



## Use of Corporate Resources for Election Purposes Policy

**Policy Manual Section:** Governance - Election

**Policy Number:** G-EL-001

**Authority:** 9093/10, 04/14

**Date Approved:** March 9, 2010

**Department Responsible:** Council Services

**Revision Dates:** January 14, 2014, October 10, 2017, March 5, 2019

**Review Date:** January 2023

**Status:** Active

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### Purpose:

The purpose of this Policy is to clarify that all candidates, including Members of Council 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 for any election campaign or campaign related activities
- No candidate shall undertake campaign-related activities on municipal property
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Town

### Policy Statement:

The *Municipal Elections Act, 1996*, establishes the election campaign finance rules for candidates running in a municipal election. Public funds are not to be used for any election related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office. The *Municipal Elections Act* also sets out rules relating to campaign finance and prohibits the municipality from making contributions to a candidate in any form, which includes its assets, resources, and employees.

### Scope:

This policy applies to all municipal and school board election candidates, including the Mayor and Members of Council.

### Policy:

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



- a. Corporate resources, assets and funding shall not be used for any election-related purposes: Resources, assets and funding include but are not limited to:
- Telephone, Voicemail
  - Computer/laptop/tablet
  - Printer
  - E-mail, Town e-mail address
  - Scanner
  - Cell Phone
  - Fax Machine
  - Copier
  - Consumables related to the above equipment such as paper, toner etc.
  - Town Logo, Crest, Slogan etc.
  - Town Website and/or any Town social media platforms
- b. Staff shall not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- c. Use of municipally-owned facilities is prohibited for any election-related purpose, which includes meet the candidates' night, parties and other expressions of appreciation, displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in any Town property\*.
- Clerk's Note: Where Town or municipal property is referred to, it includes the building and property on which it is located.
- d. Members of Council shall not:
- i. print or distribute any material paid by municipal funds that illustrate 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;
  - 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 for this policy;

- iv. use web sites or domain names that are funded by the Town and shall not include any election-related campaign material;
- v. use the municipality's voice mail system to record election related messages;  
and shall use the Town's network (including the Town's email system) to distribute election related correspondence.
- vi. use photographs produced for and owned by the Town of LaSalle for any election purposes.
  - use photos taken utilizing Town cameras or sent through Town e-mail accounts
  - use the Town's social media platforms (Facebook, Twitter, Instagram) to advertise or otherwise promote their candidacy
  - wear clothing or display signs, stickers, markings on vehicles that advertise their candidacy while on municipal property
- vii. shall not post or comment on the Town's social media pages, and may not link their personal and/or election/candidate pages to the Town's social media pages and/or website

The above prohibitions also apply to an acclaimed Member or a Member not seeking re-election.

#### Limitation

Nothing in this policy shall preclude a Member of Council from performing their job as a Councillor, Mayor or Deputy Mayor, nor inhibit them from representing the interests of the constituents who elected them.

#### Implementation

This policy shall become effective immediately upon approval by Council.

#### 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 Members of Council and the Corporation of the Town of LaSalle. 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 municipality to the Member, which is a violation of the *Municipal Elections Act, 1996*

**Responsibilities:**

In accordance with the *Municipal Elections Act, 1996* the Clerk be authorized and directed to take the necessary action to give effect to this policy.  
The Clerk is responsible for overseeing this Policy.

**Policy Review**

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

**References and Related Documents:**

Policy #139  
Municipal Elections Act.  
Report of the Director of Council Services/Clerk dated December 12, 2013.

**Attachments:**

None.