



Township of  
**Leeds** and the  
**Thousand Islands**

## MEMORANDUM

**FROM:** Vanessa Latimer, Clerk, Returning Officer  
**DATE:** August 17, 2018  
**SUBJECT:** Use of Corporate Resources

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We understand that Candidates may be planning to use municipal property from time to time as part of their campaign. Please find the following information with respect to usage.

As per the Municipal Elections Act, 1996, S.O. 1996, c. 32, Section 88.18 Municipal – local board resources states “Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period. 2016, c. 15, s. 56.

The Township has established the Use of Corporate Resources Policy, to which Section 5 b) sub 2 states Candidates, Members of Council or Municipal Employees shall not: “Use/rent a municipal facility/property for any election-related purposes”.

Municipal property includes buildings, parks, and road allowances and their use is subject to established policies of the Township. The use of any Municipally owned property must be authorized by the Township in advance of the event. Un-authorized use of municipal property would be subject to the conditions of the Trespass to Public Property Act, R.S.O 1990, c. T.21.

Thank you for your co-operation and I would be happy to answer any questions on any election related matters should the need arise.

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