



POLICY MANUAL

THE CORPORATION OF THE TOWN OF ESSEX		
SECTION: CORPORATE - COUNCIL		DOCUMENT NO: 011
SUBJECT: USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES		EFFECTIVE DATE: April 19, 2010
		REPLACES ISSUE OF: N/A
PREPARED BY: C. A. Bondy	APPROVED BY: R10-04-124	APPROVAL DATE: April 19, 2010

1.0 OBJECTIVE

The purpose of this policy is to clarify that all candidates for municipal council, including current members of Council, are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality for any election campaign or campaign related activities.
- No candidate shall undertake campaign related activities on municipal property.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the municipality.

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The *Act* also prohibits a candidate or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the Member, which is a violation of the *Act*.

2.0 RESPONSIBILITIES

This policy applies to all Town of Essex municipal election candidates, their campaign staff and scrutineers.

3.0 CORPORATE RESOURCES AND FUNDING

Corporate resources and funding may not be used for any election related purposes. Resources include but are not limited to:

- Telephone, Voicemail
- Blackberries
- iPhone
- Computer
- Printer
- E-mail
- Scanner
- Cell Phone
- Fax Machine
- Copier
- Consumables related to the above equipment such as paper, toner, etc.
- Town Logo

4.0 MUNICIPAL STAFF

Municipal 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, float day or vacation leave.

5.0 MUNICIPALLY PROVIDED FACILITIES

Candidates may not use municipally provided facilities for any election related purposes which includes the displaying of any campaign related signs in the window or on the premises, as well as displaying any election related material in the office.

6.0 GENERAL

For current members of Council from the day prior to Nomination Day in a municipal election year until Election Day all forms of advertising, including in municipal publications, will be discontinued.

Current members of Council shall not:

- 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;

- 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;
- 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 (Minutes of Municipal Council and Committee meetings are exempt from this policy);
- Use web sites or domain names that are funded by the municipality that contain any election related campaign material;
- Use the municipality's voice mail system to record election related messages;

The above recommendations also apply to an acclaimed Member or a Member not seeking re-election.

The Clerk is authorized and directed to take the necessary action to give effect to this policy.

7.0 LIMITATIONS

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

8.0 ACKNOWLEDGEMENT

I, _____ acknowledge that I have read and understand the Use of Corporate Resources for Election Purposes Policy of the Town of Essex. I agree to adhere to this policy.

Candidate Name (please print)

Candidate Signature

Date