

Election Day Deputy Returning Officer Handbook



NOTE: The Deputy Returning Officer must ensure that this page is completed prior to opening the poll on Election Day.

Important Information

Election Day	
Date of Writ	
Six Months Prior to Date of the Writ (Elector eligibility rules)	
Name of Electoral District	
Voting Location Name & Address	
Voting Location Key Holder Name and Phone Number	
Poll Number (e.g., PD 10, PD 10 A-L)	
Voting Hours	8:00 am to 8:00 pm
Poll Supervisor (if applicable) Name & Phone Number	
Returning Officer Name	
Returning Office Phone Number	902-
Local Police, Ambulance & Fire Department Phone Number	911

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1. Introduction

1.1. Terms to Know

Term	Definition
Cancelled Ballot	A damaged or improperly printed ballot that has not been used or a ballot that has been handed back to the DRO by an elector and exchanged for another ballot.
Candidate	A person seeking to be elected as a Member of the Legislative Assembly (MLA) in an electoral district.
Candidate's Representative	Person appointed by a candidate to observe the voting and counting of ballots at a poll and to report to the candidate the names of electors who have already voted. Previously referred to as "Scrutineer".
Civic Address	The address where the elector is resident and includes unit number, civic number, street name, street type, street direction, and community name.
Constable	An election worker who, under the direction of the poll supervisor, directs traffic and maintains order at a voting location.
Date of Writ	Date the election is called.
Declaration	An oath or affirmation statement made to an election worker.
Declined Ballot	A ballot that is refused to be marked by an elector on the grounds that no candidates/parties satisfy the elector. In this case the elector's vote is counted as a declined ballot on the Statement of Poll.

Deputy Returning Officer (DRO)	The election worker responsible for the management and conduct of their poll within a voting location.
Election Day	The day for voting in each polling division in an electoral district and the final day for voting during the election. All ballots are counted after polls close at 8:00 pm and unofficial results are reported to the returning office.
Election Worker	A person hired by a returning officer to work during a provincial general election or by-election.
Elector	A person who: <ul style="list-style-type: none"> • is 18 years of age or older on election day; • is a Canadian citizen; • has resided in the Province for six months immediately preceding the date of the writ; and • resides in the electoral district in which the election is being held.
Elector Declaration (F405)	A sticker affixed to the back of a VIC or pre-printed on a Polling Day Card; used to record electors who voted and for electors to declare their eligibility.
Elector Registration Form (F100)	A form used to add an elector to, remove an elector from, or change elector information on the Official List of Electors.
Electoral District	A defined geographic area to be represented by an elected Member of the Legislative Assembly; currently there are 55 electoral districts in Nova Scotia.

Envelope	An envelope of varying sizes, colours, and/or materials (e.g., paper, plastic, etc.) with an assigned ENS form number and name, used during the election process.
Form	An official document or material with an assigned form number (e.g., form, envelope, handbook, guide, etc.).
Form Numbers	A control number in the upper right corner of the form that is used to identify official forms.
Information Officer	The election worker who, under the direction of the poll supervisor or DRO, greets electors at the voting location and directs them to either the registration table or the revision table.
Letter of Confirmation (F405)	An elector may present a Letter of Confirmation rather than a VIC. This Letter of Confirmation is the equivalent of a VIC and will be accepted as a Voting Document. It contains the same information and is provided to an elector by the returning office if the elector confirms that the initial information provided on their VIC has changed.
Level Access	A flat access from the street to the poll table.
Multiple Poll	A voting location containing three or more polls.
Official List of Electors	Contains the names and addresses of registered electors who are eligible to vote within a polling division.
Permanent Register of Electors	A database of eligible electors in Nova Scotia maintained by Elections Nova Scotia.
Poll	The place within a voting location where the elector votes.

Poll Book (F415)	A book of forms used by the DRO while the poll is open and to assist in the counting of ballots.
Poll Clerk	An election worker who assists the DRO(s) in conducting the poll(s). A poll clerk's duties and responsibilities are different from those of a DRO.
Poll Supervisor	The election worker responsible for the management and conduct of all the polls within a voting location. A poll supervisor's decision on any issue raised within the voting location or at a poll is final.
Polling Day Card (F044)	Assigned to an elector with no other voting documents or who has a change to their elector information.
Polling Division (Poll No.)	A geographic area containing approximately 450, or more, electors.
Returning Office	The main office in an electoral district where a returning officer manages an election and where electors may vote throughout the election period.
Returning Officer (RO)	The election worker responsible for the administration of the electoral process within the electoral district.
Single or Double Poll	A voting location containing one or two polls.
Statement of Poll (F409)	The official document used by a DRO to record votes cast for each candidate.
Street Key	A reference tool to help determine in which electoral district and polling division an elector's civic address is located.
Transfer Certificate (F404)	A document which allows an elector to vote in a polling division other than where they reside.

Voter Information Card (VIC) (F043)	A card that is mailed to an elector to advise them when and where they can vote throughout the election.
Voter Tracking Sheet (F407)	A multiple-copy form used by a DRO to track electors who have voted. Copies of this form are to be distributed to the candidate's representatives hourly.
Voting Document	Voter Information Card (VIC) or Polling Day Card presented to a DRO by an elector before a ballot can be issued.
Voting Location	The building in which the poll is located.
Voting Screen	A privacy screen to ensure elector confidentiality when marking a ballot.

2. Before Election Day

2.1. Pre-Election Day Duties Checklist

- Sign your appointment.



NOTE: If, for any reason after your appointment, you find that you will be unable to carry out your duties, advise the returning office immediately. A replacement will be assigned.

- Review this handbook, any other materials that you received and any notes that you took during the training session.
- Visit the online eLearning Module for DROs. You can access this material by visiting the Elections Nova Scotia website at www.electionsnovascotia.ca – click on the “Resources” tab and select: “For Election Workers”.
- Review your supplies and check off each item on the list included in your kit.
- Visit the voting location before election day only if requested by your poll supervisor to do so. If requested by your poll supervisor, you are responsible for confirming arrangements for access to the premises on election day.
 - Notify the poll supervisor if you notice any problems.
 - Locate the accessible entrance and be sure you have enough signs to identify it properly.
- Your returning office will have made arrangements for telephone access at the voting location on election day. Confirm the telephone number with the returning office (if this is your responsibility).



NOTE: If there is no telephone available, you may be asked to use your cell phone and will be paid a flat fee for using it.

You **must** keep materials secure until the voting location opens. If you are not working at your own poll on election day, vote in advance of election day. Ask your returning office staff about your options.

Staff from the returning office or your poll supervisor will contact you prior to election day to confirm you are able to work on election day at 7:00 AM.

3. Voting Location Guidelines and Opening the Poll

3.1. Dos and Don'ts

The following details help make clear what you should and should not be doing when fulfilling the duties of your job.

Do	<ul style="list-style-type: none">• Arrive at the voting location by 7:00 AM to assist with the setup prior to the polls opening at 8:00 AM (See Figures 1-3).• Contact the returning office if:<ul style="list-style-type: none">○ There is any difficulty gaining access to the voting location, or,○ The poll supervisor (multiple polls only) is not there and it is after 7:15 AM.• Call the poll supervisor to report when your poll is ready to open and service electors (this applies only to single/double voting locations as at multiple voting locations the poll supervisor is always onsite).• Sign the Election Worker Sign-in/Out Sheet (F136), upon arrival.• Introduce yourself to all present at the poll prior to the poll opening.• Wear your ID badge at all times ensuring it is visible to electors.• Listen and follow the instructions provided by your poll supervisor.• Process each elector efficiently and effectively, always being polite.• Follow the procedures detailed in this handbook, if you are unsure of something ask your poll supervisor or contact the returning office.• Provide copies of Voter Tracking Sheets (F407) to candidate's representatives at hourly intervals throughout the day. These forms are to be placed in an assigned folder for
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	<p>each candidate on the candidate’s representatives’ table where they can be picked up without disturbing any electors present. If there is no candidate’s representatives’ table, place the folders on or beside the candidate’s representatives’ chairs.</p> <ul style="list-style-type: none"> • Periodically, verify that the total number of voting documents (e.g. VICs, Polling Day Cards) matches the number of ballots issued; this will ensure you balance when completing the Statement of Poll (F409). • Prepare yourself for the close of polls at the end of the day by reading this handbook when poll activity is low. • Complete all forms and envelopes properly. • Take breaks at the designated times determined by your poll supervisor. • Bring enough food and drink for the noon and evening meals, as well as snacks throughout the day. • Bring any medications (if applicable) you need to take during the day. If bringing medication(s) with you, please ensure they are secured and out of sight of electors.
Don’t	<ul style="list-style-type: none"> • Let other election workers handle the ballots, the DRO is the election worker responsible for issuing and handling the ballots. • Leave the poll unattended – if you need to step away from your poll, advise your poll supervisor and secure all materials. • Offer personal opinions or display material that supports or opposes any political party or candidate while on the job. • Carry on conversations with other election workers while electors are present. • Wear clothing that is the same colour associated with a political party. • Feel pressured to rush. Rushing can lead to mistakes.

	<ul style="list-style-type: none"> • Use your cell phone (for reasons other than contacting the returning office) - inform your poll supervisor if your need to use your phone for unforeseen personal matters.
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3.2. Guidelines and Conduct for Others Present at the Voting Location

3.2.1 Individuals Permitted at the Voting Location

During voting, there may be other individuals present at the voting location. The following people are permitted to be at the polls:

Returning Officer and/or a Representative of the Returning Officer	Either may come to the voting location to see how the voting is proceeding or to deal with issues that arise.
Candidates	A candidate may come to observe the voting or to greet the election workers working in the voting location. A candidate may also act as their own agent.
Official Agents	Be careful not to confuse the title candidate's official agent with candidate's representative, (formerly known as scrutineer). Candidates' official agents can come into the voting location at any time, upon presenting the poll supervisor with their Official Agent's Poll Entry and Declaration of Secrecy (F313) signed by the returning officer. They can act as candidate's representatives at the voting location if they wish.
Candidate's Representatives	Each candidate is entitled to have two candidate's representatives at a poll. Candidate's representatives must present their Appointment of Candidate's Representative (F312) (See Figure 24) to

	<p>the poll supervisor and take the Declaration of Candidate, Candidate’s Representative, or Elector Representing a Candidate (F314) (See Figure 25) in the Poll Supervisor’s Binder (F326) .</p> <p>One elector may act to represent a candidate at a poll, but only until the appointed candidate’s representative arrives. At that point, the elector must leave.</p> <p>Candidate’s representatives are at the voting location to observe the voting process on behalf of a candidate.</p> <p>(See the chart called Responsibilities of Candidate’s Representatives found in Section 2.3 in the Poll Supervisor Handbook.)</p>
Person Assisting an Elector	<p>An elector may require assistance to vote. A friend or family member may accompany an elector to the voting location and assist the elector in voting process.</p>
Observer or Chief Electoral Officer's staff member	<p>An outside observer or member of the CEO’s staff may visit the poll. These individuals require authorization from the CEO.</p>

3.2.2 Dos and Don'ts of Candidates and their Representatives

The following chart details the dos and don'ts that candidates, official agents, and candidate's representatives must abide by:

Do	<ul style="list-style-type: none"> • Check-in with the poll supervisor or DRO (for single/double polls) before actively moving about the voting location. • Witness the setup of the voting location and confirm the ballot box is empty before the polls open. • Discreetly take and email pictures of Voter Tracking Sheets (F407) to their campaign offices. • Set cell phone or other communication devices to silent or vibrate.
Don't	<ul style="list-style-type: none"> • Discuss politics in the voting location. • Interfere or disrupt the voting process.



