

## Use of Corporate Resources for Election Purposes

### General Policy Statement:

The purpose of this policy is to clarify that members of Council are required to follow the provisions of *the Municipal Elections Act, 1996* as it pertains to expenses; and that

- No member shall use the facilities, equipment, supplies, services, staff or other resources of the municipality (including Councillor Newsletters and Councillor Budgets) for any election campaign or campaign related activities.
- No member shall undertake campaign-related activities on municipal property during regular working hours.
- No member shall use the services of persons during hours in which those persons receive any compensation from the municipality.

### Application:

This policy is applicable to all Members of Council.

### Specific Policy:

- (1) That, in accordance with the provisions of *the Municipal Elections Act, 1996*:
  - a. Corporate resources and funding may not be used for any election-related purposes;
  - b. Staff may not canvass or actively work in support of a municipal candidate during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave;
  - c. Members of Council may not display any election-related materials or distribute any election-related material in municipally-provided facilities, this excepts the use of facilities such as community centres, libraries or the theatre, provided the application process is followed, including payment of the required fee;
  - d. The budgets for Members of Council for the period January 1<sup>st</sup> to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
    - i. New Members of Council be allocated a budget equal to 1/12<sup>th</sup> of the approved budget amount for the month of December; and
    - ii. Re-elected Members of Council have available to them the balance of funds remaining as of Election Day;

- e. The following be discontinued for Members of Council, for the 2006 election year, on June 30<sup>th</sup> and for subsequent election years on April 30<sup>th</sup>:
  - i. All printing, high speed photocopying and distribution, including printing and general distribution of public notices, unless authorized by Council.
- f. The following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day:
  - i. All forms of advertising, including in municipal publications;
  - ii. The ordering of office furniture and furnishings, except those of an emergency nature, as well as no movement of furniture and furnishings; and
  - iii. The ordering of stationery.
- g. Members of Council may not:
  - i. Print or distribute any material paid by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
  - ii. Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
  - iii. Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that minutes of municipal Council and Committee meetings be exempt from this policy;
  - iv. Use the Town's voice mail system to record election-related messages; and
  - v. Produce or distribute Newsletters after April 30<sup>th</sup> in an election year.
- h. Newsletters are to be reviewed by the Clerk to ensure their content is not election-related;
- i. Websites or domain names that are funded by the municipality may not include any election-related campaign material;
- j. Cell phones and PDA's that are funded by the Town may not be used for any election-related campaign purpose, unless the Town is reimbursed;

- k. The above recommendations also apply to an acclaimed member or a member not seeking re-election; and

**Limitation:**

Nothing in this policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.