

Election Official Quick Reference Guide

Information Officer



CONTENTS

BEFORE VOTING STARTS

AFTER VOTING STARTS

AFTER VOTING CLOSES

RESOURCES

Contents

Before voting starts	1
After voting starts	2
Greeting voters	2
Directing voters	3
Advance voting	3
General voting	4
Finding the voter's electoral district, voting area, and assigned voting place	4
Voter ID	6
Priority access for paramedics, police officers and firefighters	6
Helping voters with special needs	7
Tools to help visually impaired voters	8
Helping at the voting place	9
Special circumstances	9
Label Printers	10
Loading labels	10
Troubleshooting	10

After voting closes	12
Closing the doors.....	12
Packing up.....	13
Where to Vote card reference.....	14
Resources	14
Contacts.....	15
Notes	16

Before voting starts



Place exterior and interior signs so voters can easily find the voting place. Your Supervisory Voting Officer will establish suitable locations.

Walk around the interior and exterior of your voting place to ensure there is no election advertising posted, displayed or distributed in the building or within 100 metres of the building when voting is being conducted. Repeat throughout the day.



Open the doors to the voting place at 8 a.m.

After voting starts

Greeting voters

Greet voters in a friendly manner when they arrive.

- Do not discuss politics
- Make sure they don't have visible campaign materials with them, such as buttons or T-shirts promoting a candidate or party. If they do, ask them to cover the materials or return without them.

Note: Candidates or campaign workers who drive voters to the voting place may not be in the voting place unless they themselves are voting.

In a Single By-election

If voter **does not** reside in a district in which a by-election is being held, they are **not eligible to vote**.

Directing voters

Advance voting

Directing voters at advance voting is very straightforward. All eligible voters go to the next available voting station.

1. Ask the voter:
 - Do you have ID?
 - Do you have a current and accurate Where to Vote card?
 - If they don't have a Where to Vote card, confirm their eligibility:
 - Canadian citizen
 - 18 years old by General Voting Day (GVD)
 - Resident of B.C. for six months by GVD.
 - Non-eligible voters cannot vote.
2. Direct the voter to the next available voting station.

General voting

Directing voters at general voting requires you to know their electoral district (ED) and voting area (VA).

Finding the voter's electoral district, voting area, and assigned voting place

If the voter has a current and accurate Where to Vote card, their electoral district, voting area and assigned voting place are shown on their card. If the voter does not have a current and accurate Where to Vote card, use the Location Index (846) or the electoral district voting area (EDVA) map to find their electoral district, and the electoral district street index (EDSI) to find their voting area.

The street index shows the addresses in your electoral district and the voting area (VA) they are in. The Location Index lists all of the communities in B.C. and the electoral district they are in. It also has a map of all of the electoral districts in B.C. If you are having trouble, ask the voter to point to where they live on the map.

1. Ask the voter:
 - Do you have ID?
 - Do you have a current and accurate Where to Vote card?
 - If they don't have a Where to Vote card, confirm their eligibility:
 - Canadian citizen
 - 18 years old by General Voting Day (GVD)
 - Resident of B.C. for six months by GVD.
 - Non-eligible voters cannot vote.
 - Are you assigned to this voting place?
2. If the voter is assigned to your voting place (i.e. their VA is assigned to your voting place), direct them to their assigned voting station.
3. If the voter is not assigned to your voting place, direct them to the absentee voting station.

If a voter in your electoral district asks if they are at their assigned voting place, use the Voting Place Information Report to look up their VA.

Voter ID

All voters must prove their identity and residential address before voting.

See the *You Need Identification (367)* poster for what pieces of ID or documents voters can show as acceptable ID and who can be a voucher.

If a voter does not have acceptable ID or someone who can vouch for them, ask them to return with acceptable ID or a voucher.

Priority access for paramedics, police officers and firefighters

If essential services personnel arrive at the voting place while on duty, move them as close to the front of the line as possible.

Helping voters with special needs

You do not need to be an expert on how to help everyone. Voters know their needs best.

- Ask “How can I help you?”
- Listen carefully
- Act

Speak to the voter, not their attendant.

Do not touch assisting devices or service dogs without permission. Service dogs are the only animals allowed in the voting place.

You must inform the supervisory voting officer when you are helping a voter with special needs.

If a voter is unable to enter the voting place, offer voting outside the building, such as in the parking lot or at the curb. Alert the Supervisory Voting Officer about a “curbside” voter.

