING THE ELECTORAL DISTRICT NAME AND CODE

You are responsible for determining the elector's electoral district during registration, using the *Street Indexes* (EC 06511) or the *Guide to Federal Electoral Districts* (EC 06508).

First, consult the *Guide to Federal Electoral Districts* under the city, town or village of the elector's address. The name of the electoral district of the city, town or village will appear. If you see the instruction "see Street Index," this means that the city, town or village is divided into more than one electoral district. If this is the case, select the *Street Index* that includes the metropolitan area in which the address is located. The streets are listed alphabetically under each municipality within the metropolitan area.

The forewords to the indexes and the guide provide more detailed information.

To find the code for the electoral district, use the *List of Federal Electoral Districts* (EC 00170). If you are unable to find the code for the electoral district, contact the office of the Special Voting Rules Administrator at Elections Canada in Ottawa.

TRANSFERRED OR RELEASED ELECTORS

During the registration period, it is possible that electors may be transferred from one correctional institution to another, or may be released. If so, your responsibilities are:

- for an elector transferred to another correctional institution, to fax one copy of the person's verified application form to the liaison officer of the receiving institution, and then to destroy the original application; if necessary, the Special Voting Rules Administrator can give you information concerning the liaison officer
- for an elector transferred into your correctional institution, to make sure that you receive the person's application form, and amend the institution name and code on the application
- for an elector admitted to your correctional institution, to make sure that he has an opportunity to complete an application form
- for all transfers and admissions into your correctional institution, to sort the applications by polling station and into alphabetical order for voting
- for a released elector, to destroy the person's application form, if voting hasn't taken place.

APPOINTMENT OF DEPUTY RETURNING OFFICERS AND POLL CLERKS

The local returning officer will appoint a deputy returning officer and poll clerk to take the votes of incarcerated electors in your correctional institution on polling day (the 10th day before ordinary polling day).

In co-operation with the local returning officer, you will determine the number of polling stations required in the correctional institution, based on the estimated total number of electors who will register to vote. One deputy returning officer and one poll clerk are required for each polling station. There must not be more than 100 electors per polling station, because the voting process requires between five and seven minutes per elector.

The returning officer will consult you on the nomination of the deputy returning officer(s) and poll clerk(s). With your assistance, the returning officer will verify the competence of the poll officials. The basic qualifications of a deputy returning officer and a poll clerk are that they be qualified as electors (i.e., at least 18 years old at the time of appointment and Canadian citizens).

To eliminate the possibility of intimidation, deputy returning officers and poll clerks should, as much as possible, be persons who are well perceived by the incarcerated population, such as the Chaplain, social workers, and members of the John Howard Society, the Elizabeth Fry Society or the Inmates' Advisory Committee.

The returning officer will give you the names and birthdates of the proposed deputy returning officers and poll clerks, and you must coordinate their security clearances.

SETTING UP POLLING STATIONS

It is your responsibility to provide the facilities necessary to enable the electors to cast their votes:

- a large table at which the deputy returning officer and the poll clerk will be seated
- two chairs
- a smaller table for the voting screen, which should be placed off to the side to afford the electors privacy while casting their ballot
- a table and chairs for any political party representatives.

The *Canada Elections Act* provides that, at an election, a Canadian citizen may represent a registered political party during the taking of the votes at a correctional institution. This, however, can only be done with the prior authorization of correctional authorities. If any requests are made by political parties, you will be responsible for obtaining the necessary authorizations within the institution. The representative will be required to provide to the deputy returning officer a written authorization form signed by a candidate for that party.

You must make sure that, at the opening of the poll, the deputy returning officer and the poll clerk have:

- all of the completed *Application for Registration and Special Ballot* (EC 77010) forms for their polling station, in alphabetical order
- the materials listed on page 8 under “For each deputy returning officer.”

SECURITY AT THE POLLING STATION

It is the responsibility of the staff of your correctional institution to provide security at the polling station(s). You will determine the necessary level of security, based on the security requirements for your institution.

