

POLICY

	Policy:	Election Accountability		
	Department:	Office of the CAO		
	Division:	Clerks	By-Law No.:	N/A
	Administered By:	Municipal Clerk	Approval Date:	Dec. 15, 2025
	Replaces:	Election Accountability – April 9, 2018		
	Attachment(s):	N/A		

1. POLICY STATEMENT

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

2. PURPOSE

2.1. This policy establishes guidelines for the election accountability during elections.

3. SCOPE

3.1. This policy applies to all Town Staff, including Elected Officials and Candidates.

3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

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. **Office** means a member of the Council of the Town of Amherstburg or Trustee of any school board;

4.4. **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.

4.5. **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.

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. INTERPRETATIONS

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.

6. GENERAL CONDITIONS

6.1. Elections Accountability

- 6.1.1. In accordance with the Municipal Elections Act, 1996, as amended, the principles that govern the conduct of each election are:
 - 6.1.1.1. The secrecy and confidentiality of the individual votes is paramount;
 - 6.1.1.2. The election should be fair and unbiased;
 - 6.1.1.3. The election should be accessible to all voters;
 - 6.1.1.4. The integrity of the process should be maintained throughout the election;
 - 6.1.1.5. The results of the election will reflect the votes cast; and
 - 6.1.1.6. 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:
 - 6.1.2.1. No candidate shall use the facilities, equipment, supplies, service, or other resources of the Town for any election campaign or campaign related activities;
 - 6.1.2.2. No candidate shall use the services of Town Staff during hours in which those persons receive compensation from the Town;
 - 6.1.2.3. Immediate family members of any candidate shall not be permitted to work as election personnel;
 - 6.1.2.4. No cell phone use (other than authorized election personnel) shall be permitted in any polling location;
 - 6.1.2.5. No campaign materials shall be permitted on property that has been designated as a polling station;
 - 6.1.2.6. No cameras shall be permitted in polling stations;
 - 6.1.2.7. No solicitations of any kind shall be permitted on property that has been designated as a polling station.

7. RESPONSIBILITIES

- 7.1. **Council** has the authority and responsibility to:
 - 7.1.1. Adopt the Election Accountability policy.
- 7.2. The **CAO** has the authority and responsibility to:
 - 7.2.1. Ensure appropriate oversight is in place within respective areas of responsibility to ensure compliance with the policy.
- 7.3. The **Clerk** has the authority and responsibility to:
 - 7.3.1. Investigate any written complaint that may arise regarding the alleged use of corporate resources in contravention of this policy and resolve any issues without fear of repercussions from any member of Council, candidate, or member of the public.
 - 7.3.2. In a declared emergency, make any arrangements deemed necessary for the conduct of an election, pursuant to Section 53 of the Act.
 - 7.3.3. Ensure policy is followed and where clarification is required, provide to ensure policy compliance.
- 7.4. **Staff** have the responsibility to:
 - 7.4.1. Ensure their understanding and compliance with the policy and seek clarification where needed to follow the policy expectations.

8. LEGISLATIVE REFERENCES

- 8.1. Municipal Elections Act, 1996