

# Policy



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Department/Section <b>All</b>		Policy Number <b>POL-ADM-012</b>
Subject  <b>Use of Corporate Resources for Election Purposes Policy</b>		Enacted by Council: <b>April 12, 2022</b>
		Motion # <b>THC-220412-15</b>
		Review Period
Date Amended	Amending Motion #	Section(s) Amended

## Purpose:

The Municipal Elections Act, 1996, as amended, prohibits municipalities from making Campaign Contributions to Candidates and Registered Third Parties. As a Campaign Contribution may take the form of money, goods or services, this policy provides a fair and consistent approach on how municipal Corporate Resources can and cannot be used during a municipal election.

## Scope:

This policy applies to all Members of Council, Candidates, Registered Third Parties, Municipal Employees, and members of the public.

This policy also applies to acclaimed Members of Council and Members of Council not seeking re-election.

Where applicable, this policy also applies to all candidates and registered third parties for a provincial or federal election or by-election.

This policy shall not preclude a Member of Council from performing their duties as an elected official, nor inhibit them from representing the interest of the individuals which they were elected to represent.

Nothing in this policy shall inhibit the Clerk from performing their statutory duties, restrict them from distributing information respecting election activities, or undertaking actions that assist electors in exercising their right to vote.

## **Definitions:**

**Act** means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

**By-election** means an election other than a regular election, as defined in the Act.

**Campaign Period** for Candidates, in accordance with Section 88.24 of the Act, means the day on which a Nomination Form is filed and ends on December 31 in the case of a regular election and 45 days after voting in the case of a By-election.

**Campaign Period** for Registered Third Parties, in accordance with Section 88.28 of the Act, means the day on which the individual, corporation or trade union files a Notice of Registration and ends on December 31 in the case of a regular election and 45 days after voting in the case of a By-election.

**Candidate** means a person who has filed a Nomination Form for an office in accordance with Section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

**Clerk** means the Clerk of the Municipality of Trent Hills or their designate.

**Campaign Activity** means any activity, by or on behalf of a Candidate, Registered Third Party, or question on the ballot meant to elicit support during the election period.

**Campaign Material** means any materials, including Political Advertising, used to solicit votes for a Candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media: for example: print, displays, electronic radio or television, online including websites or social media.

**Corporate Resources** includes, but are not limited to, Municipal Employees, facilities, infrastructure, assets, equipment, supplies, services or any resource that belongs to or is funded by the Municipality.

**Employees** includes full-time, part-time individuals hired by the Municipality, including all contract, temporary, student or co-operative placement persons.

**Municipal** means relating to The Corporation of the Municipality of Trent Hills, and includes similar terms such as Municipality or Municipally.

**Political Advertising** means advertising that takes a position on an issue that can reasonably be regarded as closely associated with a Candidate or Registered Third Party.

**Members of Council** means any or all members of the Council of the Municipality of Trent Hills.

**Registered Third Party** means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in accordance with Section 88.6 of the Act.

**Voting Period** means the hours designated by the Clerk during the election dates which eligible electors are entitled to cast their vote.

## 1. Election Campaigning

- 1.1. Campaign Activities are not permit at the Municipal Office, located at 66 Front Street South, Campbellford, or the Emergency Services Base, located at 50 Doxsee Avenue South, Campbellford, where the Council Chambers are located.
- 1.2. Campaign Materials may not be displayed at any Municipally owned or operated facilities, unless otherwise outlined in this policy.
- 1.3. Municipally owned or operated facilities, excluding the Municipal Office and Emergency Services Base, may be rented as follows:
  - 1.3.1. Candidates and Registered Third Parties pay the full market rental fees and rates for the use of such facilities; and,
  - 1.3.2. Candidates and Registered Third Parties set up and remove all Campaign Materials, including, but not limited to, election signs, posters, and other paraphernalia within the allotted rental period; and,
  - 1.3.3. Campaign Materials may only be displayed inside the rented area designated in the rental agreement, and no outdoor display of Campaign Materials is permitted.
- 1.4. Candidates and Registered Third Parties shall not be permitted to rent Municipal facilities for Campaign Activities on any day during the Voting Period.

## 2. Technology and Communications

- 2.1. The Municipality's corporate logo, corporate branding, crest, chain of office, coat of arms, slogan and other corporate identifiers shall not be used by any other body or person for any election campaign related purposes.
  - 2.1.1. Notwithstanding Section 2.1, a link to the designated Municipal Election webpage, to obtain information about the Municipal Election, may be included.
- 2.2. Photographs, videos, electronic images, or graphics produced by the Municipality shall not be used for election campaign related purposes.
- 2.3. Corporate Resources funded by the Municipality shall not be used for election campaign related purposes, including but not limited to:
  - 2.3.1. Telephones, Voicemail, Cellular Devices.
  - 2.3.2. Corporate computer network, hardware and software.
  - 2.3.3. Corporate computers equipment, including tablets, and Microsoft Surfaces.
  - 2.3.4. Municipal e-mail system and addresses.
  - 2.3.5. Printers, copiers, scanners, fax machines.
  - 2.3.6. Consumables related to the above equipment, such as paper, toner, etc.
- 2.4. Where the Municipality provides reimbursement or stipends to Members of Council for consumables or use of a personal cellular device for Municipal purposes outside of an election period, the Municipality shall cease to provide reimbursement or stipends as of the day prior to the first day which a nomination may be filed.
- 2.5. Distribution lists or contact lists and files developed using Corporate Resources or through contact in a Member of Council's role shall not be used for election purposes.

### **3. Municipal Employees**

- 3.1. Employees shall not use Corporate Resources for Campaign Materials, Political Advertising or Campaign Activities
- 3.2. Employees shall not canvass or actively work in support or opposition of a Candidate, Registered Third Party or political party during normal working hours, unless the Employee is on an approved leave of absence without pay, or using an approved entitlement being lieu time, float day or vacation.
- 3.3. Employees shall not canvass or actively work in support or opposition of a Candidate, Registered Third Party or political party while wearing a Municipal uniform, badge, crest or other item identifying them as an Employee, or while using a Municipal vehicle or equipment.
- 3.4. Employees shall not use their official authority or influence for the purpose of interfering with or affecting the result of an Election, nor use their official title while participating in otherwise permissible political activities.
- 3.5. Employees are advised to be especially mindful of public perception during municipal Elections, and to ensure that their activities do not conflict with nor adversely affect their duties as Employees of the Municipality.