

TOWN OF CARLETON PLACE

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

GENERAL POLICY STATEMENT

The purpose of this policy is to clarify that all election candidates are required to follow the provisions of the *Municipal Elections Act, 1996*, as amended (“*Act*”), and that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of The Corporation of the Town of Carleton Place (“Town”) for any election campaign or campaign related activities.
- No candidate shall undertake campaign-related activities on municipal property during regular working hours.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Town.

APPLICATION

This policy is applicable to all candidates, including Members of Council, as well as acclaimed Members or Members not seeking re-election.

RATIONALE AND LEGISLATIVE AUTHORITY

These guidelines establish the appropriate use of municipal resources during an election period to protect the interests of Council, the Town and the public. The *Municipal Elections Act, 1996*, as amended, prohibits a municipality from making a contribution to a candidate. The *Act* also prohibits the candidate, or someone acting on the candidate’s behalf, from accepting a contribution from a person who is not entitled to make a contribution. Since contributions may take the form of money, goods, or services, any use by a Member of Council of the Town’s resources for his/her election campaign would be viewed as a contribution and, therefore, a violation of the *Act*.

SPECIFIC POLICY

In accordance with the provisions of the *Act*:

- (a) Corporate resources, assets 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, or vacation leave;

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- (c) Members of Council may not use a municipal office or any municipally-provided facilities for any election-related purposes. Neither campaign related signs nor any other election related material will be displayed in any municipally-provided facilities;
- (d) The budgets for Members of Council for the period January 1 to Election Day in a municipal election year shall be restricted to 11/12th 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 remaining funds as of Election Day;
- (e) The following shall be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year except as required to perform their regular duties as a Member of Council and as approved by Council:
 - i. all forms of notices, advertisements and communications to ratepayers in municipal publications;
 - ii. all printing, photocopying and distribution, including printing and general distribution of newsletters; and
 - iii. the ordering of stationary (e.g. business cards, letterhead, name tags)
- (f) 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; or
 - 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, except material distributed in the normal course of Council business (e.g. Council and Committee minutes);
- (g) Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the Town, is not election-related;
- (h) Websites or domain names that are funded by the Town may not include any election-related campaign material;
- (i) Members of Council may not use the Town's website to provide links, directly or indirectly, to external websites for election-related activities. Candidate information will

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be displayed on the Town's election webpage for all candidates under the candidates' section only.

- (j) Members of Council may not use the Town's voice mail system or the computer network (including the email system) to record or distribute election-related correspondence;
- (k) The Town's corporate identity (logo, crest, coat of arms, slogan, etc.) shall not be printed or distributed on any election-related materials or be 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.

LIMITATION

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

IMPLEMENTATION

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

ENFORCEMENT

The Town Clerk, or designate, shall have the delegated authority to investigate and resolve any issues arising from any written complaint regarding a contravention of this policy. If a breach of the policy is confirmed, the Member or Candidate will be subject to any penalty provisions under the *Act*.