NOTE: Except for candidate's representatives and the poll supervisor, the *Elections Act* forbids the use of all electronic communications in the voting location. Cell phones or any audio or communication devices are not to be used by any elector in the voting location. A poll supervisor or election worker may use a communication device for election business only.

4. Setting Up On Election Day

4.1 Set-up of the Voting Location

The following provides you with instructions on setting up the voting location.

1. Use the layouts in Figures 1-3 (single, double, and multiple poll set ups) to set up the furniture in such a way that:
 - the registration table is the first thing the elector sees when entering the poll
 - the voting screen(s) are setup to ensure privacy for the elector when marking their ballot
 - candidate's representatives have a clear view of the election process, but will not obstruct you, the poll clerk or the elector.
2. Place a line of yellow tape on the floor 5 feet in front of the DRO table(s), the registration table and the revision table (if applicable).
3. If available, place chairs off to the side of each table for electors who would prefer to sit while they wait to be processed.
4. Set up the voting screen table(s) to allow for easy access by electors in wheelchairs or walkers (5' clearance).
5. Place the voting screen(s) (See Figure 4) on a table in such a way that no one will see how the elector is marking their ballot.
6. Insert the cord attached to the pencil through the holes in the voting screen (See Figure 4) and tie the other end to the magnifier so that pencil and magnifier are inside the voting screen.
7. Check periodically that the pencil is still attached to the screen, the pencil is sharp, and that the screen has not been defaced.
8. Place the yellow wire frame sign outside the main entrance or driveway of the building, on the lawn or road allowance as instructed by the returning officer during training.

9. Check for any partisan material, such as campaign signs or pamphlets, inside the building, on the exterior of the building or on the entrance pathway.
10. Fill in the numbers of all the polls at your voting location on the yellow plastic signs (VOTING PLACE). Put these signs outside and/or inside the voting location. The signs must be clearly visible from the outside to electors.
11. If the accessible entrance is not the main entrance to the building, be sure to put up sufficient signs with arrows to clearly direct electors to the accessible entrance.
12. Post all signs (No Smoking, No Communication Devices and the Directions to Electors) on bulletin boards, tables, or if necessary, on walls, using the materials and tape found in your kit.

4.2. **Readying your Poll**

1. Affix the **V-Voting Documents envelope (F433)** to your table using tape supplied.
2. Assemble the ballot box (See Figure 5), show that it is empty to any candidates and/or candidate's representatives that may be present, and then close it. When closing the bottom of the ballot box, make sure the long flap is folded in before the two short side flaps. This will prevent ballots from becoming stuck under the flaps.
3. Place the long numbered seals across the front closures, one each at the top and bottom (See Figure 6).
4. Place the short seals on each side opening (See Figure 6).
5. On the cover of the **Poll Book (F415)** enter the serial numbers of the long official seals used to seal the ballot box and sign your name in the space provided.
6. Initial all seals and ask the witnesses (if applicable) to do the same.

7. Write the entire poll number in the space provided on the ballot box (Example: 22A(A-L) and 22B(M-Z) would be the poll numbers for poll 22 which is split alphabetically).

4.3. Verifying the Ballots

You must verify the ballots received from the returning officer in this order:

1. Count the ballots received. Make sure that there isn't a ballot missing or a any duplicate numbered ballots (a book contains 50 ballots).
2. Confirm your count of the total number of ballots received matches the "Number of Ballots Received" on the cover of the **Poll Book (F415)**. These two numbers must be the same. If not, recount the ballots.



NOTE: If the totals are still not the same, see the poll supervisor or call the returning office immediately for further instructions.

3. Allow any candidate and/or candidate's representatives present to witness you counting the ballots, if they wish.
4. Initial one complete book of ballots in the space provided on the back of the ballots. Your initials must be visible when the ballot is folded. Make no other identifying marks anywhere on a ballot. When you are almost finished issuing a book of ballots, initial another complete book in the same manner.
5. Write "cancelled – damaged" on the back of any ballot that is damaged or improperly printed and place it in **A-Ballots Cancelled envelope (F420)**. For example, a ballot may have been printed without a serial number.

5. The Voting Process

The voting process is intended to be a positive experience for voters and election workers facilitating the process. At times, voters may be confused or not understand the process and it is important as an election worker to handle each unique experience professionally and with patience.

You have been provided with placemat format **DRO Guide to Issuing Ballots and Tallying the Vote (F416)**. Refer to this guide to assist you in conducting the voting process.

5.1. Identifying Valid Voting Documents

Electors can only report to a DRO after being processed by a poll clerk. When they arrive at the DRO's table they will have a Voting Document (a Voter Information Card (VIC) or a Polling Day Card) (See Figures 17-20), which will have an Elector Declaration issued by a poll clerk attached or printed on the back of the document.

Should an elector arrive at a DRO's table with a Voting Document that does not have an Elector Declaration on the back, the elector must be referred back to the poll clerk that processed them.

5.2 Voter Tracking Sheets (F407)

Voter Tracking Sheets (F407) (See Figure 22) are used by candidate's representatives to identify electors who voted. Hourly, the DRO enters the poll number and the time, signs each sheet, separates them, and places one copy in the assigned folder for each candidate on the candidate's representatives' table. While it is the responsibility of the poll supervisor to collect, separate, and distribute these copies, the DRO must sign for their poll.

Candidate's representatives are allowed to take the hardcopy provided as well as take pictures of the sheets using their mobile device to electronically send to the candidate's campaign office.

5.3 Voting Steps

1. Check the "Poll No." on the Voting Document to confirm that the elector is at the correct poll.
2. Take the elector's Voting Document and set it aside while you process the elector.
3. Tear off a ballot from the book of ballots between the stub and the counterfoil.



NOTE: Make sure that the ballot has been initialed by you.

4. Fold the ballot in such a way that your initials can be seen when the ballot is folded (See Figure 7).
5. Provide the elector with the initialed ballot.
6. Direct the elector to the voting screen to vote, instructing them to place an "X" in the circle beside the candidate they wish to vote for, refold the ballot the same way as it was given to them and return the refolded ballot to you.
7. If the returned ballot is folded incorrectly and your initials cannot be seen, give the ballot back to the elector and ask them to fold it properly; the elector may go behind the voting screen to do this.
8. Verify the initials on the ballot are yours, remove the counterfoil, and give the ballot back to the elector to place in the slot of the ballot box (See Figure 8).
9. On the back of the elector's Voting Document, note the "Elector's No. on List" located on the Elector Declaration and draw a line through that same number on the provided **Sheet of Electors Who Voted (F406)**; if there is an "A" or "T" instead of a number then nothing is to be entered on this form.
10. On the **Voter Tracking Sheet (F407)**, enter the "Elector's No. on List" or place an "A" if the elector was added or "T" if the elector's Voting Document indicated that they had a Transfer Certificate.
11. Place an "X" in the "Voted" square on the Elector Declaration on their Voting Document.

12. Place the elector's Voting Document in **V-Voting Documents envelope (F433)**.
13. This completes the voting process.
14. Ask the elector to leave the voting location and ask the next elector standing behind the yellow tape line to come forward to vote.



NOTE: The DRO must process only one elector at a time.

6. Electors Requiring Assistance

6.1 Administering a Declaration

Several situations require a declaration to be made at the poll. The declarations are found on the laminated **Sheet of Declarations (F305)** (See Figure 23) in your kit. Please take time before the polls open to familiarize yourself with these declarations.

A declaration is administered as follows:

Read the declaration aloud to the person and ask them to respond, "I so declare".

Example:

Elections Officer:

"Do you declare that you require assistance in voting at this election?"

Person:

"I so declare."



NOTE: The use of a Bible to administer a declaration is no longer a requirement under the *Elections Act*.

6.2 Special Situations that Require a Declaration

6.2.1 Elector has been Marked as Voted

If an elector presents themselves to the DRO and a line (either manually or electronically) has been drawn through their "Elector No." on the **Sheet of Electors Who Voted (F406)**, the **DRO must:**

1. Check the Elector Declaration on the back of the elector's Voting Document and confirm that the elector has taken the **Declaration of Personated Elector (F309)** administered by a poll clerk and allow the elector to vote.

6.2.2 Elector Requiring Assistance to Mark a Ballot

An elector may require assistance to mark their ballot. If an elector is unable to read or has a visual impairment or other disability, the elector may be assisted by a friend, family member, caregiver or by the DRO to mark a ballot. A friend in this case is a person who accompanies an elector to the voting location and assists the elector in marking a ballot.



NOTE: The elector does not have to inform you of the reason they need assistance.



NOTE: The DRO, a family member or caregiver may assist more than one elector while a friend may assist only one elector in marking a ballot. The friend, family member or caregiver must be at least 16 years old at the time of voting but does not have to reside in the same electoral district as the elector.

2. Have the elector verbally make the **Declaration of Elector Requiring Assistance (F305A)** (See Figure 23).
3. Have the relative or friend either:
 - make a **Declaration of Friend of Elector Requiring Assistance (family member or caregiver) (F305B)**; or
 - make a **Declaration of Friend of Elector Requiring Assistance (non-family) (F305C)** (See Figure 23).
4. Give the ballot to the elector or to the family member or friend of the elector if the elector is unable to hold the ballot.
5. Direct the elector and the person assisting (and no one else) to go together behind the voting screen, vote secretly, and return the folded ballot to you.
6. Verify the initials on the ballot are yours, remove the counterfoil, and give the ballot back to the elector or the person assisting to place in the slot of the ballot box (See Figure 8).
7. Place an "X" in the "Declaration Taken by DRO" square of the Elector Declaration on the back of the Voting Document.

8. Enter the form number of the declaration and the name of the person who assisted the elector under "Comments."

6.2.3 Elector Needs to be Assisted by the DRO

The DRO can also assist the elector in marking their ballot.

