

Schedule “A”

By-law 2018-30

Use of Corporate Resources for Election Purposes Policy

1. Policy Statement

The Township of Edwardsburgh Cardinal is committed to ensuring accountable and transparent election practices relating to the use of corporate resources during the municipal election. It is essential that Members of Council, Candidates and Township employees maintain the highest standards of ethical conduct.

2. Purpose

The purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during the municipal election campaign period in accordance with the Municipal Elections Act, 1996. This policy will ensure that municipal operations, equipment, supplies, staff time, events and facilities or other resources are used for non-partisan purposes and are not used for election campaign related purposes or activities.

3. General Provisions

In accordance with the provisions of the Municipal Elections Act, 1996, as amended:

- a) Corporate resources and funding may not be used for any campaign related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office;
- b) Staff may not canvass or actively work in support of a municipal candidate or third party during working hours unless they are on a leave of absence without pay, lieu time, float/personal day, or vacation leave;
- c) Municipal facilities/property/Township branded signage may not be used for any campaign related purposes, which includes but not limited to: displaying any campaign related signs or materials on such premises.

4. Application

- a) Corporate resources, assets and funding shall not be used for any election related purposes.

- b) No member of Council or election candidate shall use the municipal facilities, equipment, supplies, services, staff or other resources of the municipality (including Township letterhead, business cards, email accounts etc.) for any election campaign or campaign related activities.
- c) The Township's technological systems, including computers, emails, Youtube (as noted in By-law 2017-54, Section 8), telephones/cell phones, etc., shall not be used for any election campaign or campaign related activities. The Township's voicemail system or Youtube page shall not be used to record campaign messages.
- d) Websites, domain names, or social media that are funded, owned and operated by the Township shall not be used for any election campaign or campaign related activities, other than non-partisan election material that is required for the proper administration of the municipal election under the Act.
- e) No member, candidate or third party shall undertake campaign related activities on municipal property or facilities.
- f) Campaign related activities or materials shall not be permitted at any Township operated or sponsored events.
- g) No Member of Council, candidate, or third-party advertiser shall use the services of employees or other persons for any election campaign or campaign related activities during hours in which those persons receive any compensation from the municipality.
- h) Activities of municipal staff are restricted to the normal conduct of municipal business and may not include any election related campaign activities.
- i) No Member of Council, candidate, or third-party advertiser shall be permitted to submit any materials or appear as a delegation/presenter on an agenda or make statements at a Committee or Council meeting or any Township/Port operated or sponsored event which may be construed as supporting the personal or political agenda of a nominated candidate during an election period.
- j) Any material printed, distributed or paid for by the Township, shall not include any election campaign or campaign related activities other than non-partisan election material that is required for the proper administration of the municipal election as determined by the Clerk.
- k) The Township's logo, crest, branding, slogan, Strategic Plan, principles/priorities, other marks/signs etc., shall not be used in any campaign related activities/materials or included on campaign related websites, social media or electronic publications
- l) Distribution lists, contact lists and ratepayer information acquired, developed and provided utilizing municipal resources or through contact in a Member of Council's role shall not be used for election purposes.

- m) Photographs and videos produced for and owned by the Township shall not be used for campaign related activities.

5. Policy Management & Limitation

In accordance with the Act, the Clerk is authorized and directed to take the necessary action to give effect to this policy.

- a) Nothing in this policy shall preclude a Member of Council from performing their duties as a Council Member (Councillor, Deputy Mayor, or Mayor) nor inhibit them from representing their constituents.
- b) Nothing in this policy shall preclude a staff member from exercising his/her civic duty/right to participate in the municipal election process as a private citizen.
- c) Nothing in this policy shall prevent staff from conducting an election in accordance with the Act, or providing non-partisan election information material on behalf of the Township so as to inform the public about the election and election process.
- d) The Clerk or designate 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 Clerk, the amendment do not change the intent of the policy during an election period.