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|          | <h1>STANDARD POLICY</h1> | S.P. #: CC 003__                         |
| <b>SUBJECT:</b><br>Use of Corporate Resources by Members of Council for Election Purposes |                          | <b>DEPARTMENT:</b><br>Corporate Services |
| <b>COUNCIL AUTHORITY:</b><br>April 10, 2006   |                          | <b>NEW:</b> X<br><b>REVISED:</b>         |

## 1.0 PURPOSE AND BASIS:

The purpose of this policy is to clarify that members of Council are required to follow the provisions of the *Municipal Elections Act, 1996*, and that:

- (a) No member shall use the facilities, equipment, supplies, services, staff or other resources of the municipality (including Councillor Budgets) for any election campaign or campaign related activities.
- (b) No member shall undertake campaign-related activities on municipal property during regular working hours.
- (c) No member shall use the services of persons during hours in which those persons receive any compensation from the municipality.

## 2.0 APPLICATION

This policy is applicable to all members of municipal Council.

## 3.0 SPECIFIC POLICY

That, in accordance with the provision 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, float day, or vacation leave;
- (c) Members of Council may not use their constituency office, or 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 Budgets for Members of Council for the period 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 1/12<sup>th</sup> 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;
- (e) 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 and promotional materials;
  - ii. all printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
  - iii. the use of corporate lap tops unless specific to performing the day to day duties of Council;
- (f) Members of Council may not 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, and that Minutes of municipal Council and Committee meetings be exempt from this policy;
- (h) Web sites or domain names that are funded by the municipality may not include any election-related campaign material

#### 4.0 LIMITATION:

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.

#### 5.0 IMPLEMENTATION:

This policy shall become effective immediately upon approval by municipal Council.