The elector should at no time feel intimidated by the security while voting.

VOTING PERIOD

Voting takes place in all correctional institutions on the 10th day before ordinary polling day. Polls open at 9:00 a.m. (local time), and close when all electors who wish to do so have voted, but no later than 8:00 p.m. (local time). During those hours, deputy returning officers and poll clerks will hand a ballot to electors entitled to vote and collect them once they have been marked. If all the electors have voted before 8:00 p.m. (local time), a deputy returning officer may close the poll and return all the material to you.

The deputy returning officer and poll clerk should be available at the institution at least 30 minutes before the time the poll opens.

MOBILE POLLS

To take the votes of electors confined to their cells, in a segregation area, dissociation area or in the infirmary, a deputy returning officer may temporarily suspend voting in the polling station. The deputy returning officer and the poll clerk, in your presence, unless otherwise advised, will carry the necessary documents to the confined electors in the institution. You will determine the appropriate time for this mobile poll, which is held during polling hours on the institution's polling day, and you will provide escorts for the deputy returning officer and poll clerk.

One polling station may be created for two institutions with fewer than 50 electors, if those institutions are within the same electoral district and within reasonable travelling distance from one another. This polling station is also called a mobile poll. In this case:

- You and the returning officer of your electoral district should coordinate this mobile poll.
- For logistical reasons, a mobile poll should not comprise more than two institutions in any one electoral district.
- Both the deputy returning officer and the poll clerk **must remain on duty together** throughout the hours the polling station is open and while they are travelling to the second location.
- The deputy returning officer and poll clerk should be familiar with the location of each institution they will be visiting, to avoid unnecessary travelling time.

POLLING DAY

You must be available throughout polling day to respond to problems or issues. You will also need to be available to verify and sign application forms completed on polling day. The Special Voting Rules Administrator and the returning officer are also available to deal with any problem that may arise.

You are responsible for coordinating the movement of electors to and from the polling area, and ensuring that every qualified elector is given the opportunity to cast a ballot. You may wish to consider arranging for the electors to vote by range, cellblock or wing.

THE VOTING PROCESS

On polling day, every elector who has completed an *Application for Registration and Special Ballot* (EC 77010) form, which has been accepted by you, is entitled to vote at the polling station established in your institution.

You are responsible for coordinating the movement of electors to and from the polling station.

ELECTORS WHO HAVE NOT COMPLETED AN APPLICATION FOR REGISTRATION AND SPECIAL BALLOT

It is possible that an elector may wish to vote but has not completed an application form. In this case, the DRO will give the elector a blank *Application for Registration and Special Ballot* (EC 77010) form and ask the elector to write his:

- family name, given name and middle name(s)
- gender
- date of birth (e.g. 31/10/1969)
- complete address of ordinary residence before incarceration (not the address of the correctional institution).

The elector then signs and dates the declaration. The DRO will then give the completed application to you and you must:

- fill in the name and identification code of the correctional institution that was given to you by Elections Canada
- identify the inmate type (i.e. federal or provincial)
- verify that the elector has completed the form completely and correctly
- enter the code and name of the elector's electoral district, based on the elector's address on the form
- sign and date the form.

Once you have verified and signed the application form, you hand it back to the DRO.

THE VOTING PROCESS

The deputy returning officer is responsible for giving a special ballot voting kit to each elector. The kit consists of:

- an *Inner Envelope* (EC 78840)
- an *Outer Envelope for Incarcerated Electors* (EC 77160)
- a special ballot paper (EC 78300 or REF 78300)
- the list of confirmed candidates (for an election only).

Before giving a ballot paper to an elector, the deputy returning officer must:

- Ask the elector to give his name.
- Find the elector's *Application for Registration and Special Ballot* (EC 77010) in the alphabetical stack, and in large letters write, "VOTED" across the top of the form.
- On the back of the *Outer Envelope* (EC 77160), write the elector's name, the electoral district's name and code and the name of the correctional institution.
- Ask the elector to sign his name and write the date underneath the declaration on the envelope.