1. Have the elector make a **Declaration of Elector Requiring Assistance (F305A)**.
2. Inform the registration table you are assisting an elector and have them watch the DRO table.
3. Take the **Declaration of Friend of Elector Requiring Assistance (Non-family (F305C))**.
4. Accompany the elector to the voting screen in the presence of a candidate's representative, if present.
5. Ask the elector which one of the candidates the elector wishes to vote for and mark the ballot according to the direction of the elector.
6. Return to the DRO table.
7. Remove the counterfoil and assist the elector in placing the ballot into the ballot box.
8. Enter an "X" in the "Declaration Taken by DRO" square of the Elector Declaration on the back of the Voting Document, enter the form number of the declaration under "Comments" and indicate that the DRO assisted.

6.2.4 Elector Requires an Interpreter

If the election worker does not understand the language spoken by an elector and cannot communicate with them, the election worker should contact the poll supervisor or contact the returning officer to obtain an interpreter. If an interpreter cannot be found, it is not the responsibility of the poll supervisor or returning officer to provide one.

The elector is not allowed to vote until an interpreter is available to enable communication between the election workers and the elector. If an interpreter can be located, **the election worker will:**

1. Ensure that the interpreter makes the **Declaration of Interpreter (F305D)** (See Figure 23) on the Sheet of Declarations.
2. Place a checkmark in the Declaration Taken box on the Declaration Sticker or Polling Day Card.
3. Enter "Declaration of Interpreter F305D" on the "Comments" line.

6.3 Visually Impaired Elector Using a Template to Vote

An elector who is visually impaired can ask to use a **Ballot Template for Visually Impaired Electors (F364)** (See Figure 21) to vote.

1. Read the elector the names and political affiliations of the candidates in the same order as they appear on the ballot.
2. Fold the ballot then unfold the ballot and place the template over the ballot so that the circle at the right of the first name on the ballot is aligned with the first circle on the template.
3. Direct or assist the elector to the voting screen and ensure that they mark their ballot in secret.
4. Assist the elector in removing the ballot from the template and folding the ballot.
5. Remove the counterfoil and assist the elector in depositing the ballot into the ballot box.

6.4 Elector Who Mis-marked a Ballot

If an elector has mis-marked a ballot, the ballot may be exchanged for a new one. Without examining how the elector marked the ballot:

1. Write "cancelled and mis-marked" across the back of the ballot.
2. Deposit the ballot in **A-Ballots Cancelled envelope (F420)** for cancelled ballots.
3. Issue another ballot to the elector.
4. Enter an "X" in the "Ballot(s) Cancelled" square on the Elector Declaration on the back of the Voting Document.
5. Enter the number of ballots cancelled on the line beside the square.



NOTE: An elector is entitled to as many replacement ballots as required if they mis-mark the ballot(s) provided to them.

6.5 Elector Who Declines to Vote

Electors are entitled to decline to vote. In order to decline, the elector must state to the DRO that they wish to decline their vote and give the ballot back to the DRO.

The DRO will take the ballot from the elector and:

1. Write “declined” across the back of the ballot.
2. Place the ballot in the **I-Ballots Declined envelope (F381)**.
3. Place a checkmark in the “Voted” square on the Elector Declaration on the Voting Document and place it in **V-Voting Document envelope (F433)**.
4. Cross off the Elector’s No. on the **Sheet of Electors Who Voted (F406)**.



NOTE: An elector who declines to vote is **not entitled** to change their mind and receive another ballot.

6.6 Taking a Ballot to an Elector

A voting location may unexpectedly become inaccessible (e.g., road or sidewalk construction restricts access to the parking lot or location entrance), or an elector has recently become ill or injured and does not have a wheelchair available to assist them into the voting location.

If this occurs, the following steps are to be taken:

1. The constable or information officer must advise the poll supervisor if an elector with a physical disability arrives to vote but cannot enter the voting location.
2. The poll supervisor will offer to take the voting process to that elector.
 - a. The poll supervisor will explain the situation and the course of action to be taken to any candidate’s representatives present.
 - b. The poll supervisor will collect the elector’s information, ask for acceptable identification, and provide this information to the poll clerk.

- c. The poll clerk will proceed to register the elector.
 - d. The poll supervisor will have the elector sign the VIC or the Polling Day Card (where applicable).
3. The poll supervisor will provide the signed VIC or Polling Day Card to the appropriate DRO.
4. At this point, voting is suspended at that poll.
5. The DRO will issue the folded ballot and an empty ballot envelope and bring them to the elector for them to mark the ballot.
6. Once the elector has marked the ballot and refolded it in the approved manner, the DRO will then place the elector's folded marked ballot in the ballot envelope **without** sealing the envelope.
7. The DRO will return to the poll with the unsealed ballot envelope containing the marked ballot,
8. The DRO will remove the folded marked ballot from the ballot envelope and deposit the folded marked ballot into the ballot box.
9. The DRO will mark the elector as voted on their VIC or Polling Day Card.
10. Voting at the poll may resume.



NOTE: If the elector requests assistance to mark their ballot, refer to Section 6.2.2 - Marking a Ballot.

NOTE: Any candidate's representatives present may go with the DRO to observe the voting process from a respectful distance.

7. Election Day – Closing the Poll and Tallying the Vote

The poll supervisor (or designate) is responsible for ensuring the poll closes at 8:00 PM according to the procedures outlined in the Poll Supervisor Handbook.

Tallying the vote and completing the **Statement of the Poll (F409)** (See Figure 15) as well as packing, securing, and delivering election materials, are important because they complete the election process and provide verification of the result to the returning officer and subsequently to Elections Nova Scotia.

The **Statement of Poll (F409)**, and all supporting documentation, must be complete and accurate. The returning officer records this information on the Statement of Official Results when the Official Addition occurs on the Thursday following election day.

In the event of a judicial recount, a CEO recount, or a controverted election, all relevant election material must be identifiable and locatable in the **J-Poll Record envelope (F428)** as defined in the policies and procedures of ENS.



NOTE: Failure to complete the **Statement of Poll (F409)** correctly may result in delaying your release election night or require your return to the returning office over the next two days to complete the task properly.

7.1 Preparing for the Count:

1. Immediately upon the close of the poll at 8:00 PM on election night, the DRO prepares for the count of ballots. In multiple poll locations, the poll supervisor assigns a poll clerk to assist each DRO with the count.
2. Clear the work surface of any paperwork or other materials not relevant to the counting process, and provide seating for those witnessing the count.



NOTE: Candidates and/or candidate's representatives may be present to witness the count; however, if there are no witnesses present, the count **will proceed**.

7.2 Reconciliation of Ballots:

The reconciliation of ballots is the responsibility of the DRO and must be completed before the ballot box is opened and ballot counting begins.

It is important that accurate records are kept of the number of ballots used at each poll. This reconciliation verifies that all ballots used at each poll are genuine and that ballots have not been fraudulently deposited into ballot boxes or removed from the poll.

Supplies:

The following materials are required to complete **Section A** of the **Statement of Poll (F409)**:

- Poll Book – Statement of Poll (F409)
- V-Voting Documents envelope (F433)
- A-Ballots Cancelled envelope (F420)
- B-Ballots Unused and Stubs envelope (F421)

The DRO:

1. References the **Guide to Issuing Ballots and Tallying the Vote (F416)**.
2. Locates the Election Day **Statement of Poll (F409)** and the **V-Voting Document envelope (F433)**.
3. Records the electoral district name and the poll number at the top of F409.
4. Completes Section A – Reconciliation of Ballots by carefully following the sequence of steps listed below:
 - a. Enters the total number of ballots received from the returning officer, found on the front of the **Poll Book (F415)**, on Line 1 of **Statement of Poll (F409)**.
 - b. Totals the number of voting documents in the **V-Voting Documents envelope (F433)**, marks the total on the envelope, and enters the total on Line 2a.
 - c. Empties **A-Ballots Cancelled envelope (F420)**, sorts and counts the cancelled, mismarked, and damaged ballots. Enters these counts on the

- front of the F420, on Line 2b of the **Statement of Poll (F409)**, and returns the ballots to the F420.
- d. Counts the number of voting documents for ballots taken from the poll, and enters this number on the front of the **A-Ballots Cancelled envelope (F420)** and on Line 2c.
 - e. Totals Lines 2a, 2b, and 2c and enter this total on Line 2.
 - f. Counts the number of unused ballots. Enters this number on the front of the **B-Ballots Unused and Stubs envelope (F421)** and on Line 3. Returns all unused ballots and ballot stubs into the F421.
 - g. Totals Lines 2 and 3 and enters this total on Line 4.
 - h. Verify that Line 4 equals Line 1.



NOTE: It is essential that the total entered on Line 4 equals Line 1. All ballots issued to the DRO at the start of the poll must be accounted for at the close of the poll.

Discrepancies:

If there is a discrepancy and the total of issued and unused ballots does not equal the number of ballots received from the returning officer, **the DRO must:**

1. Advise the poll supervisor (or designate).
2. Repeat the steps outlined in Section 7.2 for possible errors in counting, transposing of numbers or addition.
3. If there is still an issue with the reconciliation of ballots, advise the poll supervisor (or designate) of the discrepancy. They will contact the returning office for guidance.

7.3 Tallying the Vote and Completing the Statement of Poll (F409)

It is important that you are accurate in counting and tabulating the ballots. The count becomes the official record of ballots cast for each candidate.

You will scrutinize each ballot and determine whether to accept or reject the ballot. An accepted ballot is referred to as a “valid ballot” and is counted as a ballot cast.

While you may consider the opinions of others present (who may object to your decision whether to count or reject a ballot) the final decision is yours.

7.3.1 Ballot Counting Process

The counting of the ballots begins as soon as the reconciliation of the ballots is complete. The supplies required are as follows:

- C-Ballots Rejected envelope (F422)
- D-Ballots Cast envelope (F459)
- I-Ballots Declined envelope (F381)
- Poll Book containing:
 - Election Day Statement of Poll (F409)
 - Tally Sheets for Counting Votes (F317)
- Guide to Issuing Ballots and Tallying the Vote (F416)



NOTE: The DRO is the only person permitted to handle the ballots.

The DRO:

1. Enters the name of each candidate in the same order as they appear on the ballot in Section B – Tally of Votes on the Election Day **Statement of Poll (F409)**.
2. Provides **Tally Sheets for Counting Votes (F317)** (See Figure 9) used to “tally” or record the number of valid ballots cast for each candidate, to the assisting poll clerk and any candidate’s representatives or observers.

3. Verifies the ballot box seal numbers against those recorded on the front of the **Poll Book (F415)**.
4. Breaks the seals and opens the ballot box.
5. Empties the ballots onto the table.
6. Shows the empty ballot box to all those present, checking the bottom flap to ensure no ballots are stuck and to confirm that it is empty.
7. Unfolds and examines one ballot at a time, checking the back of each ballot to verify that it is initialed.



NOTE: For details on possible situations that could arise during ballot examination see Section 7.3.2.

