

SECTION: Corporate	SUBJECT: Use of Corporate Resources for Election Purposes	Pg. 1 of 2 DATE: December 20, 2005
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General Policy Statement:

The purpose of this policy is 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 Councillor newsletters and Councillor 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.

Application:

This policy is applicable to all members of municipal Council.

Specific 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, float day, or vacation leave;
 - c. Members of Council may not use 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 following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day:
 - i. all printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
 - ii. The use of municipal-owned cell phones which will be turned into the clerk;
 - e. 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;

- 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; and
 - iv. enter into joint ventures using municipal funds from September 25 to Election Day, in the year of a municipal election, unless specifically approved by Council.
- f. Web sites or domain names that are funded by the municipality may not include any election-related campaign material;
 - g. Members of Council may not use the municipality's voice mail system to record election related messages;
 - h. 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.

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.

Implementation:

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

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 municipality to the Member, which is a violation of the Act.

Approved By: Council

Date: December 20, 2005