

 Guelph/Eramosa Township		CORPORATE POLICY MANUAL Policy No: COR-0115 Effective Date: 15/01/2018
SUBJECT	Use of Corporate Resources for Election Purposes	
Department/Category	All Departments	
Related Documents	<i>Employee Policy D-3.20 regarding Staff Conduct and Use of Corporate Resources During an Election Period</i> <i>Council Code of Conduct</i>	

1. Policy Statement

The Corporation of the Township of Guelph/Eramosa is committed to ensuring accountable and transparent election practices. 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:

- 1) No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the Township (including newsletters and budgets) for any election campaign or campaign-related activities.
- 2) No candidate shall undertake campaign-related activities on Township property.
- 3) No candidate shall use the services of persons during hours in which those persons receive compensation from the Township.

2. Legislative Authority

In accordance with Section 88.18 of the Municipal Elections Act, 1996, 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, as the case may be, during the election campaign period. 2016, c. 15, s. 56.

3. Application

This policy applies to Members of Council and election candidates, including acclaimed candidates.

4. Policy

- 4.1 Corporate resources, assets and funding shall not be used for election-related purposes.
- 4.2 Staff shall not canvass or actively work in support of a municipal candidate or political party during normal working hours unless they are on a leave of absence without pay, lieu time or vacation leave.

- 4.3 Candidates shall not use any municipally-owned facilities for any election related purposes. Neither campaign related signs nor any election related material will be displayed in any municipally-owned facilities. An exemption to Section 4.3 of this policy will be provided for All Candidates Events hosted by a local organization any time after Nomination Day and prior to Voting Day and to which all registered candidates were invited.
- 4.4 The following will be discontinued for Members of Council from the day prior to Nomination Day until the day after Voting Day:
- a) Any form of advertising, including municipal publications;
 - b) All printing and photocopying of newsletters;
 - c) The ordering of stationary, including business cards;
 - d) Links to Council Member-related web sites or social media links on Township websites or social media accounts;
- 4.5 Members of Council and/or candidates shall not:
- a) Print or distribute any material paid for 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;
 - b) Profile (name or photograph) or make reference to, in any material paid for by municipal funds, any individual who is registered as a candidate in any election;
 - c) Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for elections. An exemption to 4.5 c) of this policy will be provided for Council-approved Minutes of Municipal Council and Committee meetings.
- 4.6 Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the Township of Guelph/Eramosa is not election-related.
- 4.7 Candidates shall not print or distribute any election-related material using municipal funds.
- 4.8 Websites or domain names that are funded by the Township of Guelph/Eramosa shall not include any election-related campaign material. An exemption to 4.7 of this policy will be provided for any election information approved by the Clerk for the purposes of conducting the election.
- 4.9 The Township's voicemail system shall not be used to record election-related messages or the computer network (including the Township's email system) to distribute election related correspondence.

- 4.10 The Township's logo, crest, coat of arms, slogan etc. shall not printed or distributed on any election materials or included on any election campaign-related websites, except in the case of a link to the Township's website to obtain information about the municipal election.
- 4.11 Photographs produced, owned or paid for by the Township shall not be used for election-related purposes.
- 4.12 Distribution lists or contact lists developed using corporate resources or through contact in a Member of Council's role shall not be used for election purposes.

5. Policy Management

- 5.1 Staff are authorized and directed to take the necessary action to give effect to this policy.
- 5.2 The Integrity Commissioner may at any time be consulted by Members of Council with regard to complying with any part of this policy and will be responsible for enforcement of this policy through Council's Code of Conduct.
- 5.3 Nothing in this policy shall preclude a Member of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.
- 5.4 The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Town Clerk, the amendments do not change the intent of the policy.

Adopted by Council on: (15/01/2018)