



# **Municipality of Dysart et al**

## **Policies and Procedures Manual**

### **Use of Corporate Resources for Election Purposes Policy**

**Policy No. 47**

#### **SCOPE:**

This policy applies to all candidates, including members of Council.

#### **POLICY STATEMENT:**

The purpose of this policy is to clarify that all election candidates, including Members of Council are required to follow the provisions of the *Municipal Elections Act, 1996*, and that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activities.
- No candidate shall undertake campaign-related activities on Municipal property.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

#### **IMPLEMENTATION OF POLICY:**

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a municipality.

As a contribution may take the form of money, goods or services; any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the Municipality to the Member, which is a violation of the Act.

That, consistent with the Municipality's Computer Use and Mobile Device Usage policies and in accordance with the provisions of the *Municipal Elections, 1996*:

- Corporate resources, assets and funding shall not be used for any election-related purposes;
- Staff shall not canvass 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, float day or vacation leave;
- Candidates shall not use any municipally-provided facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-provided facilities;
- Members of Council shall 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 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; and
  - 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 the Minutes of Municipal Council and Committee meetings be exempt from this policy.
- Candidates shall not print or distribute any election-related material using municipal funds;
- Websites or domain names that are funded by the Municipality shall not include any election-related campaign material;
- The Municipality's computer network (including the Municipality's email system) shall not be used to distribute election-related campaign correspondence;
- 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 of a link to the Municipality's website to obtain information about the municipal election;
- Photographs produced for and owned by the Municipality of Dysart et al shall not be used for any election purposes;

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

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

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