

## Part I

### Diary of Duties of Returning Officer

Duties	General instructions (Part II)	Item in General instructions (Part II)	Section in The Election Act
<b>I. On Receipt of Appointment:</b>			
1. Complete and return Oath of Office		3	6(5)
<b>II. On Receipt of Instructions:</b>			
1. Consider necessary revision of Polling Division Boundaries		21	18
2. Trace Poll Boundaries on two Maps		21	
3. Prepare two copies of Poll Boundary Descriptions		21	
4. Number Polling Divisions		25	
5. Send one marked Map and one copy of Poll Descriptions to Chief Electoral Officer		25	
6. Select Election Officials (Election Clerk, Enumerators, Supervisory D.R.O.s, D.R.Os Poll Clerks, Interpreters, Constables)	5,6,11, 12,14,15		10,19,30, 52,53,57,82
7. Select Advance Polling Places		26	104
8. Select Sanatoria, Hospital and Remand Centre Polling Places		28	91(1),100(1)
9. Select Regular Polling Places		21	30(1)
10. Central Polling Place			30(2.1)
11. Additional Polling Places			32(1)
12. Arrange for printing of Proclamation and Ballots		33,62	17,33(1)
13. Arrange for Office Space and Telephones			
14. Arrange for meeting with Enumerators and Deputy Returning Officers		9	
15. Designate polls where hours may be reduced			66,92,101
<b>III. On Receipt of Supplies:</b>			
1. Check supplies to ensure adequate quantities, E-145		61	15
2. Stamp Forms with Constituency Name Stamp			
3. Arrange for distribution of Forms		61	
4. Commence preparation of Returning Officer's Record Book		103	

<b>Duties</b>	<b>General Instructions (Part II)</b>	<b>Item in General Instructions (Part II)</b>	<b>Section in The Election Act</b>
<b>IV. Between Issue of Writ and Nomination Day:</b>			
1. Endorse Writ upon its receipt		30	14
2. Open Office and make telephone number available			
3. Appoint Election Officials (Election Clerk, Enumerators, Supervisory D.R.O.s D.R.O.s, Poll Clerks, Interpreters, Constables) (Forms 2, 3, 9, 10, 18, 19, 19.1, 19.2, 20, 21, 22)		5,6,11, 12,14,15	10,19,30, 52,53,57,82
4. Complete Proclamation and have Proclamation printed		32	33
5. Post Proclamation eight days before Nomination		34	33(2)
6. Send ten copies of Proclamation to each Candidate's Headquarters		37	33(3)(a)
7. Send ten copies of Proclamation to Chief Electoral Officer		37	33(3)(b)
8. Send one copy of Proclamation to each City, Town, Village and R.M. situated within the constituency		37	33(3)(c)
9. Meet with Enumerators		9	21(1)
10. Distribute supplies to Enumerators		10	20
11. Supervise Enumeration			
12. Receive Lists of Voters from Enumerators within ten days of Writ (Preliminary Lists of Voters)		10	21(7)
13. Have Lists of Voters prepared (Secondary Lists of Voters), Split large lists where necessary		46	22(1) 32
14. Upon completion of Enumeration, determine the total number of voters enumerated and notify the Chief Electoral Officer and Candidates			
15. Deliver ten copies of Lists of Voters to each Candidate		48	23(1)(a)
16. Deliver four copies of Lists of Voters to Enumerator in Envelope E-212		48	22(1)(b)
17. Send five copies of Lists of Voters to Chief Electoral Officer		48	22(1)(b)
18. Post Lists of Voters in Post Offices, Returning Officer's office, elsewhere Ensure enumerators sit for revision of list		48	22(1)(d)
19. Receive Nominations, Endorsements and Deposits and issue receipts therefor		55.56	37,38,39,40(1)

<b>D u t i e s</b>	<b>General Instructions (Part II)</b>	<b>Item in General Instructions (Part II)</b>	<b>Section in The Election Act</b>
20. Give each prospective Candidate two copies of E-403, Diary for Candidates, and sufficient copies of various Guides		56	
21. After Court of Revision, receive Enumeration Expense Vouchers, E-202, check, certify and prepare cheques Mail or deliver cheques to payees		98	
22. Using Form E-115, notify the Chief Electoral Officer and Candidates of the total number of voters on the Revised Lists of Voters		53	214(2)(3)
<b>V. Nomination Day:</b>			
1. Attend Place of Nomination		57	37
2. Receive Nominations, Endorsements, and Deposits and issue receipts therefor		55,56	37,38,39,40(1)
3. Read aloud the Writ of Election and the nominations received		57	41
4. Declare nominations closed and identify candidates and their business managers		57	42
5. Supply each Candidate with:		56	
i) 2 copies of Candidate's Expense Statement, E-406			
ii) 2 copies of Declaration of Business Manager, E-407			
iii) 2 copies of Declaration of Candidate, E-408			
iv) 25 copies of <b>The Election Act</b>			
v) Sufficient copies of Appointment of Candidate's Representatives E-410			
vi) 2 copies of Diary for Candidates and Business Managers, E-403			
vii) 1 copy of Business Manager's Election Campaign Budget Control Book E-405			
6. Announce day on which vote will be taken		57	44
7. Give each Candidate list of Candidates, E-130		57	44
8. Publish results of Nomination in newspaper in format in Form E-130		57	44
9. Phone Nomination results to Chief Electoral Officer, E- 130		57	
10. Put Candidates' Deposits in Bank		56	
11. Hold School of Instruction for Deputy Returning Officers and Poll Clerks			
12. Deliver Materials to Deputy Returning Officers		61	58

