

**The Corporation of the  
Town of Arnprior**

**By-law Number 6821-18**

A by-law to adopt Policy AS-CO-04 Use of Corporate Resources for Election Purposes and to Repeal By-law No. 5890-10 and Policy ADMIN-C-2.04

**Whereas** Section 88.18 of the *Municipal Elections Act*, 1996, as amended, provides that before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period; and

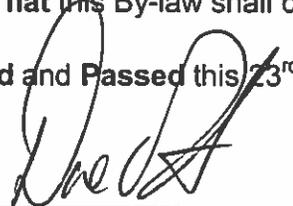
**Whereas** Council enacted By-law No. 5890-10 which adopted Policy ADMIN-C-2.04 in 2010, however, the policy requires updates to include registered third parties, political activity provisions for employees, grammatical and formatting changes; and

**Whereas** Council of the Corporation of the Town of Arnprior deems it expedient to adopt a new Use of Corporate Resources for Election Purposes

**Therefore** the Council of the Corporation of the Town of Arnprior enacts as follows:

1. **That** Policy AS-CO-04 Use of Corporate Resources for Election Purposes be hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. **That** Policy ADMIN-C-2.04 and By-law No. 5890-10 and any other by-laws and/or resolutions or parts of by-laws and/or resolutions be hereby repealed.
3. **That this** By-law shall come into force and effect on the day of its passing.

Enacted and Passed this 23<sup>rd</sup> day of April, 2018.

  
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David Reid, Mayor

  
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Maureen Spratt, Clerk

	<b>The Corporation of the Town of Arnprior Corporate Policies and Procedures Manual</b>	
	<b>Section: Administrative Standards</b> Clerk's Office	<b>Policy # AS-CO-04</b>
<b>Policy Name: Use of Corporate Resources for Election Purposes</b>		
<b>Effective Date: April 23, 2018</b> <b>By-law No: 6821-18</b>	<b>Revised Date:</b> <b>By-law No:</b>	<b>Coverage:</b> Candidates, Members of Council, Local Board, Registered Third Parties and Employees

## 1.0 Policy Statement

In compliance with the *Municipal Elections Act*, 1996, (“Act”) 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.

## 2.0 Purpose

Section 88.18 of the *Municipal Elections Act* requires municipalities to establish rules and procedure for the use of municipal resources during the election period. The Act also provides that the municipality cannot make a contribution (including money, goods and services) to any candidate, registered third party advertiser or political party during an election (sections 88.8(4) and 88.12(4)). This purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during an election campaign.

## 3.0 Scope

This policy applies to all election candidates (including acclaimed candidates), members of council, registered third parties in a municipal election and staff during a campaign period.

## 4.0 Responsibility

The Clerk shall be responsible to ensure that this policy is communicated to all members of Council and its local boards, town and local board employees, candidates, including acclaimed candidates and registered third parties and that it is adhered to accordingly. The Clerk shall determine what does or does not constitute compliance with either the specified provisions and/or the spirit of this policy.

## 5.0 Definitions

“**Act**” means the *Municipal Elections Act, 1996*, as amended and includes any regulation made there-under

“**Campaigning**” means a municipal election–related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot

“**Campaign Period**” means for **candidates** and **registered third parties**, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign has been filed)

“**Candidate**” means a person who has filed nomination papers for an office pursuant to section 33 of the Act, and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c.E.2, as amended for an elected office in the municipal and school board election.

“**Employees**” mean those persons as defined in Policy A-01, and include full time, probationary, part-time, term, casual, contract and student employees.

“**Municipal Resources**” means, but is not limited to: municipal employees, municipal events, municipal facilities, municipal funds, municipal information and municipal equipment.

“**Member of Council**” means a sitting member of the Council for the Town of Arnprior.

“**Registered Third Party**” means, an individual, corporation or trade union that is registered with the Town Clerk, as per section 88.6 of the Act, whose purpose is to promote, support or oppose a candidate for office or an issue on a question on a ballot, and is not under the direction of a candidate.

## 6.0 Procedures

### 6.1 Candidates, Registered Third Parties and Members of Council

In accordance with the Act, Members of Council, candidates and/or registered third parties in a campaign period are not permitted to:

- a) Use equipment, supplies, services, staff or other resources of the municipality for any campaign or campaign related activities;
- b) Use municipal facilities or property for campaign events, which includes displaying any election related material, unless the facility or property is rented in accordance with municipal agreements and the appropriate rates are paid;
- c) Use municipal funds to acquire any resources for any campaign or campaign related activities, including ordering of stationary and office supplies;
- d) Use municipal funds to print or distribute any material that makes reference to, or contains the names or photographs, or identifies candidates or registered third parties;
- e) Use the town brand, logo, crest, coat of arms, slogan on any election campaign related material, either in print or on a campaign website;
- f) Use municipal resources for any election related purposes including vehicles, computers, cell/smart phones, tablets, printers, scanners, photocopiers, emails, social media accounts, telephone including the town's voice mail system;
- g) Campaign and/or distribute campaign-related materials during any event hosted by the municipality, whether on municipal property or not;
- h) Use photographs and videos produced for and owned by the Town for campaign related activities.

## **6.2 Employee Involvement**

In line with the Town's Employee Code of Conduct, employees are expected to preserve the public trust and confidence in the Town and apply the core values of the Code to their daily work. With respect to Elections, employees are expected to promote the principles of transparency, impartiality, respect and accountability as follows:

Municipal employees may participate in election-related activities provided that:

- a) Employees do not perform any work in support of a candidate or registered third party during hours in which a person is receiving any compensation for the Town, except during scheduled time off;
- b) Employees do not engage in any political activity during working hours, or use town's assets, resources, services or property;
- c) Any political involvement does not interfere with the Employee's ability to perform his or her corporate duties objectively;

- d) Employees do not wear pins, canvass or promote a candidate or display/distribute notices, posters or similar material in support of a particular candidate in municipal worksites or on municipal property;
- e) Employees do not in anyway use their role as a Town employee in furtherance of a political campaign;
- f) Employees do not identify themselves as Town employees when engaged in any political activity. Similarly, uniformed employees of the Town should not participate in campaign events on behalf of a candidate while in uniform;
- g) Employees wishing to run for office must request and obtain a leave of absence without pay for the duration of the campaign.

### **Exception**

Some employees will be unable to participate in municipal politics at all without jeopardizing their appearance of loyalty and impartiality. These employees include: Members of the Executive Committee, the Senior and Extended Management Team(s).

### **6.3 Budget**

The budgets for Members of Council for the period of January 1<sup>st</sup> to Election Day in a municipal election year shall be restricted to 11/12<sup>th</sup> of the approved annual budget amount with the provision that subsequent to election day:

- a) New members of Council be allocated a budget equal to 1/12<sup>th</sup> of the approved budget for the month of December
- b) Re-elected members of Council will have access to the remaining 1/12 of the year's approved discretionary budget the day after Voting

### **7.0 Roles and Responsibilities**

The Clerk's Office is responsible for reviewing this Policy as appropriate. It is the responsibility of all Candidates, Members of Council, Registered Third Parties, and Employees to adhere to this Policy.

### **8.0 Related Policies, Legislation and By-laws**

Council Code of Conduct for Council and Committee Members  
Employee Code of Conduct  
Municipal Elections Act, 1996