



CITY POLICY

SECTION: MUNICIPAL GOVERNMENT

NO: MU-CO-03

REFERENCE: COUNCIL

Date: March 2022

**Next Review Date:
March 2026**

TITLE: Use of Corporate Resources for Election Purposes

1. 0 Purpose

To preserve the public trust and comply with the provisions of the Municipal Elections Act, 1996, as amended, it is essential that Members of City Council, all election candidates, and all City employees maintain the highest standards of ethical conduct.

This Policy reflects both provincial legislation and the conduct necessary to set a leading example through decision-making processes that reflect sound governance and accountability.

This Policy provides a consistent approach and direction to City employees, elected officials, candidates and third party advertisers on how City resources can and cannot be used for election related purposes. It also ensures that incumbent municipal candidates do not enjoy any material advantage over other candidates through the use of corporate resources.

This Policy develops a framework for addressing any real or perceived advantages that incumbent candidates may have over non-incumbent candidates.

**This procedure is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

2. 0 Definitions

As used in this policy, the following terms shall have the meaning as indicated:

Act: The Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

Campaign Period:

For candidates: 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 period has been filed).

For Registered Third Parties: the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).

Candidate: a person who has filed a Nomination Form 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.

Campaign Activity: any activity, using campaign materials, by or on behalf of a candidate, political party, or registered third party meant to elicit support during the election period.

Campaign Materials: any materials used to solicit votes for a candidate(s) or question in an election including, but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include, but are not limited to, materials in all media, for example, print, displays, radio or television, online including websites or social media.

City: The Corporation of The City of Dryden.

Clerk: The Clerk of the City or their designate.

Corporate Resources: anything that a person would have access to only by virtue of their elected Office or employment with the City of Dryden. This includes the items such as use of an Office title (such as "Mayor", "Deputy Mayor" or "Councillor") City employees, City event, City facilities, City funds, information, IT system, technology, intellectual property and infrastructure.

Election Day: for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, 1996.

Employee: means all full-time and part-time individuals hired by the City including all contract, temporary, student, intern, secondment or cooperative placement persons.

Members of Council: The Council of the Corporation of the City of Dryden.

Member: a Member of the Council of the City of Dryden.

Nomination Day: for a regular election is the third Friday in August in the year of the election, as prescribed by the Municipal Elections Act, 1996.

Policy: this Use of Corporate Resources for Election Purposes Policy.

Registered Third Party: means in relation to an Election in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996 as amended.

City Facility: any City of Dryden owned or leased facility, including City parks, sports fields and civic event spaces, and designated premises of that facility such as parking areas. Including, but not limited to: City Hall, Dryden Pool and Fitness Centre, Dryden Arena Complex, Cooper Park, Sandy Beach Ball Diamond Complex, Soccer Fields, Pronger Park, Kinsmen Park, Dryden Fire Halls #1 and #2, etc.

Voting Day: for a regular election is the fourth Monday in October in the year of the election or in the case of a by-election, the 45th day after Nomination Day, as noted in section 5 and subsection 65 (4) of the Municipal Elections Act, 1996.

3. 0 Application

This policy is applicable to all employees of the City of Dryden and candidates for a municipal election or by-election, including members of City of Dryden Council and any individual, corporation or trade union that files a notice of registration as a third party advertiser relating an election.

4. 0 General Principles

4.1 Pursuant to the Municipal Elections Act, the City of Dryden cannot contribute (including money, goods and services) to any candidate, registered third party,

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or be in support of or opposed to a question on the ballot during an election period.

- 4.2 Nothing in this Policy shall preclude a Member from performing his/her duty as an elected official, nor inhibit him/her from representing the interests of the constituents who elected him/her.
- 4.3 Subject to section 5.0 of this Policy, campaign activities, or election signs or any other election-related campaign material will not be displayed in any City-owned and/or operated facility.
- 4.4 The municipality's logo, crest, coat of arms, slogans, etc. shall not be printed or distributed on any election-related campaign materials or included on any election-related website or social media, except in the case of a link to the City's website to obtain information about the municipal election.
- 4.5 Photographs produced for and owned by the City of Dryden shall not be used for any election purposes.
- 4.6 City employees may not engage in political activity during working hours and shall not identify as City employees when engaged in any kind of political activity in accordance with section 5.0 of this Policy.
- 4.7 Members may not use corporate resources for campaign activities, to print or distribute campaign material, or for any election-related purpose.
- 4.8 Members are responsible for ensuring that the content of any communication material, including printed materials such as newsletters, advertising, etc. funded by the City for the operation of each Member's Office, is not election-related.
- 4.9 Members' social media accounts, domain names or websites, that are funded by the City, may not include any election-related campaign material and may not be re-designated for campaign purposes or provide a link to a campaign site or campaign activities.

