

Standard Operating Procedure



Staff Communication

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	VDL – Voting Day Locations
SOP Number:	017
Effective Date:	January 1, 2022
Last Revision Date:	May 31, 2022

Purpose

To outline the responsibilities of the Managing Officer as point of contact for staff communication, and the means by which communication may be conducted.

Application

This procedure applies to election officials.

Procedure

Staff Communication

Role of Managing Officer as Point of Contact

- a) The Managing Officer at each voting location shall act as the single point of contact for all other election officials and shall be responsible for communicating questions and requests to the appropriate staff member.
- b) This includes contacting Ward Officers or the City Clerk's Office if supplies are needed at the voting location, if there is a security concern, or if the Managing Officer is otherwise unable to answer a question from staff or the public.

Methods of Communication

- a) Staff communication may be conducted by telephone, email, radio and/or using the instant messaging tool through the Municipal VoterView system's election event dashboard.

Definitions

"Municipal VoterView (MVV)" means the electronic voters' list management system provided by the City's Voters' List provider.

"Voters' list provider" means Datafix.

"Voting location" means the physical location (building) and its surrounding property which has been designated by the City Clerk under Section 45 of the Act

and where voters may attend to cast their vote using a vote tabulator in the Municipal Election.

“Ward Officers” means a designated City staff that provides additional voting location support within a City ward.

References

[Municipal Elections Act, 1996.](#)