Note: Individuals with power of attorney and “committees” **cannot vote** on behalf of another individual in their absence. Proxy voting is not permitted.

Tools to help visually impaired voters

Plastic ballot template



Braille List of Candidates

Poster-sized sample ballot



Helping at the voting place

Throughout the day, make sure that:

- Cords are taped down in straight lines
- Extra materials are packed and stored out of the way
- Signs are adjusted, fixed or replaced as needed

Special circumstances

Contact the Supervisory Voting Officer when:

- candidates or media are present
- a voter requests curbside voting
- you are unsure if a voter's ID is acceptable
- parties or candidates are not complying with the 100-metre rule
- anyone requests to speak with the District Electoral Officer
- anyone has a complaint

Label Printers

Loading labels

Carefully follow the instructions on the inside of the label printer to avoid printer jams.

- Put the labels in the printer with the DYMO logo facing up
- Line up the labels in the correct track
- Note that labels are offset from the centre of the printer

Troubleshooting

<i>Problem</i>	<i>Solution</i>
Flashing blue light or humming noise	<p>A flashing blue light or humming noise means that the labels aren't inserted properly.</p> <p>Make sure the labels are completely fed into the slot at the front of the printer.</p>

<i>Problem</i>	<i>Solution</i>
No blue light	<p>No blue light means that the label printer doesn't have any power. Make sure that:</p> <ul style="list-style-type: none">• the printer is plugged into the power bar• the power bar is plugged into the wall• the power bar switch is on (if it has a switch)• the wall outlet has power
Printer jam	<ol style="list-style-type: none">1. Swap with the spare label printer2. Redirect voters to other stations, if available3. Try to fix the jam4. If the jam cannot be fixed, ask the Supervisory Voting Officer to request a replacement printer from the District Electoral Officer.

After voting closes

Closing the doors

Close the voting place at 8 p.m.

If there are voters waiting to vote, the Supervisory Voting Officer will identify the end of the line and let the people in line enter the voting place and vote.



Anyone who arrives after voting closes cannot vote – **no exceptions.**

Packing up

Pack up your supplies into the Information Officer Supply Envelope (3034C) for return to the district electoral office.

Do not put election material in the garbage or recycling.

Where to Vote card reference

 <p>ELECTIONS BC A non-partisan Office of the Legislature en bureau électoral non-partisan, de l'Assemblée législative</p>		 <p>BNB045-0001A</p>		 <p>Do not use for mail delivery Customer ID: 163762 1291661</p>																									
<p>GENERAL VOTING DAY</p>		<p>On Saturday, August 5, you can vote at:</p>		<p>Deliver to:</p>																									
<p>Maywood Elem School 4567 Imperial St, Burnaby</p>		<p></p>		<p>DYCK, BENOIT 205 - 6508 TELFORD AVE BURNABY BC V5H 2Z2</p>																									
<p>Your address is: 205 - 6508 Telford Ave, Burnaby BC</p>		<p>Remember to bring this card and ID, voting will be open from 8 a.m. to 8 p.m. (Pacific time).</p>		<p>DATES OPEN</p>																									
<p>ADVANCE VOTING</p>		<p>Advance voting places are wheelchair accessible and open from 8 a.m. to 8 p.m. (local time) on the dates checked.</p>		<table border="1"> <thead> <tr> <th>Fri Jul 28</th> <th>Sat Jul 29</th> <th>Sun Jul 30</th> <th>Mon Jul 31</th> <th>Tue Aug 1</th> <th>Wed Aug 2</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>		Fri Jul 28	Sat Jul 29	Sun Jul 30	Mon Jul 31	Tue Aug 1	Wed Aug 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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<p>Deer Lake United Church, 5135 Sperling Ave, Burnaby, BC</p>		<p>Legion 83 - Poppy Residences, 5291 Grimmer St, Burnaby, BC</p>		<p>South Burnaby Lawn Bowls Club, 4000 Kingsway, Burnaby, BC</p>																									
<p>ELECTORAL DISTRICT: Burnaby-Deer Lake ELECTORAL DISTRICT CODE: BND VOTING AREA: 043</p>																													

Colour bands on the Where to Vote card identify the voter's electoral district.

Contacts

	Name	Phone
Technical Officer		
Supervisory Voting Officer		
District electoral office		
District Electoral Officer		
Deputy District Electoral Officer		