8. Determines whether to accept or reject the ballot.
9. Shows each ballot to the others present, handling it in such a way that they can see how it was marked. Stating whether the ballot is accepted or rejected:



NOTE: See Figures 10-13 for examples of acceptably marked ballots and rejected ballots.

- a. If accepted:
 - i. Calls out the name of the candidate marked on the ballot.



NOTE: The poll clerk will record the vote on the **Tally Sheet for Counting Votes (F317)** by placing a check mark or line in one of the small squares under the candidate's name. Others present can do the same.

- ii. Places accepted ballots in the appropriate piles per candidate.
- b. If rejected:
 - i. States the reason for the rejection.
 - ii. Records the rejected ballot on the **Record of Rejected/Objected to Ballots (F380)** (See Figure 14)

- iii. Writes the word “rejected” and the consecutive number of the rejected ballot from the F380 on the back of the ballot.
 - iv. Places rejected ballots inside the **C-Ballots Rejected envelope (F422)**.
10. Records any objections (if applicable) to the acceptance or rejection of a ballot on the **Record of Rejected/Objected to Ballots (F380)**.
11. Concludes the count of all ballots and proceeds to count each ballot pile per candidate to confirm the numbers tallied by the poll clerk on the **Tally Sheet for Counting Votes (F317)**.

7.3.2 Possible Situations When Counting Ballots

Irregular Ballots	<p>The counterfoil is still attached - in this instance, without unfolding the ballot, the DRO will:</p> <ul style="list-style-type: none"> ▪ remove the counterfoil in the presence of those at the count ▪ unfold and examine the ballot ▪ accept or reject the ballot ▪ show the ballot as per the above procedure <p>Not been initialed by the DRO - in this instance, without unfolding the ballot, the DRO will satisfy himself that the ballot was issued at the poll:</p> <ul style="list-style-type: none"> ▪ if satisfied, <ul style="list-style-type: none"> ○ initial the ballot ○ unfold and examine the ballot ○ accept or reject the ballot ○ show the ballot as per procedure list in Section 7.3.1 ▪ if not satisfied, <ul style="list-style-type: none"> ○ reject and do not count the ballot ○ record the rejected ballot on Record of Rejected/Objected to Ballots (F380) ○ mark the consecutive number of the rejected ballot on the back of the ballot and place it in C-Ballots Rejected envelope (F422)
Rejected Ballots	<p>A ballot must be rejected, only if:</p> <ul style="list-style-type: none"> ▪ it was not supplied by the DRO ▪ it is unclear for whom the elector intended to vote

	<ul style="list-style-type: none"> ▪ the elector has written their full name on the ballot ▪ it is not marked for any candidate ▪ it is marked for more than one candidate ▪ there is a diagonal line or an "X" drawn across the ballot ▪ it is marked in a way that indicates the elector wished to cast their ballot but did not intend to vote for any candidate
--	--

7.3.3 Completing the Statement of Poll (F409) and Phoning in Results

The **Statement of Poll (F409)** (See Figure 15) is the written record of the voting activity and the official results of each poll. It is crucial that this form and all election materials related to and documented on this form are filled out completely and accurately.

Once all ballots have been counted and the number of ballots cast for each candidate has been verified, complete Section B of the **Statement of Poll (F409)**.

The DRO:

1. Records the number of valid ballots cast for each candidate on a separate **D-Ballots Cast (F459)** envelope and places the ballots in each envelope.
2. Records, in the appropriate line on **F409**, the number of valid ballots cast for each candidate recorded on each **D-Ballots Cast (F459)** envelope.
3. Totals the number of valid ballots cast and records this on Line 5.
4. Counts the rejected ballots and records the number on the outside of **C-Ballots Rejected (F422)** envelope. Places the ballots in the envelope.
5. Records the total number of rejected ballots on Line 6.
6. Removes any declined ballots from the **I-Ballots Declined (F381)** envelope, counts them and records the number on the outside of the envelope. Places the ballots in the envelope.

7. Records the total declined ballots on Line 7.
8. Totals Lines 5, 6, and 7. Enters this total on Line 8.
9. Verifies that Line 8 equals Line 2a.



NOTE: Each Voting Document in the **V-Voting Documents envelope (F433)** is the record of an elector who was issued a ballot, voted, and deposited their ballot in the ballot box. Therefore, the “Total number of ballots cast” on Line 8 must equal the “Number of Voters” on Line 2a.

10. Provides completed **Statement of Poll (F409)** to the poll supervisor (or other election worker) for accuracy verification.



NOTE: If errors in the accuracy of the form are found, a new **Statement of Poll (F409)** must be completed. An additional copy is provided in the back of the **Poll Book (F415)**.

11. Signs and dates the F409 and has any others present who witnessed the count sign as well.
12. Calls the results in to the returning office (for single/double polls).
13. Checks that all sections on the front of each envelope are complete.

Discrepancies:

If there is a discrepancy, and Lines 8 and 2a are not equal, **the DRO must:**

1. Advise the poll supervisor (or designate).
2. Check the ballot box, envelopes, and work area for any loose and uncounted ballots.
3. Repeat the steps outlined in Section 7.3.3 for possible errors in counting, transposing of numbers, or addition.

When this verification procedure is complete and any corrections required have been made:

1. The DRO will seal the **V-Voting Documents envelope (F433)**, **C-Ballots Rejected envelope (F422)**, all **D-Ballots Cast envelopes (F459)**, and **I-Ballots Declined (F381)** envelope.
2. The poll supervisor (if available), DRO, the poll clerk who assisted with the count, and any others present (who wish to), will initial the seals.

7.3.4 Distribution of Copies of Statement of Poll (F409)

The **Statement of Poll (F409)** is printed on colour-coded three-part paper.

Each copy is to be handled as follows:

White copy	<ul style="list-style-type: none"> • Remains in the Poll Book (F415); and • Will be scrutinized should a judicial recount, CEO recount or controverted election be warranted.
Yellow copy	<ul style="list-style-type: none"> • Placed in the E-Statement of Poll envelope (F424); and • Delivered to the returning office. • It is used for official addition the day following Election Day.
Pink copy	<ul style="list-style-type: none"> • Placed in the Poll Supervisor Records Portfolio (F370); and • Delivered to the returning office. • It is used on election night in the returning office to confirm the results that have been recorded over the phone.

7.4 Packing and Securing Election Materials

It is important that the task of packing and securing the election materials is performed consistently in each electoral district across the province. It is essential that these election materials can easily be identified and matched to the electoral district and polling division where the vote took place.

Therefore, the DRO must check all material carefully to ensure it is packed correctly and that all sections on the front of each envelope are filled in and the **Poll Book (F415)** is complete.

The following materials are required to complete this process:

- Poll Book (F415)
- A-Ballots Cancelled envelope (F420)
- B-Ballots Unused and Stubs envelopes (F421)
- C-Ballots Rejected envelope (F422)
- D-Ballots Cast envelopes (F459)
- E-Statement of Poll envelope (F424)
- F-Transfer Certificates envelope (F425)
- H-Elector Revision Poll Record envelope (F427)
- I-Ballots Declined envelope (F381)
- J-Poll Record envelope (F428)
- R-Electors Who Voted envelope (F431)
- V-Voting Documents envelope (F433)



NOTE: Certain election materials (i.e., forms, envelopes, etc.) are packed and returned in the Time Sensitive Container. Instructions are provided in Section 4.3 “Return of Materials to Returning Office” in the Poll Supervisor Handbook (F414).

The DRO will:

1. Separate the yellow and pink copies of the **Statement of Poll (F409)** from the **Poll Book (F415)**.
2. Place the completed **yellow copy** of the Statement of Poll in **E-Statement of Poll envelope (F424)**; and
 - a. Complete the front of **E-Statement of Poll envelope (F424)** and seal the envelope, using an election seal.
 - b. Initial the seal, along with their poll clerk, and any candidate's representatives or witnesses present, if they wish.
 - c. Provide **E-Statement of Poll envelope (F424)** and the **pink copy** of the **Statement of Poll (F409)** to their poll supervisor or keep if returning materials to returning office on behalf of the poll supervisor.
 - d. If requested by a candidate's representative, provide completed copies of the **Statement of Poll (F409)** (Candidate's Representative Copy found in the **Poll Book (F415)**).
3. Complete **J-Poll Record envelope (F428)**:
 - a. Enter the polling division number and the electoral district name on the label on the front of the **J-Poll Record envelope (F428)**.
 - b. Place the following in the **J-Poll Record envelope (F428)**, checking off each item on the label as it is put into the envelope:
 - Poll Book (F415)
 - A-Cancelled Ballots envelope (F420)
 - B-Ballots Unused and Stubs envelope (F421)
 - C-Ballots Rejected envelope (F422)
 - D-Ballots Cast envelopes (F459)
 - F-Transfer Certificates envelope (F425)
 - H-Elector Revision Poll Record (F427)
 - I-Ballots Declined envelope (F381)
 - R-Electors Who Voted envelope (F431)
 - V-Voting Documents envelope (F433)

- c. Seal the **J-Poll Record envelope (F428)**, sign the seal and have it signed by your poll clerk, as well as any who have witnessed the count.
- d. Place the **J-Poll Record envelope (F428)** inside the ballot box.

7.5 Delivery of Materials by the Poll Supervisor or Designate

The return of the election materials is the final task in the process of ballot counting and closing of the poll. It is equally as important as each of the other tasks. The following documents and materials are to be provided to the poll supervisor or kept if returning materials on behalf of the poll supervisor:

1. E-Statement of Poll envelope (F424).
2. Pink copy of the Statement of Poll (F409).
3. J-Poll Record envelope (F428) (which you placed inside the appropriate ballot box).
4. All other supplies and materials are to be placed in the black duffle bag and returned to the returning office.

7.6 Clean-up and Sign Out

Once the count has been completed and all the materials and supplies have been packed up, you must sign the **Election Worker Sign-in/Out Sheet (F136)** (See Figure 16). This is maintained by the poll supervisor, and is the record of the number of hours you worked.



NOTE: You must sign the **Election Worker Sign-in/Out Sheet (F136)** or you will not be paid.