The deputy returning officer must then sign his name and write the date on the *Outer Envelope*, underneath where the elector has signed.

NOTE: If the back of the *Outer Envelope* is not signed by the elector, the enclosed ballot paper will not be counted.

THE VOTING PROCESS

PROCEDURES AT AN ELECTION

The elector votes by writing on the ballot the name of the chosen candidate running in the elector's electoral district, as determined by the address on the application form. The deputy returning officer must find the names of the candidates for the electoral district in the list of candidates and show them to the elector. The electoral districts are in alphabetical order by province, from eastern to western Canada.

The deputy returning officer then removes a special ballot paper from the booklet and gives the elector:

- a special ballot
- an *Outer Envelope*
- an *Inner Envelope*
- the list of candidates, opened to the page corresponding to the elector's electoral district.

The deputy returning officer informs the elector that voting is done in private by:

- going behind the voting screen
- writing on the ballot the given name (or the initials) and surname of the candidate of choice
- folding the special ballot paper.

NOTE: If there are two or more candidates with the same name, the elector must also write the name of the chosen candidate's registered political party, or the word "Independent", as the case may be. By law, if the elector writes only the name of a political party on the ballot, the vote will be rejected.

THE VOTING PROCESS

After the elector votes in private, the elector should return to the deputy returning officer, and within the deputy returning officer's plain sight the elector must:

- insert the folded ballot paper into the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope* (EC 77160)
- seal the *Outer Envelope*.

The elector then hands the *Outer Envelope* and the list of candidates to the deputy returning officer.

On receiving the elector's envelope, the deputy returning officer must inform the elector:

- that the deputy returning officer will immediately deposit the elector's ballot into the Elections Canada canvas mailbag in the polling station, to be sent to Elections Canada in Ottawa at the close of polling; **or**
- that the elector may stamp and mail the envelope personally (postage will be paid by the elector). The envelope must be received at Elections Canada in Ottawa **before 6:00 p.m. (Ottawa time)** on ordinary polling day (otherwise, the ballot will not be counted). The address is printed on the front of the *Outer Envelope*.

NOTE: By law, late ballots cannot be counted.

PROCEDURES AT A REFERENDUM

For a referendum, the deputy returning officer must:

- remove a ballot paper from the ballot booklet, making sure that the counterfoil remains attached to the ballot and that only the stub remains in the booklet
- fold the ballot so that the circles are hidden
- hand the folded ballot to the elector.

THE VOTING PROCESS

The elector should then:

- take the folded ballot paper behind the voting screen
- mark the ballot paper by making an “X” in the space corresponding to the word **Yes** or **No** in answer to a referendum question
- fold the ballot paper in the same way it was received from the deputy returning officer
- return the folded ballot to the deputy returning officer.

The deputy returning officer must then:

- **without unfolding the ballot paper**, check the counterfoil number to make sure that it is the same ballot that was handed to the elector
- in full view of the elector, remove the counterfoil from the ballot and dispose of the counterfoil
- return the folded ballot paper to the elector.

The elector must then, in plain sight of the deputy returning officer:

- insert the folded ballot paper in the *Inner Envelope* (EC 78840)
- seal the *Inner Envelope*
- insert the *Inner Envelope* in the *Outer Envelope* (EC 77160)
- seal the *Outer Envelope*
- give the *Outer Envelope* to the deputy returning officer.

THE VOTING PROCESS

On receiving the elector's envelope, the deputy returning officer must inform the elector:

- that the deputy returning officer will immediately deposit the elector's ballot into the Elections Canada canvas mailbag in the polling station, to be sent to Elections Canada in Ottawa at the close of polling; **or**
- that the elector may stamp and mail the envelope personally (postage will be paid by the elector). The envelope must be received by Elections Canada in Ottawa **before 6:00 p.m. (Ottawa time)** on ordinary polling day (otherwise, the ballot will not be counted). The address is printed on the front of the *Outer Envelope*.

