Use of Corporate Resources for Election Purposes

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1. Policy Statement

Section 88.18 of the *Municipal Elections Act, 1996* (MEA) requires municipalities and local boards, on or before May 1 of an election year, to establish rules and procedures withrespect to the use of municipal or board resources, during the election campaign period.

2. Purpose

The purpose of this Policy is to establish guidelines for Municipal Candidates, Members of Council, and Municipal Employees on the appropriate use of corporate resources during a municipal election campaign period to protect the interests of both the Members of Council and the Township; and to ensure transparent, accountable and equitable practices during the municipal election.

3. Scope

This Policy is applicable to all Municipal Candidates, Members of Council, and Municipal Employees. This Policy shall be in effect during all municipal election campaign periods, including by-elections.

4. Definitions

"Act" means the Municipal Elections Act, 1996, s. O. 1996, Chapter 32, as amended, and includes any regulation made there under;

"Campaign Related Materials" means those materials that promote or oppose the candidacy of a person for elected office;

"Candidate" means a person who is running for office in the Township of Leeds and the Thousand Islands' municipal election, nominated under section 33 of the Act;

"Clerk" means the Clerk of the Township or their designate;

"Corporate Resources" means the Corporation of the Township of Leeds and the Thousand Islands' employees, events, services, facilities, supplies, funds, information and assets;

"Election Campaign Period" means begins the date a Candidate files their nomination through to Voting Day in a municipal election year;

"Members of Council" means the Council of the Corporation of the Township of Leeds and the Thousand Islands;

"Municipal Employees" means includes full-time, part-time, and contract employees, paid by the Corporation of the Township of Leeds and the Thousand Islands;

"Nomination Day" means for a regular municipal election is the third Friday in August in a municipal election year;

"Township" means The Corporation of the Township of Leeds and the Thousand Islands.

5. Policy Applications

a) **Technology**

Municipal Candidates, Members of Council or Municipal Employees shall not use the following Township corporate resources as applicable, for the creation of campaign related material, recording of election campaign-related messages or to link to web sites that feature campaign related material:

- Computers
- Cell phones
- Tablets
- Printers
- Scanners
- Photocopiers
- Electronic or other signage that can be used to display messages
- Email or other social media accounts
- Websites of domain names
- Telephone system including the voicemail system
- Any other technological resources

b) **Facilities and Property**

Municipal Candidates, Members of Council or Municipal Employees shall not:

- Campaign and/or distribute campaign materials during any function being hosted by the Township whether on municipal property or not;
- Use/rent a municipal facility/property for any election-related purposes

c) **Communications**

Municipal Candidates, Members of Council or Municipal Employees shall not:

- Print or distribute, through electronic or non-electronic means, any election campaign related material using Township corporate resources;
- Print or distribute the Township of Leeds and the Thousand Islands' logo on any election campaign related materials, except in the case of a link to the Townships website to obtain information about the municipal election;
- Use photographs produced for and/or owned by the Township of Leeds and the Thousand Islands, for any election campaign related purposes;
- Take personal photos outside the Township of Leeds and the Thousand Islands facilities or on Township property for any campaign related purposes.

d) **Corporate Resources**

Municipal Employees shall not:

- Actively work in support of a candidate's municipal election campaign during work hours.

6. Limitations

Nothing in this policy shall preclude any Member of Council from performing their duties as a Member of Council, nor inhibit them from representing the interests of their constituents.

7. Administration of the Policy

In accordance with the *Municipal Elections Act, 1996*, the Clerk or designate shall take the necessary action to give effect to these guidelines. All complaints received from the public shall be in writing and addressed to the Clerk.

8. Policy Review

This Policy shall be reviewed by the Clerk and revised in accordance with the *Municipal Elections Act, 1996* during the term of Council. A revised Policy will be established on or before May 1 of an election year.