

13. Use of Corporate Resources for Election Purposes

13.1 General Policy Statement

The purpose of this policy is to clarify that members of Council and Election Candidates are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- No person shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality (including Councillor newsletters and Councillor budgets) for any election campaign or campaign related activities.
- No person shall undertake campaign-related activities on municipal property during regular working hours.
- No person shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

Notwithstanding the above restrictions, Members of Council and Election Candidates may use municipal facilities for campaign related activities, provided they pay the current rental fees for such facility.

13.2 Application

This policy is applicable to all members of municipal Council and Election Candidates

13.3 Specific Policy

13.3.1 That, in accordance with the provisions of the *Municipal Elections Act, 1996*:

- a) Corporate resources and funding may not be used for any election-related purposes;
- b) Staff may not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave;
- c) Members of Council may not use their office, or any municipally-provided facilities for any election-related purposes, which includes displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office;
- d) Members of Council may not:

- print or distribute any material paid for by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
 - profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
 - print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that Minutes of municipal Council and Committee meetings be exempt from this policy;
- e) Web sites or domain names that are funded by the Municipality may not include any election-related campaign material;
- f) Members of Council may not use the Municipality's voice mail system to record election related messages;
- g) The above recommendations also apply to an acclaimed Member or a Member not seeking re-election; and
- h) Social media pages or electronic sign boards managed by the Municipality may not include any election-related campaign material.

13.3.2 That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

13.4 Limitation

Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

13.5 Implementation

This policy shall become effective immediately upon approval by municipal Council.

13.6 Rationale and Legislative Authority

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation.

The *Municipal Elections Act, 1996* prohibits a Municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's

behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the Municipal to the Member, which is a violation of the Act.