



# Use of Corporate Resources for Election Purposes

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## 1. Policy Statement

In compliance with Section 88.18 of the Municipal Elections Act, 1996 S.O. 1996, Chapter 32, as amended (hereinafter the Act), 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, 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

For the purpose of this policy;

- a) The Act – the Municipal Elections Act, 1996, s. O. 1996, Chapter 32, as amended, and includes any regulation made there under;
- b) Campaign Related Materials – those materials that promote or oppose the candidacy of a person for elected office;
- c) Candidate – 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;

- d) Corporate Resources – the Corporation of the Township of Leeds and the Thousand Islands’ employees, events, services, facilities, supplies, funds, information and assets;
- e) Election Campaign Period – begins the date a Candidate files their nomination through to Voting Day in a municipal election year;
- f) Municipal Employees – includes full-time, part-time and contract employees, paid by the Corporation of the Township of Leeds and the Thousand Islands;
- g) Nomination Day – for a regular municipal election is the fourth Friday in July in a municipal election year;
- h) Township of Leeds and the Thousand Islands – The Corporation of the Township of Leeds and the Thousand Islands.

## 5. Policy Applications

### a) Technology Related Resources

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

Candidates, Members of Council or Municipal Employees shall not:

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

c) Communications

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

- The Township of Leeds and the Thousand Islands is prohibited from making contributions in any form, using corporate resources, towards the promotion of or opposition to the candidacy of a person for elected office;
- Municipal employees shall not actively work in support of a candidate's municipal election campaign during work hours.

## 6. Limitation

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, as amended, 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.