Figure 1 - Single Poll Setup

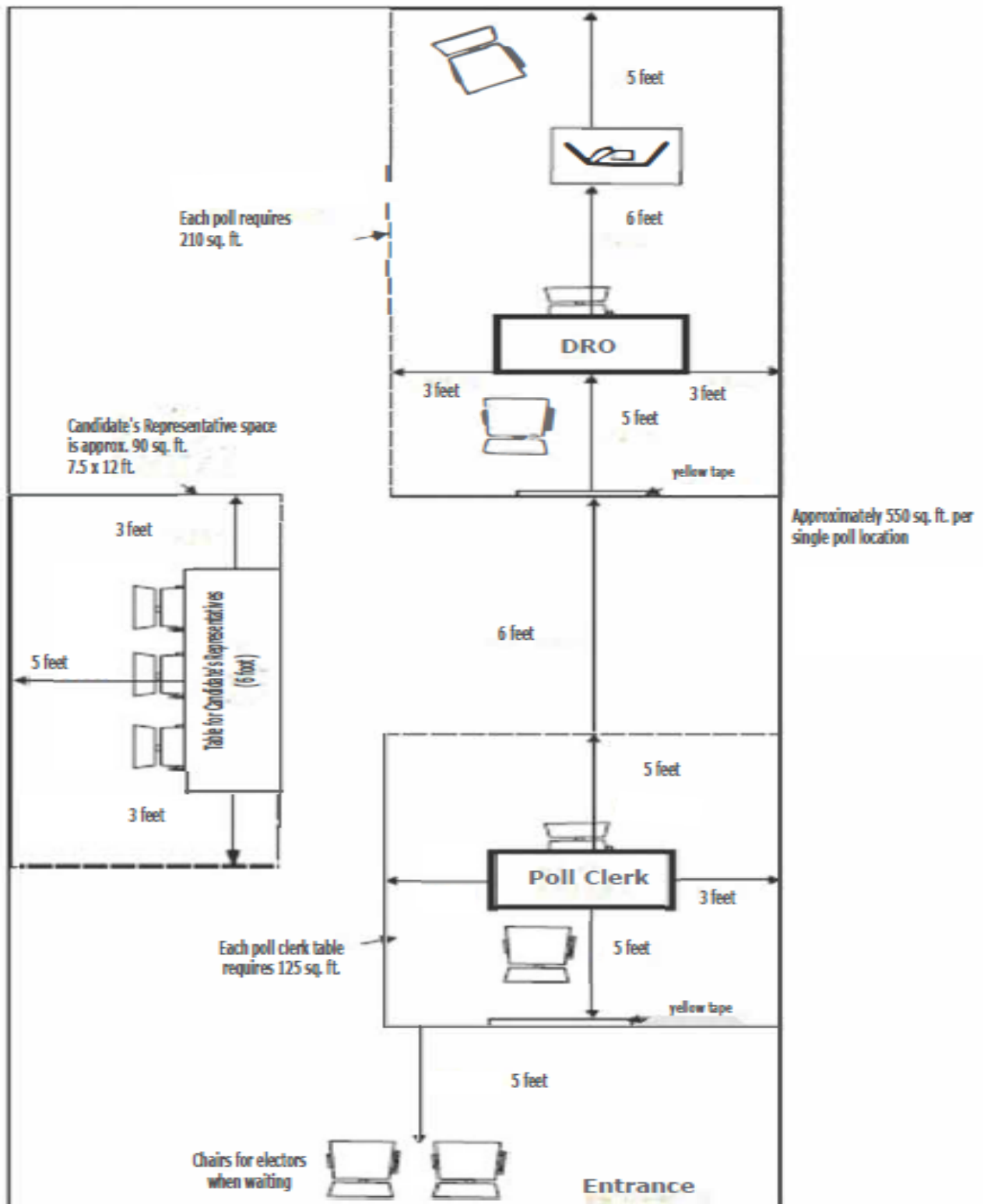


Figure 2 - Double Poll Setup

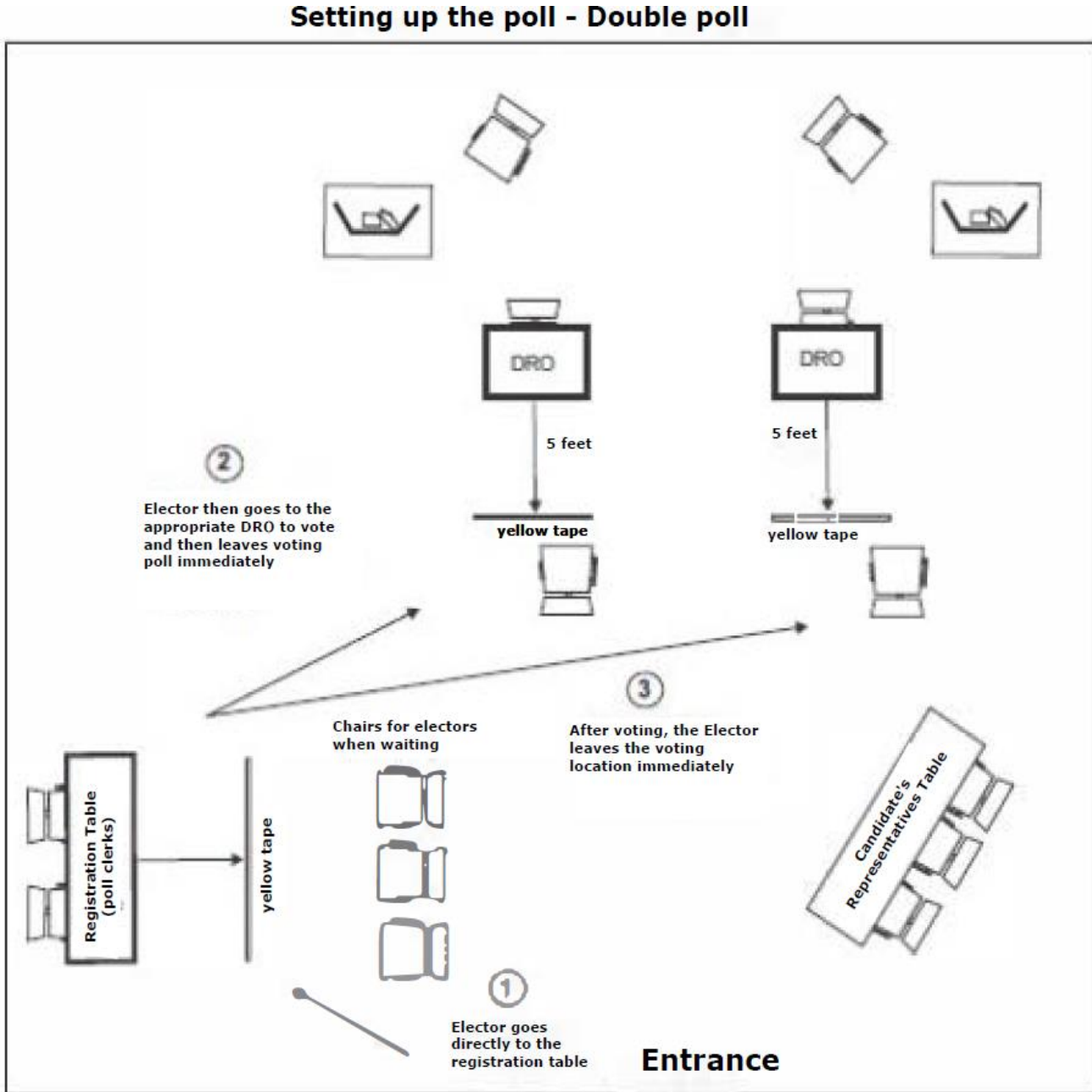


Figure 3 - Multiple Poll Setup

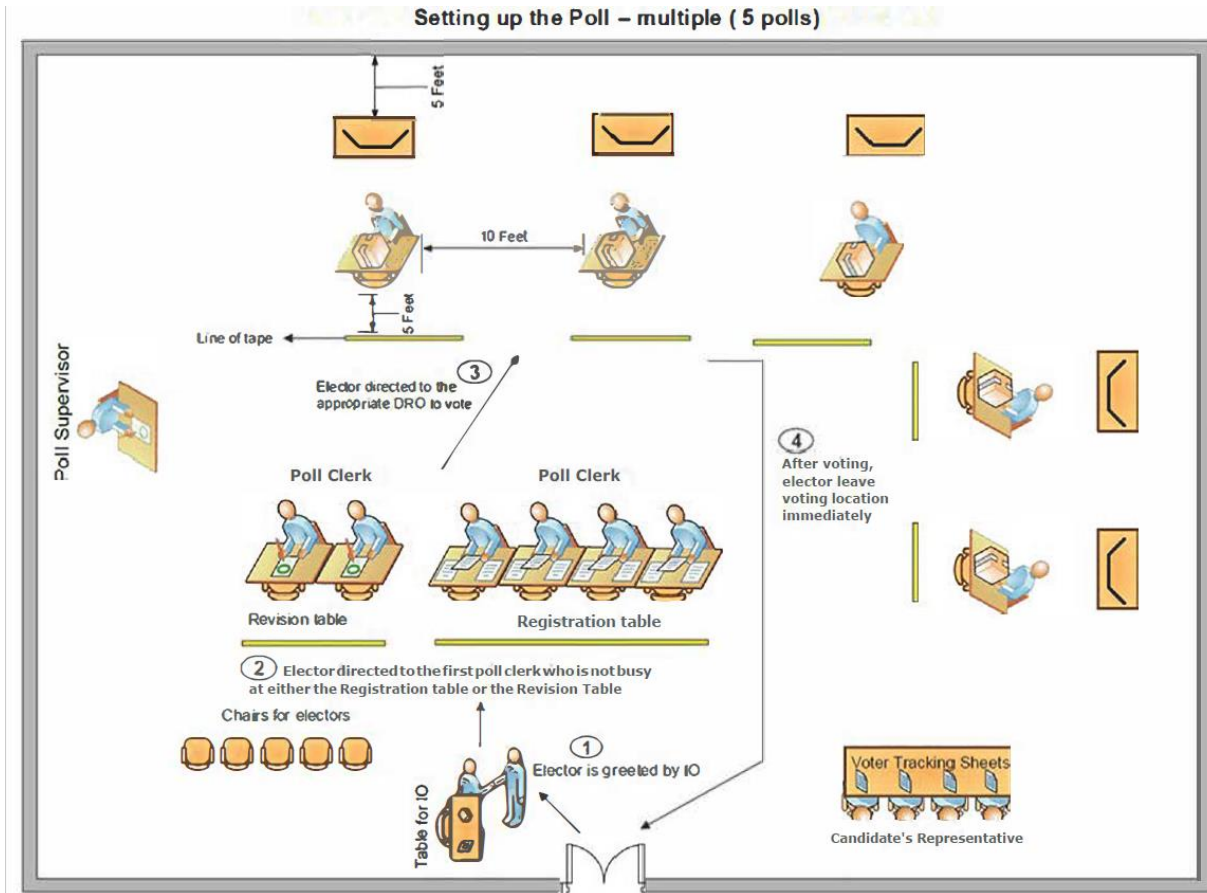


Figure 4 - Voting Screen Setup

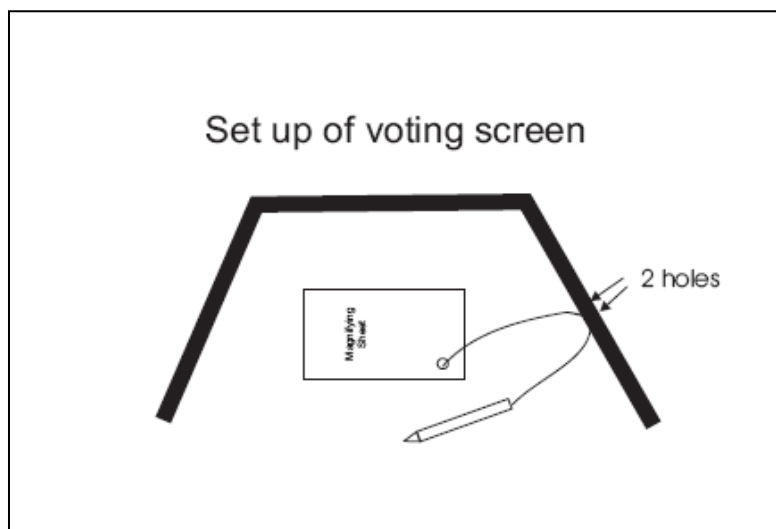


Figure 5 – Assembling the Ballot Box

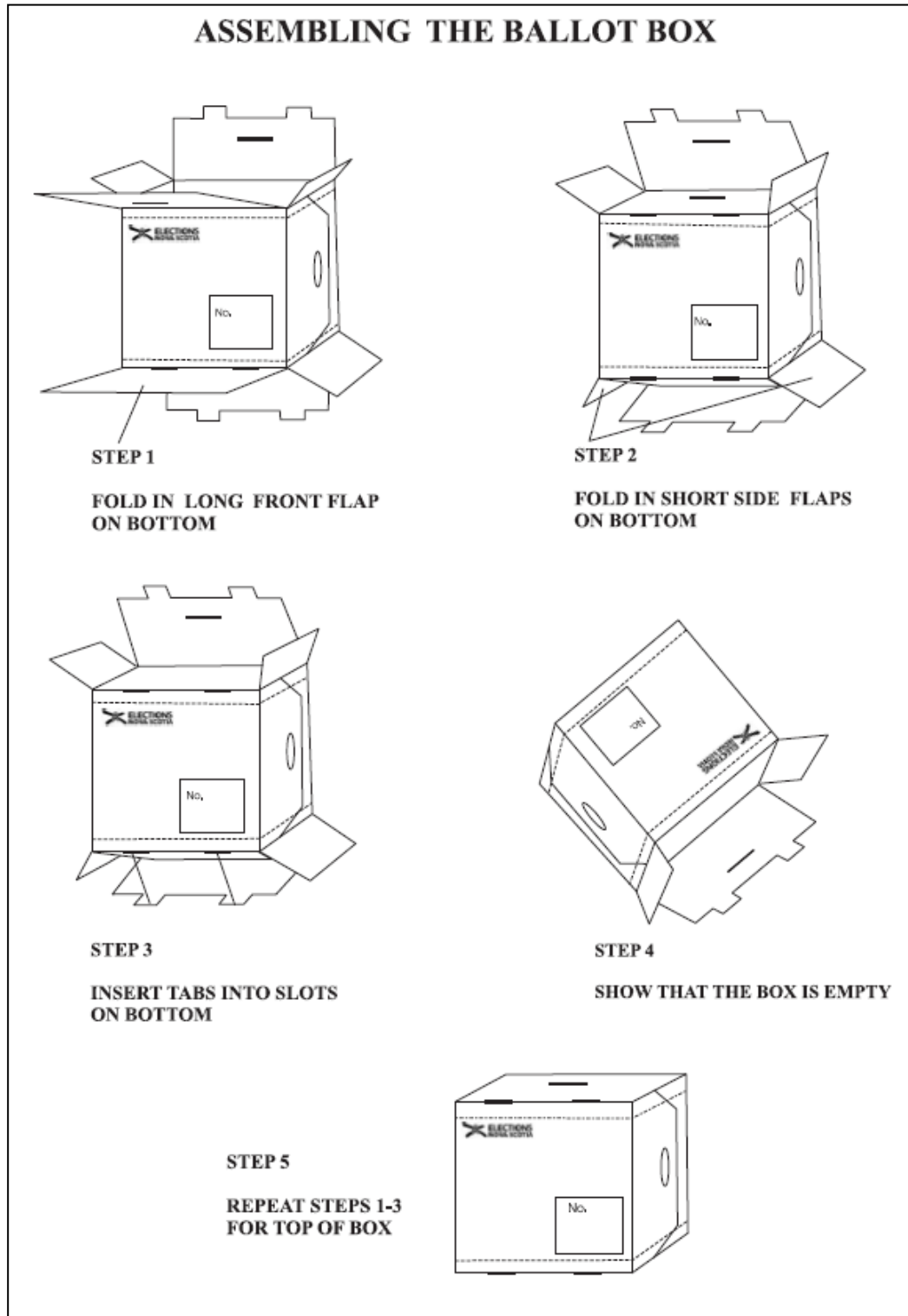


Figure 6 – Placement of Ballot Box Seals

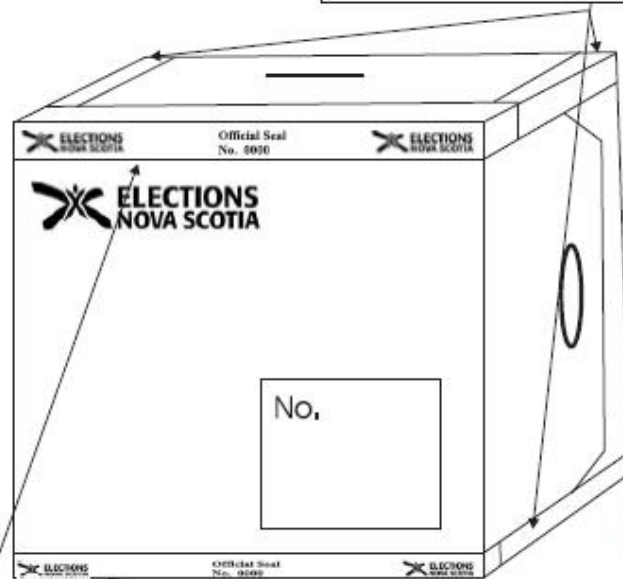
Placement of Ballot Box Seals

Seals are to be placed within the dotted lines at the top and bottom of the ballot box

Short Seals - unnumbered (4 seals)

Place one short unnumbered seal on each side opening of the ballot box, two at the top and two at the bottom.

These are folded over the edges of the ballot box



