

**TOWNSHIP OF RED ROCK
POLICY/PROCEDURE**

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A-22	Use of Corporate Resources for Elections	APPROVED:	16	04	2018
			Day	Month	Year

USE OF CORPORATE RESOURCES FOR ELECTIONS

POLICY STATEMENT

The Municipal Elections Act, 1996 (the Act), establishes the election campaign finance rules for Candidates running in a municipal election. Public funds are not to be used for any election related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.

The Act prohibits the municipality from making contributions in any form, which includes its assets, resources, and employees. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

Since contributions may take the form of money, goods, or services, any use of the municipality's resources for an election campaign is considered a contribution, and therefore contravenes the Act.

This policy does not preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing the interest of their constituents.

PURPOSE

The purpose of this policy is to clarify that all municipal election candidates, members of Council, and the Township Staff are required to follow the provisions of the Municipal Elections Act, 1996 (the Act) with regard to the use of corporate resources for election purposes.

SOURCE

Municipal Elections Act, 1996, S.O 1996 c. 32

APPLICATION

This policy applies to all Township Staff, all municipal election Candidates (whether for Council or for school Trustees), any acclaimed Candidate, and Members of Council (including a Member not seeking re-election), effective from Nomination Day at 2:01pm to December 31 in an election year.

DEFINITIONS

'Acclaimed' means a Candidate elected by acclamation pursuant to Section 37 of the Act.

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

'Campaigning' means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

'Candidate' means a person who has filed a nomination for an office pursuant to 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 Township of Red Rock or her designate.

'Council' means the Council of the Township of Red Rock.

'Member' means a member of Council of the Township of Red Rock, and includes the Mayor.

'Nomination Day' means, in the case of a regular election, the fourth Friday in July, in an election year.

'Staff' means all full-time and part-time persons hired by the Township, included but not limited to the Chief Administrative Officer, Department Heads, Officers, Supervisors, salaried employees, hourly employees, administrative staff, and contract, temporary, student, and cooperative placements.

'Town' means the Corporation of the Township of Red Rock.

POLICY REGULATIONS

- 1) Corporate resources, assets and funding shall not be used for any election-related purposes;
- 2) Notwithstanding the above, "All-Candidates" meetings may be held in a Township facility, subject to the usual rental charges and permit procedures for such use and provided that section 3) is adhered to;
- 3) Campaign related signs and any other election-related material may not be displayed in any municipality owned or operated facilities;
- 4) Campaigning shall not be permitted at any Township-operated events or celebrations;
- 5) Candidates shall not print or distribute any election-related material using municipal funds or equipment;
- 6) In any material printed or distributed by the municipality, candidates are not permitted to:
 - i. Illustrate that an individual (either a member of Council or any other individual) is a candidate registered in any election;
 - ii. Identify where they or any other individual will be running for office; or
 - iii. Profile or make reference to candidates in any election.

- 7) Websites or domain names that are funded by the municipality shall not include any election-related campaign material, other than non-partisan election information material that is required for the proper administration of the election under the Act and basic contract information for Candidates;
- 8) The Township voicemail system shall not be used to record campaigning messages, and the Township resources comprising the computer network, email, and related IT systems shall not be used for campaigning;
- 9) The municipality's logo, crest, coat of arms, slogan, etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case if a link to the municipal website to obtain information about the municipal election;
- 10) Photographs produced for and owned by the municipality shall not be used for any election purposes;
- 11) Distribution lists or contact lists developed utilizing Corporate resources or through contact in a member of Council's role shall not be utilized for election purposes;
- 12) Photos taken utilizing municipal cameras or sent through municipal e-mail accounts shall not be used for election purposes;
- 13) Photographs, contact information and biographies of sitting members of Council shall remain static on the municipal website.

Members of Council shall not:

- 14) 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;
- 15) 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;
- 16) Use municipal email addresses or email distribution lists accumulated in their role as a member of Council;
- 17) Use the municipality's voice mail system to record any election related messages;
- 18) 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 the Minutes of municipal Council meetings be exempt from this policy;

Members of Council are responsible:

- 19) For ensuring that the content of any communication material, printed, hosted or distributed by the municipality on their behalf, is not election-related;

Township of Red Rock staff:

- 20) Staff engaged in political activities must take care to separate those personal activities from their official positions. Staff may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or use corporate assets or resources, or property. Notices, posters or similar material in support of a particular Candidate or political party are not to be produced, displayed or distributed by staff on Township property or work sites;
- 21) Staff will not canvas or actively work in support of a municipal Candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
- 22) Staff will not canvas or actively work in support of a municipal Candidate or political party while wearing a uniform, badge, logo or any other item identifying them as an employee of the Corporation of the Township of Red Rock, or using a vehicle owned or leased by same;

AUTHORITY

In accordance with the *Municipal Elections Act, 1996*, the Clerk is authorized to take the necessary action to give effect to this policy.

The Clerk is authorized to cause this policy to come into effect in the event of a by-law election on a date as determined by the Clerk.