



Policy No.

HR-12

CORPORATION OF THE TOWN OF RAINY RIVER HUMAN
RESOURCES DEPARTMENT

Use of Corporate Resources for Election Purposes

General Policy Statement:

The purpose of this policy is to clarify that all election Candidates, including 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 (including newsletters and budgets) for any election campaign or campaign related activities.
- No Candidate shall use the services of persons during hours in which those persons receive any compensation from the Municipality.
- No Candidate shall undertake election campaign related activities on Municipal property during regular working hours.
- Exception will be made where campaign related events made available to all Candidates that may be held on Municipal property.

Application:

This policy is applicable to all Candidates, including Members of Council.

Specific Policy:

1. In accordance with the provisions of the *Municipal Elections Act, 1996*:
 - a) Corporate resources, assets or 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, float day, or vacation leave;
 - c) Candidates may not use any municipally provided facilities for any election related purposes. Neither campaign related signs nor any other election campaign related material will be displayed in any municipal facility or on any municipal property;
 - d) The following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Voting Day:
 - i. The ordering of stationery, business cards, etc.;
 - e) Candidates may not:
 - i. Print or distribute any material paid by municipal funds that illustrates that a Candidate 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;
 - 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; and that minutes of Council and Committee meetings be exempt from this policy;
 - f) Candidates are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the municipality is not election related;
 - g) Candidates may not print or distribute any election related matter using municipal funds;
 - h) Web sites or domain names that are funded by the Municipality may not include any election campaign related material;
 - i) The Municipality's voice mail system may not be used to record election campaign related messages, including its email system, to distribute election campaign related correspondence;
 - j) The Municipality's logo may not be printed or distributed on any election campaign related materials or included on any election campaign related website, except in the case of a link to the Municipality's website to obtain information about the municipal election;
 - k) Photographs produced for and owned by the Municipality may not be used for any election purposes;
 - l) The above recommendations also apply to an acclaimed Member, or a Member not seeking re-election; and
2. In accordance with the *Municipal Elections Act, 1996*, the Clerk is authorized and directed to take necessary action to give effect to this policy.

Limitation:

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

Implementation:

This policy shall become effective immediately upon approval by Council.

Policy Justification:

It is necessary to establish a policy on the appropriate use of corporate resources during an election period to protect the interests of both the Corporation and the Members of Council. 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*.

ADOPTION & REVIEW GUIDELINES

Approved by Motion #18-61 on May 14, 2018

Reviewed/Revised by Motion #22-013 on February 14, 2022, By-law 1796-22

Approximate date of next review _____

REFERENCES:

POLICY AREA
Human Resources

POLICY NUMBER
Section HR-12
