



Corporation of the Municipality of Bayham

DUTIES AND RESPONSIBILITIES OF THE ELECTION ASSISTANT

IDENTIFYING INFORMATION

Position: Election Assistant
Reports to: Clerk, Deputy 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 Election Assistant shall be defined as an election official appointed by 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 Election Assistant 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.
- 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 Familiarize oneself with the *Municipal Elections Act, 1996* and the 2026 Municipal Election Procedures set out and/or approved by the Clerk.
 - 4.2.3 Complete any other duties as assigned by the Clerk
- 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 Familiarizes oneself with the voting location including entrances and exits as well as washrooms
 - 4.3.3 Assists with voting location set up and take down, opening and closing
 - 4.3.4 Ensure that the voting place is free of campaign material
 - 4.3.5 Ensure the smooth flow of electors into and out of the voting location
 - 4.3.6 Greet electors and remind electors to provide their identification to the Poll Clerk.
 - 4.3.7 Assists the voting location by ensuring a sufficient supply of supplies are available at all times, and performing errands as required
 - 4.3.8 Perform other duties as assigned by the Deputy Returning Officer
- 4.4 After the Close of the Voting Place
- 4.4.1 Assists the Deputy Returning Officer with 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 Complete the prescribed election forms including the Final Oath [Form B34]
 - 4.4.3 Perform other duties as assigned by the Deputy Returning Officer
- 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.