



# Use of Corporate Resources for Election Purposes

---

## 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 with respect 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.