



**THE CORPORATION OF THE TOWN OF WASAGA BEACH**  
**POLICY MANUAL**

<b>SECTION NAME:</b> Council	<b>POLICY NUMBER:</b> 1-5
<b>POLICY:</b> Use of Corporate Resources for Election Purposes Policy	<b>REVIEW DATE:</b> February 2023
<b>EFFECTIVE DATE:</b> January 26, 2010	<b>REVISIONS:</b> April 19, 2016 Council – amendment By-law 2016-56 June 26, 2018 Council – amendment By-law 2018-53
<b>ADOPTED BY BY-LAW:</b> By-Law No. 2010-10	<b>ADMINISTERED BY:</b> Town Clerk

**GENERAL POLICY STATEMENT**

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.

For the purpose of this Policy, the term "Candidate" shall have the same meaning as defined in the current Election, Advertising and Placement of Election Signs By-law.

The purpose of this policy to clarify that all election candidates, including existing Members of Wasaga Beach Council seeking re-election 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 Town (including Councillor newsletters and Councillor budgets) for any election campaign or campaign related activities.
- No candidate shall undertake campaign-related activities on Public Property (as defined in the Election, Advertising and Placement of Election Signs By-law), except those properties currently under lease to a third party.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Town.

**SCOPE**

This policy is applicable to all existing members of Wasaga Beach Council seeking re-election and any candidate running in a municipal election.

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.

This Policy should be read and interpreted in conjunction with the current Election, Advertising and Placement of Election Signs By-law.

## **RATIONALE AND LEGISLATIVE AUTHORITY**

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 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 of the Corporation's resources for his or her election campaign would be viewed as a contribution by the Town to the Member, which is a violation of the Act.

## **POLICY PROVISIONS**

1. That consistent with the Town's Code of Conduct and Internet and Electronic Mail policies and in accordance with the provisions of the Municipal Elections Act, 1996:
  - a) Corporate resources, assets including staffing and funding may not be used for any election-related purposes.
  - b) 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.
  - c) 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.
  - d) Candidates may not distribute or display political advertising materials including, campaign literature, clothing, buttons or alike, during any function being hosted by the Town of Wasaga Beach, whether on Public Property or not, except as provided for in the current Election, Advertising and Placement of Election Signs By-law.
  - e) Candidates shall not use any Municipal Facilities (as defined in the Election Advertising and Sign By-law), owned or leased by the Town, including libraries and recreation facilities, for any election-related purposes unless rented in accordance with the Town's rental procedures as a private rental, and in compliance with the Election, Advertising and Placement of Election Signs By-law. 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.

- f) Election advertising and signage must be in accordance with the Town's current Election, Advertising and Placement of Election Signs By-law.
- g) 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.
- h) The budgets for Members of Council for the period of January 1 to election day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
  - i. New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
  - ii. Re-elected Members of Council have available to them the balance of funds remaining as of Election Day.
- i) 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 unless so directed and approved by Council;
  - iii. No ordering of office furniture and furnishings, except those of an emergency nature, and
  - iv. The ordering of stationery.
- j) 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 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.
- k) Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the Town of Wasaga Beach, is not election-related.
- l) Candidates may not print or distribute any election-related material using municipal

funds.

- m) In any material printed or distributed by the Town of Wasaga Beach, candidates are not permitted to:
  - i. illustrate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;
  - ii. identify where they or any other individual will be running for office; or
  - iii. profile or make reference to candidates in any election.
- n) Web sites or domain names that are funded by the Town of Wasaga Beach may not include any election-related campaign material.
- o) The municipality's voice mail system may not be used to record election related messages or the computer network (including the Town's email system) to distribute election related correspondence.
- p) 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 Town's website to obtain information about the municipal election.
- q) Photographs produced for and owned by the Town of Wasaga Beach may not be used for any election purposes.
- r) 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.
- s) The above recommendations also apply to an acclaimed Member or a Member not seeking re-election.

## **POLICY ADMINISTRATION AND REVIEW**

This policy shall be administered by the Town Clerk.

This policy will be reviewed every three (3) years or as required based on revisions to corporate practices or Provincial legislation.

### ***Delegation & Dispute***

In accordance with the Municipal Elections Act, 1996, the Town Clerk of the Corporation is delegated the responsibilities related to the provisions of this policy, who in consultation with the C.A.O. shall make a determination regarding the issue.