



Corporation of the Municipality of Bayham

DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer
Reports to: Clerk, Assistant Returning Officer

Section 1 - Delegation of Power and Duties

- 1.1 The *Municipal Elections Act, 1996* authorizes the Clerk to 'appoint any other election officials for the election and for any recount that the Clerk considers as required'.

Section 2 – Definitions

- 2.1 Deputy Returning Officer shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Section 3 - Goals and Objectives

- 3.1 To maintain the integrity of the election process and to assist in carrying out the election.

Section 4 - Responsibilities:

- 4.1 All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act, 1996* and the 2026 Municipal Election Procedures set out and/or approved by the Clerk. The Deputy Returning Officer may also complete all responsibilities of a Poll Clerk, Revision Clerk and Election Assistant if required.
- 4.2 Pre-Voting Day
- 4.2.1 Attend the mandatory training session and sign the 'Appointment and Oath of an Election Official' [Form B14]
 - 4.2.2 Pick up the voting supplies for the voting place from the Municipal Office
 - 4.2.3 Verify the supplies received with the supply list provided by the Clerk
 - 4.2.4 Familiarize oneself with the election ballots, forms, oaths, electronic voters' lists, and voting place
 - 4.2.5 Familiarize oneself with the *Municipal Elections Act, 1996* and the 2026 Municipal Election Procedures set out and/or approved by the Clerk.

4.2.6 Sign 'Certificate and Receipt for Ballots' [Form EL25]

4.3 Voting Day

- 4.3.1 Arrive at the voting location at least 1 hour prior to the opening of the polls
- 4.3.2 Directs voting location set up and take down, opening and closing
- 4.3.3 Responsible for reconciling ballots received at the start and during voting day
- 4.3.4 Ensures that the voting place is free of campaign material
- 4.3.5 Administers any oaths as may be required
- 4.3.6 Ensures that all ballots are accounted for
- 4.3.7 Directs an elector whose name is not on Voters' List, or whose entry on the Voters' List is to be revised, to the Revision Clerk to fill out an application for revision
- 4.3.8 Assists electors in any capacity as required
- 4.3.9 Contacts the Clerk in the event of an emergency

4.4 After the Close of the Voting Place

- 4.4.1 Conduct the counting of the ballots accurately and in a timely manner in accordance with the *Municipal Elections Act*, 1996 and the 2026 Municipal Election Procedures set out and/or approved by the Clerk.
- 4.4.2 Once the counting of the ballots has been completed calls the Municipal Office with the voting results
- 4.4.3 Complete the prescribed election forms including the Final Oath [Form B33]
- 4.4.4 Seal the ballot box and immediately return all election materials and the ballot box to the Clerk
- 4.4.5 Contact the Clerk in the event of difficulties

4.5 It is important to note that Sections 90 (4) and (5) of the Municipal Elections Act, as amended states:

- (4) A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes is guilty of an offence that constitutes a corrupt practice.
- (5) A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, but is not, a ballot capable of being used as such at an election, is guilty of an offence that constitutes a corrupt practice.

As Deputy Returning Officer, it is your responsibility to ensure that the ballot box is kept under your control at all times and at no time should any unauthorized person have access to it.