

**THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE  
POLICY**

<b>SECTION: Administration</b>	<b>POLICY #: ADMIN2018-01</b>
<b>POLICY: Use of Corporate Resources for Election Purposes</b>	

**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*, more specifically Section 88.8(4) relating to campaign finance rules, prohibits the municipality, The Corporation of the Township of Manitouwadge, from making contributions in any form, which includes its assets, resources, and employees.

This policy does not preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing the interests of their constituents.

**PURPOSE:**

The purpose of this policy is to clarify for election Candidates, including all members of Council, that they are required to follow the campaign finance provisions as set forth in the *Municipal Elections Act*.

**SCOPE:**

This policy is applicable to all Candidates, and all members of Council, including any acclaimed member of Council or member of Council who is not seeking re-election. This policy is also applicable to all staff of the Township of Manitouwadge.

**POLICY:**

**1. Definitions**

“**The Act**” means the *Municipal Elections Act, 1996*, as amended from time to time, and includes any regulation made thereunder.

“**Candidate**” means a person who is running or has expressed an intention 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 *Municipal Election Act, 1996*.

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**“Campaign Period”** begins the date a Candidate files their nomination through to voting day in a municipal election year. For federal and provincial elections the campaign period begins with the issuance of the writ through to voting day.

**“The Township of Manitouwadge”** means The Corporation of the Township of Manitouwadge.

**“Corporate Resources”** includes but is not limited to the Township’s employees, events, funds, information and assets.

**“Election Year”** or **“Election Period”** means May 1 through to Voting Day during a regular municipal election year.

**“Employees”** or **“Staff”** includes full-time, part-time, casual and contract employees, paid by the Township of Manitouwadge.

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

## 2. Policy Applications

Throughout the Campaign Period all restrictions noted in this policy will be applied to all Candidates, including acclaimed Candidates. Effective Nomination Day at 2:01 p.m. all restrictions noted in this policy will be applied to all Candidates, all members of Council, including acclaimed Candidates and those members of Council not seeking re-election. Individuals who have questions about this policy are encouraged to contact the Clerk’s Department to obtain further clarification.

### Technology Related Provisions

- Candidates and members of Council shall not use Corporate Resources, for any election-related purposes including computers, laptops, telephones, cell/smart phones, tablets, printers, scanners, or other services such as email, internet and filing storage.
- Websites and domain names that are maintained or funded by the Township of Manitouwadge shall not include any election-related campaign material or links to sites that feature election-related campaign material.
- In an Election Year, Mayor and Council biographies will remain static, and no changes to these pages will be allowed unless a member resigns.

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## **Facilities Related Provisions**

- Candidates may not campaign and/or distribute campaign literature during any function being hosted by the Township of Manitouwadge, whether on municipal property or not.
- Candidates shall not use any municipally provided facilities for any election-related purposes unless rented in accordance with the Township of Manitouwadge's rental procedures.
- No campaign related signs nor any other election-related material shall be displayed in or on any municipally owned facilities. Election signs are permitted to be placed in municipally owned buildings that are leased to another person or entity but must be removed at the end of the lease.

## **Communications Related Provisions**

- Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the Township of Manitouwadge is not election campaign related.
- Candidates shall not print or distribute any election campaign related material using municipal funds; the Township of Manitouwadge will not distribute material, through electronic or non-electronic means, which it determines is election campaign related.
- The Township of Manitouwadge's logo, slogan, etc. shall not be printed or distributed on any election material or included on any election campaign related website, except in the case of a link to the Township's website to obtain information about the municipal election.
- Photographs produced for and owned by the Township of Manitouwadge shall not be used by Candidates for any election purposes.
- No advertising paid for by the Township of Manitouwadge shall contain the name of a Councillor or the Mayor unless consistent with their duties as an elected official.
- In a municipal election year, the Township of Manitouwadge resources and members of Councils' budgets shall not be used to sponsor any advertisements, flyers, newsletters or householder from the day after Nomination Day up to and including final voting day.

This prohibition also applies to the use of any Township of Manitouwadge equipment, facilities or websites if the access is Township-sponsored.

