

CITY OF VAUGHAN

ELECTION POLICY

POLICY TITLE: VOTERS' LIST MANAGEMENT AND ACCESS FOR CANDIDATES

POLICY NO.: EL-001

Section:	Elections		
Effective Date:	May 1, 2018	Date of Last Review:	May 26, 2021
Approval Authority: City Clerk / Returning Officer	Policy Owner: City Clerk / Returning Officer		

POLICY STATEMENT
A policy providing for direction on the use, retention and destruction of municipal voters' lists provided to candidates.
PURPOSE
The <i>Municipal Elections Act, 1996</i> (the "Act") permits candidates to request a copy of the voters' list after September 1 in the year of an election. The objective of this policy is to provide additional direction on the acceptable use of the voters' list by candidates, and the manner in which their copies of the voters' list are to be retained or destroyed.
SCOPE
This policy applies to all candidates who have filed their nomination with the City Clerk in the City of Vaughan and receive a copy or copies of the voters' list in accordance with the Act.
LEGISLATIVE AUTHORITY AND REQUIREMENTS
<i>Municipal Elections Act, 1996:</i> Powers of clerk 12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that, (a) is not otherwise provided for in an Act or regulation; and (b) in the clerk's opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1).

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Copies for candidates

23 (4) On the written request of a certified candidate for an office, the clerk shall provide him or her with the part of the voters' list that contains the names of the electors who are entitled to vote for that office. 1996, c. 32, Sched., s. 23 (4); 2016, c. 15, s. 17 (2).

Same

(5) The clerk shall not provide a copy of the voters' list under subsection (3) or a part of the voters' list under subsection (4) until September 1. 2016, c. 15, s. 17 (3).

DEFINITIONS

Candidate: A person who has been nominated under section 33 of the Act.

POLICY

1. Access to Voters' List

1.1. Candidates shall be provided a copy or copies of the voters' list in hard copy or electronic format, after making an application to the City Clerk in the form and manner provided by the City Clerk.

1.1.1. Notwithstanding section 1.1., the City Clerk shall not provide candidates with access to the voters' list until the date set out in section 23 (5) of the Act.

1.2. Where candidates have been provided electronic access to the voters' list in accordance with this policy, access shall be terminated at 8:00 p.m. on Voting Day.

2. Management of the Voters' List

2.1. Copies of the voters' list provided to a candidate in accordance with the Act may only use and circulate copies of the list for municipal election campaign purposes.

2.2. Candidates are prohibited from using the voters' list for commercial purposes and copies of the voters' list in their possession must not be copied, transferred or transmitted to an individual or entity for such purpose.

3. Retention and Destruction of Voters' Lists

3.1. All copies of the voters' list (whether in paper copy or in electronic format) in the possession of the candidate or a staff member or volunteer associated with their

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campaign must be returned to the Office of the City Clerk as soon as possible after Voting Day.

3.2. Copies of the voters' list not returned in accordance with section 3.2 that are still in the possession of a candidate or a staff member or volunteer associated with their campaign, must destroy all copies still in their possession 120 days after the City Clerk has declared the results of the election in accordance with the *Act*.

ADMINISTRATION

Administered by the Office of the City Clerk

Review Schedule:	3 Years	Next Review Date:	January 2, 2025
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Related Policy(ies):	None
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Related By-Law(s)	None
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Procedural Document:	None
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Revision History

Date:	Description:
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