

<b>Election Code of Conduct</b>	City Clerk – Election Office
	Procedure No.: EO-25-006

## 1. Purpose

- 1.1 This procedure establishes clear expectations for respectful, professional conduct when interacting with City election staff and the Election Team. It outlines standards of behaviour, accountability, and enforcement mechanisms to ensure a safe, consistent, and impartial election environment.

## 2. Application

- 2.1 This procedure applies to:
- Candidates;
  - Agents and campaign representatives;
  - Third-party advertisers;
  - Scrutineers;
  - Volunteers and campaign staff;
  - Members of the public; and
  - Media representatives.

## 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)).

## 4. Procedure

### Guiding Principles

- 4.1 All individuals must treat City staff and election staff with courtesy, respect, and professionalism at all times, regardless of circumstances or outcomes.

- 4.2 Election staff are required to act impartially and without bias. All individuals will be treated fairly and equally throughout the election process.
- 4.3 All information, services, resources, and complaint resolution processes will be applied consistently and equitably across all individuals
- 4.4 The City is committed to maintaining a safe and respectful workplace environment for staff. Interactions must not compromise staff safety, well-being, or ability to perform their duties.

#### Expected Conduct

- 4.5 All individuals interacting with election staff are expected to:
  - i. Communicate respectfully and professionally (in-person, by phone, email, or online);
  - ii. Follow directions provided by election staff;
  - iii. Engage in good faith when seeking information or raising concerns;
  - iv. Respect established processes and timelines; and
  - v. Allow staff to carry out their duties without interference.

#### Inappropriate Conduct

- 4.6 The following behaviours will not be tolerated, in all forms of communication, including in-person, written, electronic, and social media:
  - Yelling, shouting, or aggressive behaviour;
  - Threats, intimidation, or coercion;
  - Harassment, including repeated or persistent unwanted contact;
  - Insults, derogatory language, or personal attacks;
  - Defamatory statements regarding election staff;
  - Disruptive behaviour that interferes with election operations; and
  - Attempts to pressure or improperly influence election staff.
- 4.7 These behaviours are governed under applicable provincial labour laws and City workplace policies, including:
  - Respectful Culture Program;
  - Harassment, Discrimination Prevention and Response; and
  - Workplace Violence Prevention and Response.
- 4.8 The following public commentary, including social media posts, blogs, or media statements, will not be tolerated:
  - Defame or misrepresent election staff; and
  - Undermine staff integrity or impartiality.

## Responsibility of Candidates, Third-Party Advertisers and Organizations

4.9 Candidates, third-party advertisers and organization are responsible for ensuring that:

- All individuals acting on their behalf are aware of this procedure;
- Representatives understand and comply with conduct expectations; and
- Issues of inappropriate behaviour are addressed internally where possible.

## Acknowledgement Requirements

4.10 Candidates and designated representatives may be required to:

- Review this procedure;
- Sign a Code of Conduct acknowledgement form; and
- Confirm that their team members are informed of these expectations.

## Public Awareness

4.11 This procedure will be made publicly available to ensure transparency and awareness for all members of the public interacting with election staff.

## Non-Compliance and Enforcement

4.12 Failure to comply with this procedure may result in one or more of the following actions:

- Verbal or written warnings
- Limitation or modification of communication channels
- Escalation to management or legal authorities
- Formal investigation under applicable workplace policies
- Additional actions as permitted under legislation or municipal authority
- Serious incidents, including threats or harassment, may be referred to law enforcement.

## **5. Legislation**

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

## **6. Related Policies/Procedures**

No related procedures.

## **7. Revision History**

<b>Action</b>	<b>Date</b>
Procedure Approved	May 2026