NOTE: By law, late ballots cannot be counted.

RETURNING THE APPLICATION FORMS AND SPECIAL BALLOTS

After every elector who wishes to do so has voted and the polling station is closed, the deputy returning officer will give you the Elections Canada canvas mailbag containing:

- the completed ballots sealed in *Outer Envelopes* (EC 77160)
- the completed application forms (EC 77010)
- the envelope for spoiled ballots (EC 78270) sealed with an *Official Seal* (EC 50180) signed by the deputy returning officer and the poll clerk
- the envelope for unused ballots (EC 78290) sealed with an *Official Seal* (EC 50180) signed by the deputy returning officer and the poll clerk.

DO NOT INCLUDE ANY OTHER MATERIALS IN THIS MAILBAG.

The deputy returning officer will hand you all other material separately. You must return all the remaining material, including the white copy of the *Oath of Liaison Officer* (EC 77030) to the Special Voting Rules Administrator in a separate shipment. Collect all the Elections Canada canvas mailbags (one from each polling station) and place them in the Priority Courier mailbag.

The Priority Courier mailbag must be sent to the Special Voting Rules Administrator at Elections Canada in Ottawa by special arrangement with Canada Post Corporation (CPC), to arrive before 6:00 p.m. (Ottawa time) on ordinary polling day.

A Canada Post regional team leader will be provided with your name and contact information. On or before the 17th day before ordinary polling day, this Canada Post representative will contact you to arrange the time and location of the voting material mailbag pick-up. Voting material mailbag pick-ups will begin after voting is completed on voting day (Friday, Day 10). If you do not expect to be on duty at the pre-arranged day and time, be sure to inform the Canada Post representative of the name of the individual who will deliver the mailbag to the CPC representative and inform your replacement of the arrangements that have been made.

SEALING THE MAILBAG

You will receive, by way of a memorandum, additional instructions related to the return of application forms and special ballots.

CHECKLIST OF BASIC DUTIES

For quick reference, here is a list of your basic duties:

- Make sure that you have received all the required supplies and have faxed the *Supplies Distribution Record* to Elections Canada.
- Arrange, in accordance with Elections Canada guidelines, suitable facilities within the correctional institution for electors to cast their votes.
- Determine, jointly with the returning officer, the number of polling stations required for your correctional institution.
- Obtain, from the returning officer, the names and dates of birth of proposed deputy returning officers and poll clerks, and submit them for security clearances.
- Make sure that the deputy returning officers have all the election or referendum material necessary for taking the vote on polling day.
- Fill in your name and the date for voting on the posters, and display them in prominent locations throughout the correctional institution.
- Distribute *Application for Registration and Special Ballot* forms, accompanied by the guide entitled *Voting: It's Simple, Secret – and It Counts!* **to all electors.**
- Coordinate *Application for Registration and Special Ballot* forms for electors transferred into and/or from your correctional institution.
- Offer assistance to those who need and request it.
- Check completed application forms to ensure they have been filled out correctly.
- Write the name and code of the correctional institution on each form.
- Identify the inmate type (federal or provincial).
- Determine each elector's electoral district and write the code on the application form.

CHECKLIST OF BASIC DUTIES

- Coordinate the movement of electors in the correctional institution on polling day.
- Coordinate the movement of mobile polls in the correctional institution, if required.
- At the close of the polls, receive from the deputy returning officers the completed ballots, the spoiled ballots (if any), the unused ballots, the completed application forms and all other election or referendum material.
- Verify that the completed ballots, the spoiled ballots (if any), the unused ballots and all completed application forms are placed in special mailbags and that they are sealed in accordance with Elections Canada's instructions.
- Without delay, send the mailbags to the Special Voting Rules Administrator at Elections Canada in Ottawa.

Thank You

*Your tasks and responsibilities as a liaison officer for
Elections Canada are completed.*

Your involvement in the federal electoral process is much appreciated.