

POLL CLERK DUTIES

ELECTION DAY PROCEDURES



Gabriola Fire Protection
Improvement District

Poll Clerk Duties (Draft, April 2026)

Poll Clerks play a key role in ensuring the voting process is carried out consistently, fairly, and in accordance with established procedures. The work is straightforward, but it must be done carefully and the same way for every voter. Poll Clerks are not responsible for interpreting rules or resolving issues. Any uncertainty or questions must be directed to the Returning Officer to ensure consistency and proper oversight.

The following steps outline how the process is to be carried out at the table. Each voter should be guided through the same process, in the same order, to ensure fairness and accuracy.

Checklist: Setup and Preparation

This first step ensures that Poll Clerks are properly assigned, prepared, and ready to begin. A clear start helps avoid confusion later and sets the tone for an organized and consistent voting process.

- ☐ Check in with Returning Officer / Corporate Officer
- ☐ Sign Poll Clerk Declaration Form (this is where we verify initials)
- ☐ Wear name badge
- ☐ Go to assigned table
- ☐ Meet and confirm roles with working partner



Checklist: Verifying Voter Eligibility

Verifying eligibility is a critical step and must be handled carefully and consistently. Each voter must be asked the same question and processed in the same way to ensure fairness and compliance with requirements.

- ☐ Ask: “Are you a Canadian citizen, at least 18 years old, and have you resided in British Columbia for at least six months prior to voting day?”
- ☐ Poll Clerk 1 Review voter identification for validity
- ☐ Acceptable id: make a note that the yellow temporary license is acceptable
- ☐ If the voter is **not** on the list, make note that the list is created manually so those with multiple last names may be incorrectly alphabetized. If you have 2 last names not hyphenated, place it under the last one.
- ☐ Provide voter name to Poll Clerk 2
- ☐ Locate voter on assessment roll
- ☐ Strike through full name and address on the roll

Checklist: Declaration and Ballot Issuing

Before a ballot is issued, the voter must complete the required declaration. This step confirms eligibility and ensures the voting record is complete and properly documented.

- ☐ Direct voter to read eligibility declaration (Appendix Form G)
- ☐ Confirm voter signs declaration/voter list
- ☐ Initial the back of the ballot
- ☐ Provide clear voting instructions



Advance Voting

Ballot security is maintained through a clear two-step process designed to protect the integrity of all advance ballots. Once the advance ballot box has been sealed, it is placed inside the safe. The safe, installed in March 2026, is a new digital unit with no preset combination in use at this stage. It is secured using one of the two provided keys, and both keys are then transferred to the Returning Officer.

The Returning Officer maintains custody of the keys until General Election Day has concluded and the ballot count begins. In addition, the file room containing the safe is locked using the Corporate Officer's key, with limited access held only by the Fire Chief and Deputy Fire Chief. For the 2027 election, the safe combination will be set and this same two-step security process will continue.



- ☐ Place sealed advance ballot box into safe
- ☐ Confirm safe (March 2026 digital safe) is secured with key
- ☐ Transfer both safe keys to Returning Officer
- ☐ Returning Officer maintains custody of keys until ballot count begins
- ☐ Ensure file room is locked by Corporate Officer
- ☐ Confirm limited access (Corporate Officer, Fire Chief, Deputy Fire Chief)
- ☐ Set new safe combination for Election 2027 and repeat two-step process

Checklist: Voting Process

Clear and simple instructions help ensure ballots are completed correctly and privately. Poll Clerks should guide voters without influencing them and maintain the integrity of the process.

- ☐ Instruct voter to vote for a maximum for up to **4 candidates**
- ☐ Advise voter not to make any other markings on the ballot
- ☐ Direct voter behind voting screen
- ☐ Ensure ballot is placed in ballot box
- ☐ Do not handle ballot after it has been issued



Checklist: Spoiled Ballots

Mistakes can happen. When they do, spoiled ballots must be handled properly to maintain accuracy and accountability in the voting process.

- ☐ Accept returned spoiled ballot
- ☐ Follow spoiled ballot procedure (ie., place the spoiled ballot in labelled envelopes)
- ☐ Issue new ballot

Checklist: Questions and Special Circumstances

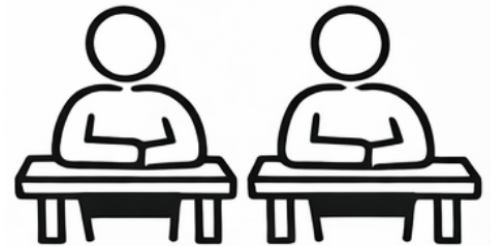
Poll Clerks should not interpret rules or make decisions outside of the standard process. Any questions or special situations must be handled by the Returning Officer to ensure consistency and fairness.

- ☐ Direct all voter questions to Returning Officer
- ☐ Accept coloured approval slip before proceeding
- ☐ Send corporate/agent/representative voters to Returning Officer
- ☐ Verify approval slip before issuing ballot

Checklist: General Conduct

Consistent behaviour at the table is essential to maintaining a fair and professional voting environment. Poll Clerks must remain neutral and follow the same process for every voter.

- ☐ Maintain neutrality at all times
- ☐ Follow the same process for every voter
- ☐ Do not interpret rules or make exceptions
- ☐ Partners must work at separate tables



Key Reminder

Understanding the available positions and terms helps ensure accurate communication if voters ask general questions about the ballot.

- ☐ Candidate terms: 3 positions (3-year terms), 1 position (1-year term)

Poll Clerks play an important role in maintaining that standard. By following the established process, treating each voter the same way, and relying on the Returning Officer when questions arise, Poll Clerks help ensure the integrity of the election and public confidence in the results. Please contact the Corporate Officer if you have any questions or comments about this document.