



Corporation of the Municipality of Bayham

DUTIES AND RESPONSIBILITIES OF THE REVISION CLERK

IDENTIFYING INFORMATION

Position: Revision Clerk
Reports to: Clerk, 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 Revision Clerk shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Deputy Returning Officer 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 Revision Clerk 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 Assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
 - 4.2.3 Familiarize oneself with the election ballots, forms, oaths, electronic voters' lists, and voting place

- 4.2.4 Familiarize oneself with the *Municipal Elections Act*, 1996 and the 2026 Municipal Election Procedures set out and/or approved 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 Assists with voting location set up and take down, opening and closing
- 4.3.3 Issues written declarations of qualification (PR Form 9) for voters without identification and takes required oaths
- 4.3.4 Provides assistance to electors who need to add their name to the voters' list by completing Form EL15, and certify it when complete
- 4.3.5 Verify elector's identification and Declarations of Identity against Applications for Revisions to the Voters' List to ensure form is correctly completed and signed off
- 4.3.6 Approve amendments to Voters' List if the voter is not on the Voters List through the 'Application to Amend Voters' List' [Form EL15].
- 4.3.7 Assists electors in any capacity as required
- 4.3.8 Contact the Clerk in the event of an emergency
- 4.3.9 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 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.