<b>Duties</b>	<b>Item in General Instructions (Part II)</b>	<b>Section in The Election Act</b>
13. Receive Ballot Sheets from Chief Electoral Officer	63	
14. Print Ballot Papers - Form 11	62	17(4),90
15. Arrange to have Ballots delivered to Deputy Returning Officer	68	
16. Receive Receipts for Ballots, E-109	68	
17. Forward Printer's Expense Account to Chief Electoral Officer	99	
<b>VI. If By Acclamation:</b>		
1. Declare Candidate Elected	57	43
2. Give Candidate Certificate, E-131	57	43
3. Complete necessary Procedures Pursuant to the Act	57	43
4. Deal with Candidates' Election Expenses		
<b>VII. If Not By Acclamation:</b>		
1. See that vote is properly taken - Election Clerk and Returning Officer to be available at Returning Officer's Office		
2. Assist incapacitated voters - mail-in voting		89
<b>VIII. After Polls are Closed:</b>		
1. Prepare for tabulation of phoned election results		
2. Tabulate results received from each Deputy Returning Officer by telephone or telegraph, E-132 and E-132A		
<b>IX. Between Polling Day and Official Count:</b>		
1. Accept or arrange to collect Ballot Boxes	82	114
2. Accept Mail-in Ballots	80	89
3. Issue Receipt for Ballot Box, E-309	82	
4. Reseal Ballot Boxes where necessary	83	115
5. Arrange for the removal of Lists of Voters posted during Enumeration	49	

<b>Duties</b>	<b>Item in General Instructions (Part II)</b>	<b>Section in The Election Act</b>
6. Place Ballot Boxes in safekeeping	83	115
7. Receive Poll Official Expense Vouchers, E-304, check, certify and prepare cheques Mail or deliver cheques to payees	100	
8. Receive Ballot Box from Chief Electoral Officer containing the unopened Ballot Envelopes from Sanatoria, Hospitals and Remand Centres	87	96
9. Receive list of Sanatorium, Hospital and Remand Centre Voters, E-502H from Chief Electoral Officer and make them available to Candidates	88	95
10. At by-election - receive ballots and material		102.2,102.3
<b>X. On Day of Count:</b>		
1. Attend place indicated in Proclamation	92	97,117 - 125
2. Open each Ballot Box separately	92	
3. Deal with Ballot Account and Poll Statement	92	
4. Permit inspection of material	92	
5. Adjourn proceedings		120,121,122
6. Count Sanatorium, Hospital and Remand Centre Ballots	88	
7. Count Mail-in Ballots	89	89
8. Enter Results on Returning Officer's Statements, E-137 and E-137A	88	117
9. Make final addition and complete Statements	92	
10. Declare Candidate elected who has most votes	92	125
11. Reseal and retain all Ballot Boxes for at least 10 days	92	
12. Make Election Return pursuant to Section 140	92	
<b>XI. If Recount:</b>		
1. Receive request from Candidate or Business Manager		126
2. Apply to Judge for appointment of place for recount		126
3. Attend at place chosen by Judge		131,132
4. Provide Judge with materials		131
5. Declare Candidate elected after recount		138(2)

Duties	General Instructions (Part II)	Item in Section in The Election Act
<b>XII. Ten Days After Count:</b>		
1. Send by Registered Mail to Chief Electoral Officer envelope containing Statement of Returning Officer, E-137 and E-137A, Writ, E-100; Election Clerk's Oath, E-102A; Nomination Papers, E-401 and E-508; Affidavit of Printer, E-1 17; forfeited deposits; Report on Proceedings	95	143
2. Mail to each Candidate Statement of Returning Officer, E-137 and E-137A	95	
3. Send to Chief Electoral Officer by express all used and unused materials		144
4. Mail to Chief Electoral Officer, the Returning Officer's and Election Clerk's Expense Vouchers, E-103 and E-103A and any remaining Expense Vouchers	102	
5. Send to Chief Electoral Officer by Registered Mail Returning Officer's Affidavit, E-138		
<b>XIII. Three Months After Final Count:</b>		
1. Accept 2 copies of Candidate's Return of Election Expenses along with:	107	218
i) all bills, vouchers and proofs of payment		
ii) Form E-407		
iii) Form E-408		
iv) Auditor's statement		
2. Make the original copy of Return available to Chief Electoral Officer	108	218
3. Allow inspection of Returns by public	108	218
4. Publish summary of Returns in a newspaper circulating in the constituency within 30 days after receiving the Returns, E-144	109	218
<b>XIV. Powers of Returning Officer</b>		
1. Administering oaths, affidavits and declarations		148
2. Act as conservator of the peace and justice of the peace - powers of arrest		154,157

<b>Duties</b>	<b>General Instructions (Part II)</b>	<b>Item in Instructions (Part II)</b>	<b>Section in The Election Act</b>
3. Require assistance of justices of the peace, constables and others; appoint special constables			155,156
4. Appoint election officials		8,10,19,30,52,53,57	
5. Enter any polling place and observe counting of the ballots			68,89,94
6. Conduct the final count			117-119
7. Make casting vote			119,138
8. Establish polls			18
9. Post Lists of Voters			22
10. Establish polling places			30
11. Require the use of any school house in province			
12. Change the day for nominations with approval of Chief Electoral Officer			34