5.0 Campaign Activities at City-owned and/or operated facilities

- 5.1 Candidates and registered third parties may not display campaign materials or hold/host campaign activities at City facilities except subject to the following:

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- 5.1.1 Candidates and registered third parties pay the full market rental fees and rates for use of such facilities; and,
 - 5.1.2 Candidates and registered third parties set up and remove all campaign materials, including, but not limited to, signs, posters, and other campaign-related paraphernalia within the allotted rental period; and,
 - 5.1.3 Campaign materials may only be displayed within the rented area designated within the rental agreement; and,
 - 5.1.4 Candidates and registered third parties are permitted up to a maximum of 3 directional signs within the facility. The directional signs must be temporarily affixed to the wall, using non-permanent tape that can easily be removed, without causing damage to the wall and/or paint. Directional signs cannot obstruct or interfere with any existing signage.
- 5.2 Despite subsection 5.1 of this Policy, Candidates and registered third parties shall not use the Municipal Offices (located at 30 Van Horne Avenue) or other non-rented areas within a City owned or leased facility to display campaign material or undertake campaign activities.
- 5.3 Candidates and registered third parties shall not rent City facilities for campaign activities on a date when there is a Voter Help Centre or Voting Location established at that facility or property.

6. 0 Campaign Activities at Events

- 6.1 Candidates and registered third parties may attend City organized events during the election period, but may not display or distribute campaign materials or undertake any campaign activities for themselves, a political party, registered third party, or in support of or opposition to a question on a ballot.
- 6.2 With the exception of the Municipal Offices, candidates and registered third parties may attend, campaign, and undertake campaign activities at non-City organized events held at City-owned facilities only with the permission of the event permit holder.

7.0 Activities not permitted for Members of Council during a Municipal Election Period, and for Candidates during other Election Periods

- 7.1 In any material printed or distributed by the City of Dryden, using corporate resources, Members during a municipal election period, or candidates in other election periods, are not permitted to:
- 7.1.1 Illustrate that an individual (either a Member or any other individual) is a candidate registered in any election;
 - 7.1.2 Identify where they or any other individual will be running for office; or,
 - 7.1.3 Profile or make reference to a candidate in any election.
- 7.2 Members during a municipal election period, or candidates in other election periods, shall not use corporate resources to organize/host an event, seek donations for an event, or seek sponsorships for an event.

8.0 Procedures for City of Dryden Employees

- 8.1 Employees shall not use corporate resources in support of or in opposition to a candidate, political party, or registered third party.
- 8.2 Employees shall not canvass nor actively work in support of or in opposition to a candidate or party during normal working hours, unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.
- 8.3 Employees shall not canvass nor actively work in support of or in opposition to a candidate or party while wearing a City uniform, badge, crest or other item identifying them as a City of Dryden employee, or while using a City owned or leased vehicle.
- 8.4 Employees, who are also relatives of any Member of Council or candidate for municipal election, shall not be assigned to work as election officers in a municipal election.

- 8.6 Employees shall not use their official authority or influence for the purpose of interfering with or affecting the result of an election, nor use their official title while participating in otherwise permissible political activities.
- 8.7 Employees are advised to be especially mindful of public perception during municipal elections, and to ensure that their activities do not conflict with nor adversely affect their duties as employees of the City. Moreover, employees have a responsibility to ensure that public resources are not used for political campaign purposes.

9.0 Administration of the Policy

- 9.1 Individuals who have questions about this policy are encouraged to contact the City Clerk.
- 9.2 The City 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 City Clerk, the amendments do not change the intent of the policy.
- 9.3 Should a written complaint be received alleging contravention of this policy, the City Clerk or his/her designate, shall have the authority take the necessary action to give effect to this policy.

Cross References:

Municipal Elections Act, 1996, as amended
Canada Elections Act, S.C. 2000, c.9, as amended
Municipal Act, 2001, as amended
Municipal Conflict of Interest Act, 1990, as amended
Council Code of Conduct
Employee Code of Conduct
Use of Corporate Logo Policy

History			
Approval Date:	November 6, 2006	Approved by:	Council Resolution
Amendment Date:	August 23, 2010	Approved by:	By-law 3807-2010
Amendment Date:	May 28, 2018	Approved by:	By-Law 4550-2018
Amendment Date:	March 2, 2022	Approved by:	CAO
Amendment Date:		Approved by:	
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