



THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA ELECTIONS 2018

**DELEGATION OF CLERK'S DUTIES & POWERS \*EL51**

Pursuant to Ontario's *Municipal Elections Act, 1996*, S.O. 1996, CHAPTER 32 section 11. (1) the clerk of a local municipality is responsible for conducting elections within that municipality; section 11 (2) states that the responsibility for conducting an election includes responsibility for amongst other things preparing for the election.

In 12 (1) a clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation; and in the clerk's opinion, is necessary or desirable for conducting the election.

Section 15 (2) states that the clerk may delegate to a deputy returning officer or other election official any of the clerk's powers and duties in relation to an election, as he or she considers necessary. Section 15 (3) states that the clerk may continue to exercise the delegated powers and duties, despite the delegation and section 15 (4) provides that the delegation shall be in writing.

Therefore be it hereby declared that I, Melinda Reith, being the Clerk for the Municipality of the United Townships of Head, Clara & Maria do hereby delegate the authority of the Clerk to Crystal Fischer, Office Manager and Noella LeBreton, Treasurer for the purposes of receiving Nomination Papers and doing such other work towards the legislated conduct of the 2018 municipal election as is required according to the Municipal policies and the *Municipal Elections Act*, and regulations as may be required during my absence from the office.

Signed this 27<sup>th</sup> day of April, 2018 at the hamlet of Stonecliffe in the United Townships of Head, Clara & Maria.

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Melinda Reith, Municipal Clerk

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Witness