


POLICY

	Policy:	Elections Accountability		
	Department:	CAO		
	Division:	Clerks - Elections	By-Law No.:	n/a
	Prepared For:	Paula Parker	Approval Date:	April 9, 2018
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1. POLICY STATEMENT

1.1. To establish guidelines for the election accountability during elections.

2. PURPOSE

2.1 The Corporation of the Town of Amherstburg is dedicated to public accountability and ensuring that the principles noted below are considered during every election.

3. SCOPE

3.1 The democratic voting rights of all eligible electors will be guaranteed by instilling public confidence in the election process and to ensure that the process is managed in an efficient and effective manner. The election process will be fair and non-biased. Municipal staff will ensure that voters and candidates will be treated fairly and consistently and that the integrity of the process upheld.

4. DEFINITIONS

4.1. **Act** means the *Municipal Elections Act, 1996*, as amended.

4.2. **Candidate** means a person who has filed a nomination for an office pursuant to Section 33 of the *Municipal Elections Act, 1996*, as amended.

- 4.3. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the Municipal Act, 2001.
- 4.4. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 4.5. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, as an entirety, the Mayor, Deputy Mayor and Councillors.
- 4.6. **Director** is the person responsible for direction and operational control of a division as defined on the Town's organizational structure.
- 4.7. **Manager** reports directly to a Director (or the CAO in some instances) and who is responsible for a department within a division of the Corporation, as defined on the Town's organizational structure.
- 4.8. **Office** means a member of the Council of the Town of Amherstburg or Trustee of any school board;
- 4.9. **Resources** include but are not limited to, telephone, voice mail, computer, printer, scanner, cell phone, smart phone, fax machine, copier, consumables related to the above equipment such as paper, toner, etc.
- 4.10. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.11. **Staff** is any person (or group thereof) who supplies services to the Corporation for wages including any union or non-union, regular or temporary, full-time, part-time, seasonal or casual staff member, including but not limited to permanent staff, temporary staff, committee members, students, recreation staff, contract employees, paid work placements, and adult crossing guards.
- 4.12. **Town Resources** means real property, goods and/or services owned, controlled, acquired, paid by, and/or operated by the Town including but not limited to materials, equipment, community centers and other facilities, technology, Town developed computer programs and technological innovations, databases, intellectual property and supplies.
- 4.13. **Town** is the Corporation of the Town of Amherstburg, including its Boards and Committees.

5. **INTERPRETATIONS**

- 5.1. Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

- 5.2. Nothing in this policy expressed or implied shall prohibit a member of Amherstburg Council or a School Board Trustee for performing their job as an elected official, nor impede them from representing the interests of their constituents.

6. GENERAL CONDITIONS

6.1. Elections Accountability

In accordance with the *Municipal Elections Act, 1996*, as amended:

6.1.1 The principles that govern the conduct of the each election are:

- The secrecy and confidentiality of the individual votes is paramount;
- The election should be fair and unbiased;
- The election should be accessible to all voters;
- The integrity of the process should be maintained throughout the election;
- The results of the election will reflect the votes cast; and
- Voters and candidates should be treated fairly and consistently.

6.1.2 In addition to the above, and to ensure equality, the expectations of each candidate during an election shall be:

- No candidate shall use the facilities, equipment, supplies, service, or other resources of the Town for any election campaign or campaign related activities;
- No candidate shall use the services of Town Staff during hours in which those persons receive compensation from the Town;
- Immediate family members of any candidate shall not be permitted to work as election personnel;
- No cell phone use (other than authorized election personnel) shall be permitted
 - in any polling location;
- No campaign materials shall be permitted on property that has been designated as a polling station;
- No cameras shall be permitted in polling stations;
- No solicitations of any kind shall be permitted on property that has been designated as a polling station.

7. RESPONSIBILITIES

- 1.1 Should any written complaint arise regarding the alleged use of corporate resources in contravention of this policy, the Clerk, or designate, shall have the authority to investigate the complaint and resolve any issues without fear of repercussions from any member of Council, candidate or member of the public.
- 1.2 Pursuant to Section 53 of Act, the Clerk has the discretion in a declared emergency to make any arrangements deem necessary for the conduct of the election.

8. REFERENCES AND RELATED DOCUMENTS

8.1. *Municipal Elections Act, 1996*, as amended.