

<b>Authority of the City Clerk During an Election</b>	City Clerk – Election Office
	Policy No.: EO-26-001

## 1. Purpose

- 1.1 This procedure outlines the authority of the City Clerk during an Election pursuant to the *Municipal Elections Act, 1996* (herein “the MEA”).

## 2. Application

- 2.1 This procedure applies during City of Cambridge municipal elections and by-elections to an office of council, regional council or a school board, an election to obtain the assent of electors to a by-law, and to an election to obtain the opinion of the electors on any question on the ballot.

## 3. Legislative Authority

- 3.1 The powers of the City Clerk, include the power to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in the City Clerk’s opinion, is necessary or desirable for conducting the election (MEA s.12(1)).
- 3.2 The powers referenced above include the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use (MEA s.12(2)).
- 3.3 The City Clerk may delegate any of their power and duties in relation to an election to any other election official, as they consider necessary (MEA s.15(2)).

## 4. Procedure

- 4.1 The City Clerk will provide procedures necessary to conduct an election in a manner that reflects the principles of the *Municipal Elections Act, 1996* (MEA) and its Regulations, which are generally recognized as:

1. The secrecy and confidentiality of the voting process is paramount;
2. The election shall be fair and non-biased;
3. The election shall be accessible to all voters;
4. The integrity of the voting process shall be maintained throughout the election;
5. There is to be certainty that election results reflect the votes cast;

6. Voters and candidates shall be treated fairly and consistently; and
7. The proper majority vote governs by ensuring that valid votes are counted and invalid votes are rejected so far as reasonably possible.

4.2 The City Clerk will appoint designated election officials for the purpose of implementing election procedures and shall designate their titles and duties in writing.

## 5. Legislation

Municipal Election Act, 1996, S.O. 1996, CHAPTER 32.

## 6. Related Policies/Procedures

No related procedures.

## 7. Revision History

Action	Date
Procedure Approved	April 2026