* Also on other side of the bottom of the ballot box

Long Seals - numbered (2 seals)

Place the long numbered seals over the front closures of the ballot box, one at the top and one at the bottom.

These are folded over the edges of the ballot box

Figure 7 – Folding the Ballot

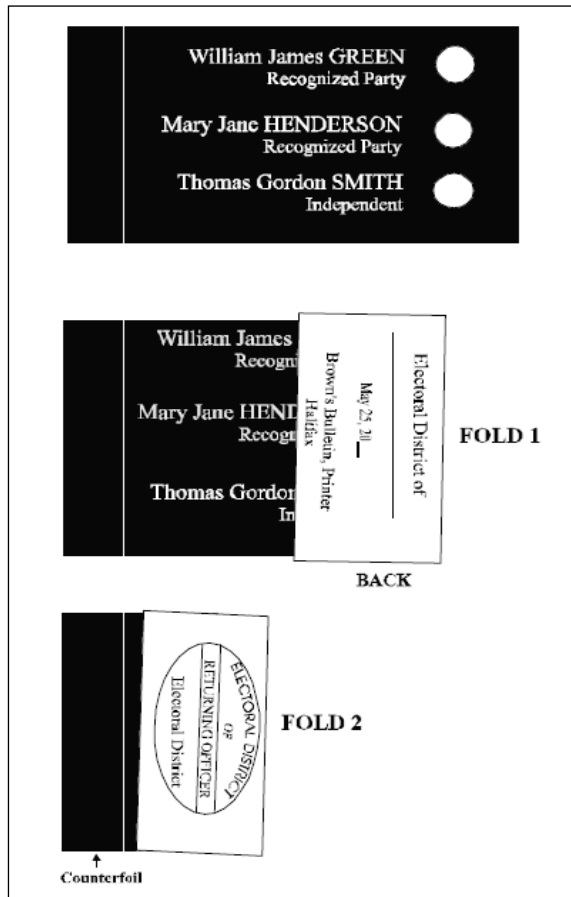


Figure 8 – Processing a Returned Ballot

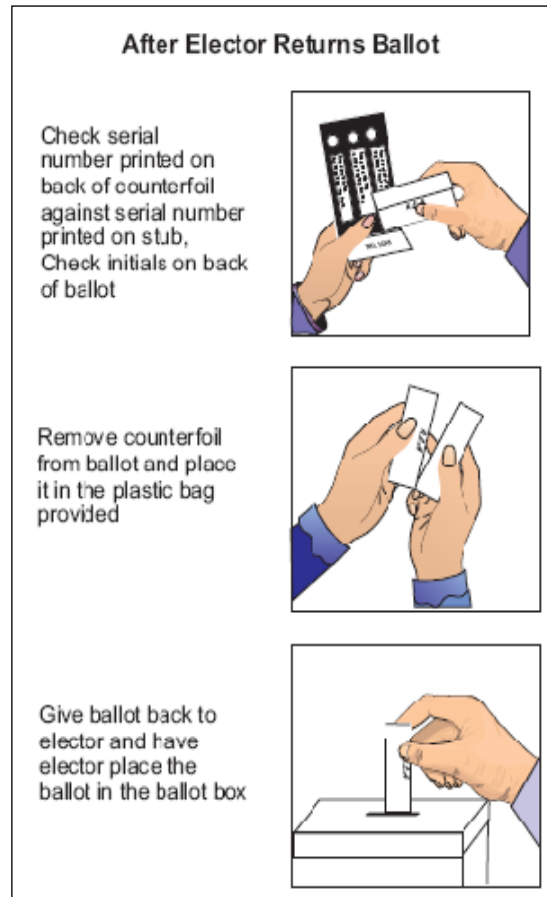



Figure 9 – Tally Sheet for Counting Votes (F317)

2016/02



Tally Sheet for Counting Votes | Form 317

PLEASE PRINT IN BLOCK LETTERS

To be used by the election officer and the scrutineers at the counting of the votes cast for the various candidates. Make a check mark consecutively in the small squares under the name of the candidate, in the appropriate column, as each vote is called out.

