

Appendix 13: First Aid Procedure at Voter Assistance Centres

Procedure Number: ELEC-05
Sub-Topic: First Aid
Topic: Elections
Applies to: Municipal Elections and By-Elections

Purpose

In order to preserve the public trust and comply with the provisions of the Municipal Elections Act, 1996, (the “Act”) as amended, it is essential that the Town’s Elections staff make every effort to ensure the health and safety of electors while attending Voter Assistance Centres.

This policy creates a framework of responsibilities for a consistent approach to health and safety in the event of an incident requiring first aid.

Definitions

Clerk means the Director of Legislative Services/Town Clerk and Returning Officer, and includes his/her designate.

Emergency Services means, but is not limited to: York Region Paramedic Services, York Regional Police, Central York Fire Services.

First aid incident means a minor injury requiring minimal medical attention, which can be resolved or treated on site at the Voter Assistance Centre.

Medical emergency means a medical incident that requires emergency services.

Victim means the elector or individual who requires medical attention.

Responsibilities

Municipality’s Responsibilities

It is the responsibility of Elections Staff to ensure residents are provided with access to first aid care when in a Voter Assistance Centre.

Electors Responsibilities

It is the electors’ responsibilities to act in a manner that promotes the safety of themselves and others in the Voter Assistance Centre. It is also the electors’ responsibility to follow the instructions of Elections Staff at these Centres, in the event of a first aid incident or medical emergency.

Procedure

In the event of a first aid incident or medical emergency, the responding Elections Staff will:

1. Assist the victim into a comfortable and safe position. If required and safe to do so, move the victim to a more private location.
2. Call 9-1-1 if there is a medical emergency.
3. Notify the Voter Assistance Centre Manager of the first aid incident or medical emergency.

In the event of a medical emergency, the Centre Manager will:

4. Notify the facility or kiosk staff member of the emergency and request a first aid responder.
5. Ensure that a first aid responder is assigned to the victim to provide immediate first aid and that all required emergency services are contacted.
6. Send a staff member to the closest entrance to meet emergency services personnel and direct them to the location of the victim.
7. Notify designated Elections staff if the incident requires the Voter Assistance Centre to be closed for a period of time due to the medical emergency.
8. At the discretion of, and in consultation with the Clerk, deploy any available staff from the affected Centre to the other Voter Assistance Centre for assistance with processing a higher volume of electors.

Communication of Disruption

9. The closure or disruption of service hours in the Voter Assistance Centre will be communicated through the appropriate communications tools and channels, at the Clerk's discretion.
10. Signage will be posted at the Voter Assistance Centre to communicate the disruption to all patrons.
11. Communications will use the same method of communication to advise of the end of a service disruption.

Administration and Contact Information

Email: elections@newmarket.ca
Phone: 905-953-5152
Mailing address: Newmarket Elections Office
395 Mulock Drive
Newmarket ON L3Y 4X7

Review Period

Periodic reviews of this policy and process will be undertaken.

Cross-References

Lifesaving Society Canadian First Aid Manual (2015 CPR guidelines)

Contact and Approval

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Procedure Version History

Version	Date Effective	Sections Updated
1	September 24, 2018	Original
2	May 31, 2022	