

		<b>ELECTION POLICY</b>	Approval Date: April 25, 2018	Revision Date:
<b>Title:</b>	<b>Use of Corporate Resources for Election Purposes</b>			
<b>Applies To:</b>	<b>Election Candidates, Registered Third Parties &amp; Municipal Employees</b>			
<b>Approved by:</b>	<b>Municipal Clerk</b>			

**1. POLICY STATEMENT:**

The Corporation of the Municipality of North Grenville, Council and its local boards are committed to ensuring accountable and transparent election practices, relating to the use of corporate resources.

**2. SCOPE:**

This policy applies to members of Council and its local boards, Municipal employees, candidates (including acclaimed candidates), registered third parties and members of the public.

**3. PURPOSE:**

To provide consistent information and direction to ensure that the Municipality's corporate resources and those of its local boards are not provided or used in any election-related purpose, unless required or directed by staff in the conduct of said election.

Where Municipality or related terms are used, it shall also be read to include its local boards as applicable.

**4. POLICY REQUIREMENTS**

**General Requirements**

- a) Corporate resources may not be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.
- b) Municipal facilities and/or properties may not be used for any election-related purposes, including in accordance with the Municipal Sign By-Law, the displaying of campaign signs or materials. For this purpose, Municipal facilities and property includes, but is not limited to, the following locations:
  - Municipal Centre
  - Fire Hall
  - Maplewood Hall
  - Court House Building
  - North Grenville Public Libraries
  - Parks – Riverside, South Gower
  - Kemptville Campus

**Note:** The exception to this requirement are all-candidate meetings to which all candidates are invited which may be held in the Municipal Centre and/or Kemptville Campus.

- c) The Municipal logo, websites, domain names, social media accounts or other Municipal systems may not be used in any campaign material or advertising.
- d) No photographs produced for and owned by the Municipality, photos taken utilizing Municipal equipment or photos showing Municipal staff or property shall be used in any campaign material or for any election-related purpose.

#### **Requirements Specific to Council Members**

- e) To avoid confusion with any website or social media accounts used for Council work, members of Council who create or use their own website or social media accounts shall, from the day they file nomination papers until Voting Day, include a clear statement, easily found and readable on the website or social media home page indicating whether the forum is being used solely for personal use, for Council work, for election purposes or for a combination.
- f) Council members shall not use the Municipality's computer network for campaign-related matters. This includes equipment such as iPads, cellphones and the Councillor's Office at the Municipal Centre, as well as software such as email addresses (i.e. Councilmembername@northgrenville.on.ca).

#### **Requirements Specific to Staff**

- g) Staff, including full-time, part-time and contract employees, are discouraged from assisting with or having any involvement in Municipal election campaigns, including posting election signs on their property, phone and email solicitations, signing nomination papers, distributing campaign material, etc. This is due to a perceived conflict of interest.
- h) Staff shall not display any election-related promotional material on their person or in their work area while at work.
- i) Staff shall behave in a manner that is impartial, fair and unbiased toward all candidates and third parties.
- j) Staff shall consult with their supervisor prior to agreeing to perform any task requested by a Member of Council, candidate or third party advertiser that exceeds their normal duties or could be construed as contributing to an election campaign.
- k) Staff shall take care to separate personal activities from their official positions and shall not canvass or actively work in support of or opposition to a Municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, time-in-lieu or vacation leave.

### **5. POLICY ADMINISTRATION**

Nothing in this policy shall preclude a Member of Council from performing their duties as a Councillor or inhibit them from representing their constituents.

The Clerk has the right, at any time, to amend the requirements of this policy. Any amendments shall be provided to Members of Council, candidates, registered third parties and Municipal staff.