Votes cast for:	Votes cast for:	Votes cast for:	Votes cast for:	Votes cast for:	Votes cast for:	
<i>Insert name of candidate</i>	<i>Insert name of candidate</i>	<i>Insert name of candidate</i>	<i>Insert name of candidate</i>	<i>Insert name of candidate</i>	<i>Insert name of candidate</i>	<i>Insert name of candidate</i>
						5
						10
						15
						20
						25
						30
						35
						40
						45
						50
						55
						60
						65
						70
						75
						80
						85
						90
						95
						100
						105
						110
						115
						120
						125
						130
						135
						140
						145
						150

Figure 10 – Examples of Acceptable Marks

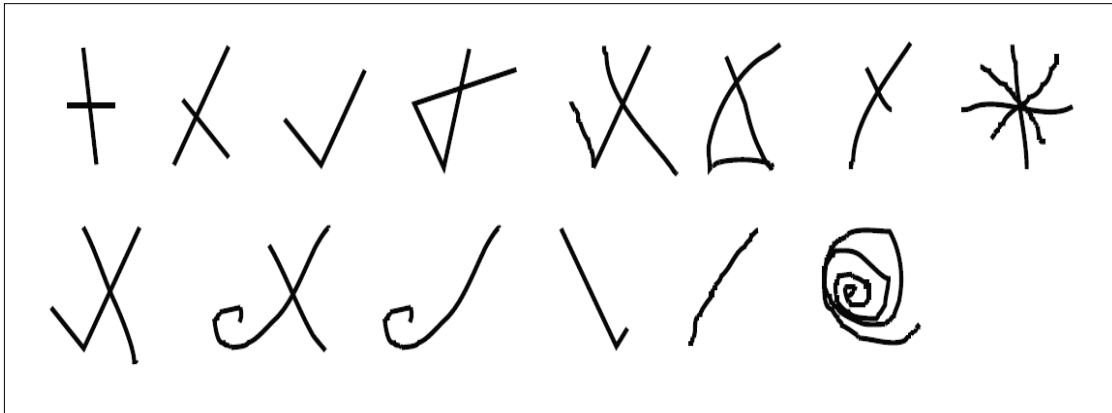


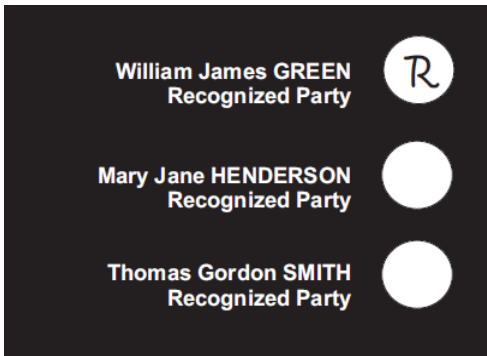
Figure 11 – Examples of Acceptably Marked Ballots



The “yes” indicates the intent of the elector to cast their ballot for that candidate.



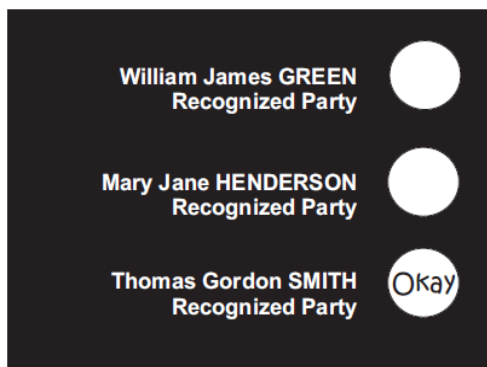
The marks in the circle indicate the intent of the elector to cast their ballot for that candidate and do not identify the elector.



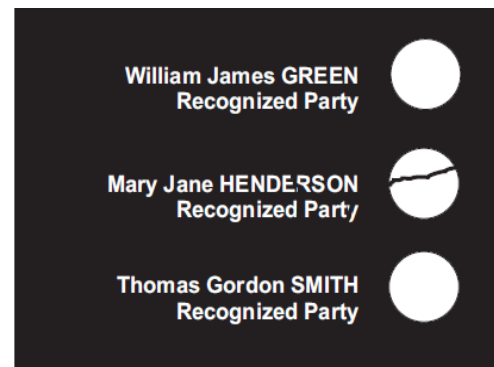
The mark in the circle indicates the intent of the elector to cast their ballot for that candidate and does not identify the elector.



The mark in the circle indicates the intent of the elector to cast their ballot for that candidate.

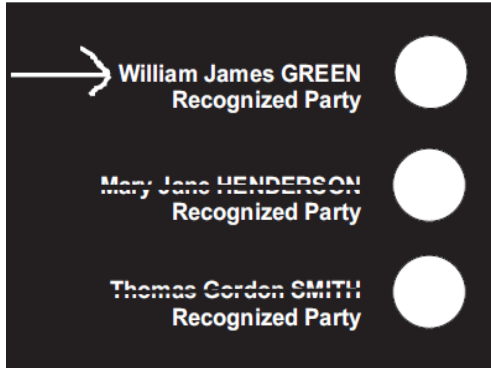


The word “okay” in the circle indicates the intent of the elector to cast their ballot for that candidate.



The mark in the circle indicates the intent of the elector to cast their ballot for that candidate.

Figure 12 – Examples of Acceptably Marked Ballots (con't)



The arrow to the left of the candidate name indicates the intent of the elector to cast their ballot for that candidate.



The word "okay" in the circle indicates the intent of the elector to cast their ballot for that candidate.

Figure 13 – Examples of Rejected Ballots



There are marks in the circles beside two candidates' names; therefore, you cannot determine which candidate the elector intended to vote for.



The mark placed on the ballot by the elector is visible in the circles beside two candidates' names; therefore, you cannot determine which candidate the intended to vote for.



The elector did not vote for any candidate.




The elector spoiled the ballot by placing a random mark beside each candidate's name indicating they wanted to cast their ballot but not vote for any candidate.



The elector marked an "X" through the ballot but did not vote for any candidate.

Figure 14 – Record of Rejected/Objected to Ballots (F380)

20/04



Record of Rejected/Objected to Ballots

F380

Please print in BLOCK LETTERS

Type of Poll
 Advance
 Community
 RO Continuous (In-District)
 RO Continuous (Out-of-District)
 Campus
 WIB
 Election Day
 Mobile Poll

Ballot Box #: _____

Consecutive # of "Rejected or Objected to" Ballot*	"Rejected" (in Envelope C)	Accepted but "Objected to" (in Ballot Box)	Reason for: "Rejected" by PO or Objection by scrutineer or witness	"Objected to" on behalf of (name of candidate)

*Note: Record "Consecutive #" of "Rejected or Objected to Ballot" on the back of the ballot to which it refers.

Figure 15 – Statement of Poll (F409)



22/07		
	Election Day Statement of Poll	
F409		
Please print in BLOCK letters		
Electoral District:	Poll No.:	
Section A: Reconciliation of Ballots		
Number of ballots received from the returning officer.....	1	
Number of voters	2a	
Number of cancelled ballots.....	2b	
Number of ballots taken from the poll.....	2c	
Total number of ballots used (2a+2b+2c).....	2	
Number of unused ballots.....	3	
Total number of ballots (2+3)	4	
<small>Line 4 must equal line 1</small>		
Section B: Tally of Votes		
Candidates (listed as they appear on the ballot)	Total	
Total number of valid ballots cast	5	
Number of rejected ballots	6	
Number of declined ballots	7	
Total number of ballots cast (5+6+7)	8	
<small>Line 8 must equal 2a</small>		
We certify that the above statement is correct		
Election Worker	Date (yyyy/mm/dd)	Deputy Returning Officer
Witness	Witness	E-Statement of Poll Copy

Figure 16 – Election Worker Sign In/Out Sheet (F136)



20/04
Election Worker Sign In/Out Sheet | F136

Please print in BLOCK LETTERS

Type of Poll: (check one) <input type="checkbox"/> Advance <input type="checkbox"/> Community <input type="checkbox"/> Campus <input type="checkbox"/> Election Day	
Voting Location:	Date (yyyy/mm/dd):





Last Name	First Name	Position	Time In	Time Out	Total Hours	Signature

I understand and certify that the above is true and correct.

 Print Name

 Poll Supervisor Signature

Figure 17 - Voter Information Card (VIC) - Front

 ELECTIONS NOVA SCOTIA 202 Brownlow Avenue, Suite 505, Halifax, NS B3L 2J1	 87654321	<table border="1"> <tr> <td>CANADA</td> <td>POSTES</td> </tr> <tr> <td>POST</td> <td>CANADA</td> </tr> <tr> <td>Parcels post Lettremail</td> <td>Post card Poste-lettre</td> </tr> <tr> <td colspan="2" style="text-align: center;">3201937</td> </tr> </table>	CANADA	POSTES	POST	CANADA	Parcels post Lettremail	Post card Poste-lettre	3201937	
CANADA	POSTES									
POST	CANADA									
Parcels post Lettremail	Post card Poste-lettre									
3201937										
2025 Nova Scotia Provincial Election Voter Information Card										
Bring this card and your ID when you come to vote.		Dorothy Annemarie Winslow-Weinstein 202 Brownlow Avenue Apt 202 Dartmouth, Nova Scotia B3L 2J1								
Find out more about voting in this election Visit electionsnovascotia.ca Call 1-800-xxx-xxxx										
All voting places are wheelchair accessible  unless marked with a non-accessible icon  .										

**Figure 18 - Voter Information Card (VIC) – Back
with Declaration Sticker (F405)**





Where to vote before Election Day																							
Truro–Bible Hill–Millbrook–Salmon River Returning Office 76 Birch Street, New G	Monday to Saturday • 9 am to 6 pm																						
Truro–Bible Hill–Millb 98 Green Road, New G	<table border="1"> <tr> <td data-bbox="555 1339 727 1381">  ELECTIONS NOVA SCOTIA </td> <td data-bbox="954 1360 1247 1402"> Elector Declaration – Election Day Form 405-16/05 </td> </tr> <tr> <td colspan="2"> Elector No. on List <input type="text"/> "A" if Added or "T" if Transfer Certificate </td> </tr> <tr> <td colspan="2"> I DECLARE THAT: I am a qualified elector because I am a Canadian citizen, am 18 years of age or older, have lived in Nova Scotia for 6 months preceding the date of the writ of election and have not previously voted during this election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath. </td> </tr> <tr> <td colspan="2"> Signature of Elector _____ Date _____ </td> </tr> <tr> <td colspan="2"> Declaration Taken <input type="checkbox"/> DRO <input type="checkbox"/> Poll Clerk <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"> Ballot(s) Cancelled _____ <input type="checkbox"/> Type of ID Provided _____ </td> </tr> <tr> <td colspan="2"> Ballot Taken from Poll <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"> Objection <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"> Comments _____ </td> </tr> <tr> <td colspan="2" style="text-align: right;"> VOTED <input type="checkbox"/> </td> </tr> <tr> <td colspan="2"> <small>An elector who does not provide acceptable ID must sign this declaration before a ballot may be issued.</small> </td> </tr> </table>	 ELECTIONS NOVA SCOTIA	Elector Declaration – Election Day Form 405-16/05	Elector No. on List <input type="text"/> "A" if Added or "T" if Transfer Certificate		I DECLARE THAT: I am a qualified elector because I am a Canadian citizen, am 18 years of age or older, have lived in Nova Scotia for 6 months preceding the date of the writ of election and have not previously voted during this election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.		Signature of Elector _____ Date _____		Declaration Taken <input type="checkbox"/> DRO <input type="checkbox"/> Poll Clerk <input type="checkbox"/>		Ballot(s) Cancelled _____ <input type="checkbox"/> Type of ID Provided _____		Ballot Taken from Poll <input type="checkbox"/>		Objection <input type="checkbox"/>		Comments _____		VOTED <input type="checkbox"/>		<small>An elector who does not provide acceptable ID must sign this declaration before a ballot may be issued.</small>	
 ELECTIONS NOVA SCOTIA	Elector Declaration – Election Day Form 405-16/05																						
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Ballot Taken from Poll <input type="checkbox"/>																							
Objection <input type="checkbox"/>																							
Comments _____																							
VOTED <input type="checkbox"/>																							
<small>An elector who does not provide acceptable ID must sign this declaration before a ballot may be issued.</small>																							
Jolly Peepers Day Care 123 Barrington Street,																							
North Hills Legion 567 North Avenue, New																							
Prospect Road Junior 45 Smith Avenue, New																							
Where to vote o																							
White Road Communit 123 White Street, New																							
Your civic address _____																							
Your Electoral district: Truro–Bible Hill–Millbrook–Salmon River																							
Your Poll: 28																							

Figure 19 - Polling Day Card (F044) - Front



F044-19/07
Poll No.