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## Employee Provisions


- Employees engaged in political activities must take care to separate those personal activities from their official positions. Employees may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or use corporate assets or resources, or property. Notices, posters or similar material in support of a particular Candidate or political party are not to be produced, displayed or distributed by employees on Township of Manitouwadge work sites or property.
- Employees shall 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, floater day, or vacation leave.
- Employees shall not canvas or actively work in support of a municipal Candidate or political party while wearing uniform, badge, logo or any other item identifying them as an employee of the Township of Manitouwadge, or using a vehicle owned or leased by the Township.
- Employees need to ensure that they act in compliance with the Code of Conduct for Employees policy.

## Related Policies, Legislation and By-laws

- Code of Conduct for Council Members, Local Boards and Committees Policy
- Code of Conduct for Employees Policy
- Municipal Elections Act, 1996

## Review Period

This policy shall be reviewed the third year of the fourth year term of Council and will be revised to reflect the evolving nature of how technology is used or in light of any changes in legislation.

<b>Approval:</b>  _____	<b>Resolution #2018-123</b>
<input type="checkbox"/> CAO/Clerk-Treasurer <input checked="" type="checkbox"/> Deputy Clerk	<b>Council Meeting of:</b> <u>04/25/18</u>
Supersedes Policy # _____	<b>Dated:</b> ___/___/___
<b>Original Issue:</b> <input checked="" type="checkbox"/> <b>Revised Issue:</b> <input type="checkbox"/>	

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

April 25, 2018

Session No. 2018-123

Moved by:

Seconded by:

**RESOLVED THAT:** Council is in receipt of Administration Report No. TR2018-10, submitted by Margaret Hartling, CAO/Clerk-Treasurer regarding Use of Corporate Resources for Election Purposes policy.

**AND BE IT FURTHER RESOLVED THAT:** upon conclusion of Council's review and consideration, direct staff as follows:

- 1) Council approves policy ADMIN2018-01, Use of Corporate Resources for Election Purposes.

Recorded Vote	FOR	AGAINST
Councillor Edward Dunnill		
Councillor Raymond Lelievre		
Councillor Sheldon Plummer		
Councillor Peter Ruel		
Mayor Andy Major		

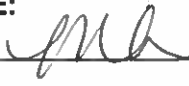
CARRIED  DEFEATED

\_\_\_\_\_  
Mayor Andy Major



THE CORPORATION OF THE  
TOWNSHIP OF MANITOUWADGE

ADMINISTRATION REPORT

<b>SUBJECT:</b> Policy – Use of Corporate Resources for Election Purposes		<b>REPORT NUMBER:</b> TR2018-10
<b>PREPARED BY:</b> Margaret Hartling		<b>PAGE</b> 1 <b>OF</b> 2
<b>DATE:</b> April 19, 2018	<b>REVISION DATE:</b>	
<b>MANAGER SIGNATURE:</b>	<b>FOR CONSIDERATION:</b> OPEN SESSION    X    CLOSED SESSION	
<b>CAO/CLERK-TREASURER SIGNATURE:</b> 		
<b>REFERRED TO:</b>		
<b>ATTACHMENTS:</b> Policy for Council Approval		

**BACKGROUND:**

Section 88.8 (4) of the Municipal Elections Act prohibits the Township from making contributions in any form, which includes its assets, resources and employees to those candidates running for office.

**COMMENTARY:**

By-law 2013-14, Code of Conduct for Council Members, Local Boards and Committees does reference the use of Municipal resources. The proposed policy is much broader and provides more clarity for both staff and, specifically in relation to election.

The purpose of this policy to provide a more comprehensive document outlining what those resources are and what candidates running for office are permitted or not permitted to do. It will also clarify for staff what they are permitted and not permitted to do for candidates.

The deadline for approval of such a policy for the 2018 elections is April 30, 2018.

**FINANCIAL IMPLICATIONS:** none

**ACCESSIBILITY IMPLICATIONS:** none

**IN CONSULTATION WITH:** Joleen Keough, Deputy-Clerk

**RECOMMENDATION:**

It is recommended that Council adopt the proposed Policy # Admin2018-01, titled "Use of Corporate Resources for Election Purposes".