

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**BY-LAW #18-13**

**BEING A BY-LAW of the Corporation of the Township of Assiginack to adopt a Policy for the Use of Corporate Resources for Election Purposes**

**WHEREAS** Section 88.18 of the Municipal Elections Act, 1996, S.O. 1996, Ch. 32, as amended, states, “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;”

AND WHEREAS the Council of the Corporation of the Township of Assiginack deems it expedient to adopt the aforementioned policy;

**NOW THEREFORE THAT** the Council of the Corporation of the Township of Assiginack enacts as follows:

1. THAT the “Use of Corporate Resources for Election Purposes Policy” is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law.
2. THAT this by-law shall come into full force and effect upon third and final reading.

Read a First, Second, and Third time and finally passed this 17<sup>th</sup> day of April 2018.

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Mayor – P. Moffatt

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Clerk – J. Rody

Seal



## POLICY

### Use of Corporate Resources for Election Purposes

#### 1.0 PURPOSE

To clarify that members of Council are required to follow the provisions of the Municipal Elections Act, 1996 and that:

- No member shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality (including Council newsletters, brochures and Council 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.

This policy is applicable to all members of the Municipal Council.

#### 2.0 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 or party during normal working hours unless they are on a leave of absence without pay, lieu time, banked time, or vacation leave;
- c. Members of Council may not use any municipally-provided facilities for any election-related purposes, which includes displaying of any campaign related signs in the window or on the premises, as well as, displaying any election-related material in the office;
- d. 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. All printing, high speed photocopying and distribution, including printing and general distribution of newsletters so directed and approved by the Council; and
  - iii. The ordering of stationery;
- e. 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 and 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 Minutes of Municipal Council and Committee meetings be exempt from this policy;
- f. Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the municipality for the operation of council members, is not directly election-related;
- g. Websites or domain names that are funded by the Municipality may not include any election-related campaign material;
- h. Members of Council may not use the Municipality's voice mail system to record election-related messages; and
- i. The above recommendations also apply to an acclaimed member or a member not seeking re-election;

(2) That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this Policy.

### **3.0 LIMITATIONS**

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.

### **4.0 APPROVAL**

The Council of the Corporation of the Township of Assiginack has approved this policy on the **17<sup>th</sup> day of April 2018.**