Election Day Polling Day Card

Electoral District

Elector's Name _____


On List
 Changed

Added
 Transfer Certificate

Poll Clerk Initials

Comments: _____

Figure 20 - Polling Day Card (F044) - Back



Elector Declaration – Election Day
 Form 405-16/05

Elector No. on List
 "A" if Added or
 "T" if Transfer Certificate

I DECLARE THAT:
 I am a qualified elector because I am a Canadian citizen, am 18 years of age or older, have lived in Nova Scotia for 6 months preceding the date of the writ of election and have not previously voted during this election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.

Signature of Elector _____

Date _____

Declaration Taken

Ballot(s) Cancelled _____

Ballot Taken from Poll

Objection

DRO

Poll Clerk

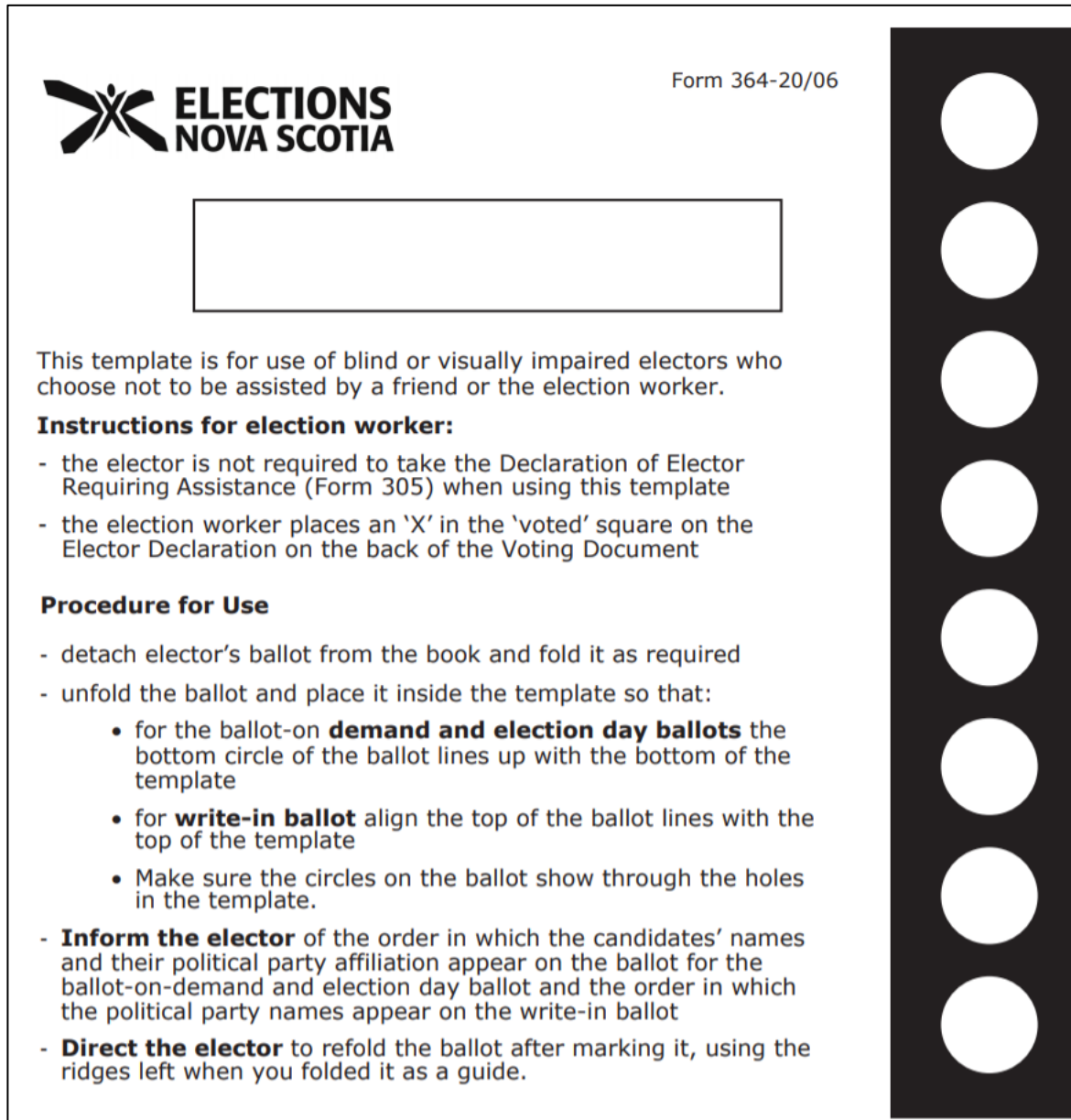
VOTED

Type of ID Provided _____

An elector who does not provide acceptable ID must sign this declaration before a ballot may be issued.


Comments _____

Figure 21 - Ballot Template for Visually Impaired Electors (F364)



**ELECTIONS
NOVA SCOTIA**

Form 364-20/06



This template is for use of blind or visually impaired electors who choose not to be assisted by a friend or the election worker.

Instructions for election worker:

- the elector is not required to take the Declaration of Elector Requiring Assistance (Form 305) when using this template
- the election worker places an 'X' in the 'voted' square on the Elector Declaration on the back of the Voting Document

Procedure for Use

- detach elector's ballot from the book and fold it as required
- unfold the ballot and place it inside the template so that:
 - for the ballot-on **demand and election day ballots** the bottom circle of the ballot lines up with the bottom of the template
 - for **write-in ballot** align the top of the ballot lines with the top of the template
 - Make sure the circles on the ballot show through the holes in the template.
- **Inform the elector** of the order in which the candidates' names and their political party affiliation appear on the ballot for the ballot-on-demand and election day ballot and the order in which the political party names appear on the write-in ballot
- **Direct the elector** to refold the ballot after marking it, using the ridges left when you folded it as a guide.

Figure 222 – Voter Tracking Sheet (F407)


20/05																																																																																																																							
 ELECTIONS NOVA SCOTIA				Voter Tracking Sheet F407																																																																																																																			
Please print in BLOCK LETTERS																																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="padding: 2px;">Electoral District:</td> </tr> <tr> <td colspan="5" style="padding: 2px;">Poll Number:</td> <td colspan="5" style="padding: 2px;">Sheet Number:</td> </tr> </table>										Electoral District:										Poll Number:					Sheet Number:																																																																																														
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<p>In the next empty box write firmly the "Elector's # on List" from the Official List of Electors for each elector who has voted or place an "A" if the elector was added.</p> <p>Sample: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">65</td><td style="padding: 2px 5px;">12</td><td style="padding: 2px 5px;">A</td><td style="padding: 2px 5px;">44</td></tr></table></p>										65	12	A	44																																																																																																										
65	12	A	44																																																																																																																				
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Figure 233 – Sheet of Declarations (F305)



<small>1907</small>	
 ELECTIONS NOVA SCOTIA	Sheet of Declarations F305
<hr/>	
Taking a Declaration	
Read the question out loud to the person and ask them to respond, "I so declare".	
A. Declaration of elector requiring assistance	
Election Officer: Do you declare that you require assistance in voting at this election?	
Person: <i>"I so declare."</i>	
<hr/>	
B. Declaration of friend of elector requiring assistance (family member or caregiver) Election	
Officer: Do you declare that: 1. You are the child, grandchild, brother, sister, parent, grandparent, spouse or caregiver of the elector who has requested your assistance. 2. You are 16 years of age or older. 3. You will carry out the wishes of the elector on whose behalf you are acting, not try to influence the elector in choosing a candidate and you will keep secret the name of the candidate for whom you mark the ballot on behalf of the elector. Do you declare that the above are all true?	
Person: <i>"I so declare."</i>	
<hr/>	
C. Declaration of friend of elector requiring assistance (non-family) Election	
Officer: Do you declare that: 1. You are not the child, grandchild, brother, sister, parent, grandparent or spouse of the elector who has requested your assistance. 2. You are 16 years of age or older. 3. You have not assisted another elector to vote at any time during this election who is not your child, grandchild, brother, sister, parent, grandparent or spouse. 4. You will carry out the wishes of the elector on whose behalf you are acting, try not to influence the elector in choosing a candidate and you will keep secret the name of the candidate for whom you mark the ballot on behalf of the elector. Do you declare that the above are all true?	
Person: <i>"I so declare."</i>	
<hr/>	
D. Declaration of interpreter	
Election Officer: Do you declare that you shall well and truly interpret the questions asked of the elector and his or her answers to them, and that you will keep secret the questions and answers?	
Person: <i>"I so declare."</i>	

Figure 244 – Appointment of Candidate’s Representative (F312)

22/08	
	Appointment of Candidate’s Representative F312
<p>Please print in BLOCK LETTERS</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>I, the undersigned, a candidate officially nominated in the electoral district referred to below (or their official agent), appoint the following person as a candidate’s representative:</p> </div>	
Name	
Civic Address	
<div style="border: 1px solid black; padding: 5px;"> <p>(A) With authority to represent me, in the manner provided by the <i>Elections Act</i>, at the candidate’s representatives table at the following voting locations:</p> </div>	
Location	
Location	
Location	
Location	
<div style="border: 1px solid black; padding: 5px;"> <p>(B) With authority to represent me, in the manner provided by the <i>Elections Act</i>, at the count of ballots at the election worker’s table at the following poll:</p> </div>	
Location	Poll No:
Date (yyyy/mm/dd)	
Signature of Candidate or Official Agent	
Name of Candidate	
Electoral District	
<p>Note: This form must always be carried by the Candidate’s Representative.</p>	

