

## ELECTIONS – USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY

### PURPOSE:

To clarify that members of Council are required to follow the provisions of the Municipal Elections Act, 1996 and that:

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

This policy is applicable to all members of the Municipal Council.

### POLICY

- (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, banked time, or vacation leave;
  - (c) members of Council may not use their constituency 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) the budgets for members of Council for the period January 1 to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
    - i. new members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
    - ii. re-elected members of Council have available to them the balance of funds remaining as of Election Day;

- (e) the following be discontinued for members of Council from the day prior to Nomination Day in a municipal election year to Election Day:
  - i. all forms of advertising, including in municipal publications;
  - ii. all printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by the Council;
  - iii. the ordering of office furniture and furnishings, except those of an emergency nature, as well as, no movement of furniture and furnishings; and
  - iv. the ordering of stationery;
- (f) members of Council may not deliver any unsolicited material outside their existing ward where the printing and/or distribution costs are paid by the Municipality. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only (with accommodation made for the normal spillage associated with Canada Post postal walks). This recommendation to be effective not only during an election year but at all times;
- (g) members of Council may not:
  - i. print or distribute any material paid 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;
  - ii. 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; and
  - iii. 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;
- (h) members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the Municipality for the operation of each Councillor's Office, is not directly election-related;
- (i) web sites or domain names that are funded by the Municipality may not include any election-related campaign material;
- (j) members of Council may not use the Municipality's voice mail system to record election related messages;

- (k) the above recommendations also apply to an acclaimed member or a member not seeking re-election; and
- (2) That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this Policy.

#### LIMITATIONS

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.