



## **THE CORPORATION OF THE TOWN OF PENETANGUISHENE** **USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY**

### **Rationale and Legislative Authority:**

It is in the public interest to maintain the integrity of the election process and therefore to establish guidelines on the appropriate use of corporate resources during an election period.

The *Municipal Elections Act, 1996 as amended* prohibits a municipality or local board 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 person who is not entitled to make a contribution. As a contribution may take the form of money, goods or services, any use by a Member of Council or Local Board (hereinafter referenced as "member") or Nominated Candidate of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality or local board to the Nominated Candidate, which is a violation of the Act (S. 66).

Within the context of this policy, the term Local Board shall apply to Members of the Police Services Board, Penetanguishene Public Library Board and the Penetanguishene Centennial Museum & Archives Board. In addition to Local Boards, this Policy shall apply to the following Joint Municipal Boards and Commissions: Severn Sound Environmental Association and the Huronia District Airport Commission.

### **Policy Statement:**

THAT, in accordance with the provisions of the *Municipal Elections Act, 1996*

- ◆ Corporate resources and funding may not be used for any election-related purposes.
- ◆ Staff may not canvass or actively work in support of a municipal nominated candidate during normal working hours unless they are on a leave of absence without pay or vacation leave.
- ◆ Members of Council or Local Boards or Nominated Candidates may not use the Townhall or any municipal facilities for any election-related purposes. This 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 or on a public notice board.
- ◆ No member and/or nominated candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality (including Town letterhead, Town business cards, Town email accounts, Town computers, Town website etc.) for any election campaign or campaign related activities.
- ◆ No member and/or nominated candidate shall undertake campaign-related activities on municipal property including libraries and recreation facilities. The only exception is an All Candidates Meeting organized by a local group between Nomination Day and Election Day. To qualify as an All Candidates Meeting, the meeting must be organized by a group not affiliated with any particular candidate(s) and must invite all candidates running in the Municipal Elections to participate.
- ◆ No member and/or nominated candidate shall use the services of employees or other persons during hours in which those persons receive any compensation from the municipality. Activities of the support staff for the Mayor's Office are restricted to the normal conduct of municipal business as approved by the Council and may not include any election-related campaign activities.

- ◆ No member and/or nominated candidate shall be permitted to submit any written materials to an agenda or make statements at a Council or Committee or Board meeting which may be construed as supporting the personal or political agenda of a ~~member and/or~~ nominated candidate during an election period.

#### **Application of Policy:**

This Policy applies to the following:

#### **Candidates who are Members of Council or Local Boards**

The following be discontinued for Members of Council or Local Boards from the day prior to Nomination Day in a municipal election year to Election Day:

- ◆ All forms of advertising or promotion, including in municipal publications with the exception of general contact information provided on the Town website;
- ◆ All printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
- ◆ Ordering of business cards and/or stationery;

#### **Members of Council may not:**

- ◆ Print or distribute any material paid by municipal funds that illustrates that a Member of Council or Local Board or any other individual is nominated in any election or where they will be running for office;
- ◆ Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is nominated as a candidate in any election;
- ◆ Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies nominated candidates for municipal elections;
- ◆ Use the municipality's telephone system to make/receive election-related calls or record election-related messages on the voice mail system. No Town telephone numbers may be used in election-related campaign materials unless authorized by the Town Clerk.

#### **Acclamations**

The above policies also apply to an acclaimed Member and/or Candidate and a Member not seeking re-election.

#### **Minutes**

The Minutes of Town Council and Committee meetings are exempt from this policy.

#### **Enforcement of Policy:**

The Town Clerk is authorized and directed to take the necessary action to give effect to this policy. Upon receipt of a formal complaint, the Town Clerk will take the necessary actions to resolve the complaint and/or file said complaint with the Compliance Audit Committee for review.

**Limitation:**

Nothing in this Policy shall preclude a Member of Council or Local Board from performing their responsibilities as a Council Member or Board Member, nor inhibit them from representing the interests of the constituents who elected them.

**Implementation:**

This policy shall become effective immediately upon approval of Council.