THE CORPORATION OF THE TOWNSHIP OF TERRACE BAY		
SUBJECT: Township of Terrace Bay Policy for the Use of Corporate Resources during the Municipal Election Campaign Period	**Schedule:** C-3-28	Page **1** of **3**

1. Policy Statement

In compliance with Section 88.18 of the *Municipal Elections Act,* 1996, S. O. 1996, Chapter 32, as amended (hereinafter the Act), before May 1st 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, during the election campaign period.

2. Purpose

The purpose of this policy is:

i. to establish guidelines for Municipal Candidates, Members of Council and Municipal Employees on the appropriate use of corporate resources during a municipal election campaign period to protect the interests of both the Members of Council and the Town; and
ii. to ensure transparent, accountable and equitable practices during municipal elections.

3. Scope

This policy is applicable to all Municipal Candidates, Members of Council and Municipal Employees. This policy shall be in effect during all municipal election campaign periods, including by-elections.

4. Definitions

For the purpose of this policy,

i. **"The Act"** means the Municipal Elections Act, 1996, S. O. 1996, Chapter 32, as amended, and includes any regulation made there under;

ii. **"Campaign Related Materials"** mean those materials that promote or oppose the candidacy of a person for elected office

iii. **"Candidate"** means a person who is running for office in the Township of Terrace Bay municipal election, nominated under Section 33 of the Act;

iv. **"Corporate Resources"** mean The Corporation of the Township of Terrace Bay's employees, events, services, facilities, supplies, funds, information and assets.

v. **"Election Campaign Period"** begins the date a Candidate files his/her nomination through to Voting Day in a municipal election year;

vi. **"Municipal Employees**" includes full-time, part-time, and contract employees, paid by The Corporation of the Township of Terrace Bay.

vii. **"Nomination Day"** for a regular municipal election is the fourth Friday in July in a municipal election year.

viii. **"Registered Third Party"** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the municipal election

ix. **"Township of Terrace Bay"** means The Corporation of the Township of Terrace Bay.

5. Policy Applications

i. Technology Related Resources

Candidates, Members of Council or Municipal Employees shall not use corporate Information Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to

a) communicate election related messages;
b) for the creation of campaign related material;
c) recording of election campaign-related messages; or
d) to link to web sites that feature campaign related material.

*Note: The CAO/Clerk may include the contact information for Candidates and Registered Third Parties' on the "Municipal Elections" page of the Township website during the Campaign Period.

ii. Township of Terrace Bay Facilities/Property and Equipment

Candidates, Members of Council or Municipal Employees shall not:

a) campaign and/or distribute campaign related materials during any function being hosted by the Township of Terrace Bay, whether on municipal property or not; or
b) use/rent a municipal facility/property or equipment for any election-related purposes.

iii. Communications

Candidates, Members of Council or Municipal Employees shall not:

a) print or distribute, through electronic or non-electronic means, any election campaign related material using Town corporate resources;
b) print or distribute the Township of Terrace Bay's logo on any election campaign related materials, except in the case of a link to the Town's website to obtain information about the municipal election;
c) use photographs produced for and/or owned by the Township of Terrace Bay for any election campaign related purposes; or
d) take personal photos outside of the Township of Terrace Bay facilities or Township of Terrace Bay property for any campaign related purposes.
e) engage in campaign activities directed at other employees while those employees are at their workplace or engaged in work for the Township.
f) Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any Candidate, Registered Third Party or any position related to any questions which may be authorized to be placed on the ballot.

iv. Township of Terrace Bay Corporate Resources

a) The Township of Terrace Bay is prohibited from making contributions in any form, using corporate resources, towards the promotion of or opposition to the candidacy of a person for elected office.

b) Municipal employees shall not actively work in support of a candidate's municipal election campaign during work hours.
c) Municipal Employees shall not perform any work in support of a Registered Third Party during work hours.

6. Limitation

It is recognized that Members of Council are holders of their office until the end of the Council term. Nothing in this policy shall preclude any Member of Council from performing his/her duties as a Member of Council, nor inhibit them from representing the interests of their constituents.

7. Administration of the Policy

i. Individuals who have questions about this policy are encouraged to contact the CAO/Clerk.

ii. The CAO/Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the CAO/Clerk, the amendments do not change the intent of the policy.

iii. Should a written complaint be received alleging contravention of this policy, the CAO/Clerk or his/her designate, shall have the delegated authority to investigate it. If a breach of this policy is confirmed, the person may be required to personally repay any of the costs associated with the breach and/or issue a public letter of apology to Council.

8. Review Period

This policy shall be reviewed once during the fourth (4^{th}) year of the term of Council.