



The Town of Niagara-On-The-Lake

Telephone (905) 468-3266
Facsimile (905) 468-2959

1593 Four Mile Creek Road
P.O. Box 100
Virgil, Ontario
L0S 1T0

POLICY

Policy No.: P-CS-18-006 **Approved on:** April 16, 2018

By-Law No.: 5050-18 **Effective on:** April 16, 2018

Supersedes:

Report To: Corporate Services Advisory Committee
Title/Subject: Use of Corporate Resources for Election Purposes

PURPOSE

The purpose of this policy is to notify all registered candidates, including members of Council of the requirement to follow the provisions of the Municipal Elections Act, 1996, (the Act) as amended, and that:

- No member/candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality (including Town letterhead, Town business cards, Town e-mail accounts, Town computers, and any Councillor budgets) for any election campaign or campaign-related activities;
- No member/candidate shall undertake campaign-related activities on municipal property during regular working hours; and
- No member/candidate shall use the services of persons during hours in which those persons receive any compensation from the municipality.

SCOPE

This policy is applicable to all registered candidates, including sitting members of Municipal Council.

This policy is applicable to municipal elections, including bi-elections and applies, with necessary modifications, to provincial and federal elections.

DEFINITIONS

“The Act” means the Municipal Elections Act, 1996, as amended from time to time, and includes any regulation made there under;

“Candidate” means a person who has filed a nomination to run in a municipal, provincial or federal election, and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the Act;

“Campaign Period” begins on the date a candidate files their nomination through to and including Voting Day;

“Town of Niagara-on-the-Lake” means The Corporation of the Town of Niagara-on-the-Lake;

“Corporate Resources” includes but is not limited to the Town of Niagara-on-the-Lake Staff, events, funds, information and assets;

“Election Period” means May 1 through to and including Voting Day;

“Municipal Facilities” means any real property owned or under the control of the Town of Niagara-on-the-Lake;

“Nomination Day” for a regular municipal election is the fourth Friday of July in the year of the election;

“Staff” includes full-time, part-time, and contract employees, paid by the Town of Niagara-on-the-Lake;

“Voting Day” is the day on which the final vote is to be taken in an election.

POLICY

1) That in accordance with the provisions of the Act:

(a) Corporate Resources may not be used for election-related purposes;

(b) Staff shall not canvass or actively work in support of a municipal, provincial or federal 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, including the Mayor and Candidates shall not use any municipal facilities for any election-related purposes. Campaign-related signs or any other election-related material shall not be displayed in any municipally facilities;

(d) Web sites or domain names that are funded by the municipality may not include any election-related campaign material

- Candidates are permitted to link to any Town document available to the public or on a public Town webpage from their campaign website.

- Candidates are not permitted to incorporate a video or other material (i.e. photos) for which the Town has proprietary rights on their own web page.
 - Sitting members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the Election Period, a clear statement on each campaign website or social media account's home page indicating that the account is being used for Election Campaign purposes and is not related to their duties as a Member of Council; and
 - Sitting members of Council are allowed to place campaign phone numbers, websites and e-mail addresses on the election pages of the Town's website, which is available and authorized for use by all Candidates.
- (i) Candidates must not, under any circumstances, use a Town logo or any variation of it on any campaign material, election signs, social media or campaign websites.
- (j) Members of Council may not use the municipality's voicemail system and/or cell phones to record election related messages; and
- (k) The above recommendations also apply to an acclaimed member or a member not seeking re-election; and
- 2) That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

Limitation: This policy does not preclude a member of Municipal Council or Regional Council from performing their duties as a Councillor, or Regional Chair nor inhibit them from representing the interests of the constituents who elected them.

ATTACHMENTS