



Policy

Department/Section Administration	Policy # POL-ADM-11
Subject Use of Corporate Resources for Election Purposes	Enacted by Council: January 13, 2010
	Motion # C-100113-12

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, as amended*, 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.

General Policy Statement

The purpose of this policy is to clarify that all election candidates, including members of Council, are required to follow the provisions of the *Municipal Elections Act, 1996, as amended*, and that:

- No candidate shall use any equipment, supplies, services or other resources of the Municipality (including newsletters and budgets) for any election campaign or campaign related activities.
- No candidate shall undertake campaign-related activities on municipal property during regular working hours.
- No candidate 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 candidates, including members of Council.

Specific Policy: That, in accordance with the provision of the *Municipal Elections Act, 1996, as amended*:

- 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 constituency office or any municipally-provided facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-provided facilities. Candidates may rent municipally-owned facilities that are regularly available for rent.
- d) Members of Council may not:
 - i. Print or distribute 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.
- e) Any communications material, including printed, hosted or distributed by the municipality will not be election-related.
- f) Candidates may not print or distribute any election-related material using municipal equipment.
- g) In any material printed or distributed by the Township of Oro-Medonte, with the exception of the Township website, it will not:
 - i. Illustrate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;
 - ii. Identify where they, or any other individual, will be running for office; or
 - iii. Profile or make reference to candidates in any election.

- h) Websites or domain names that are funded by the municipality may not include any election-related campaign material.
- i) The Municipality's voice mail system may not be used to record election related messages or the computer network (including the Municipality's email system) to distribute election related correspondence.
- j) The Municipality's logo, crest, slogan, etc., may not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the Municipality's website to obtain information about the municipal election.
- k) Photographs produced for and owned by the Township of Oro-Medonte may not be used for any election purpose.
- l) The above recommendations also apply to an acclaimed Member or a Member not seeking re-election.

That, in accordance with the *Municipal Elections Act, 1996, as amended*, the 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 duties as a member of Council, nor inhibit them from representing the interests of the constituents who elected them.

Implementation: This policy shall become effective immediately upon approval.