

Schedule "A"

By-law 2022-20

Use of Corporate Resources for Election Purposes Policy

1. Policy Statement

The Township of Edwardsburgh Cardinal is committed to ensuring accountable and transparent election practices relating to the use of corporate resources during the municipal election. It is essential that Members of Council, Candidates and Township employees maintain the highest standards of ethical conduct.

2. Purpose

The purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during the municipal election campaign period in accordance with the Municipal Elections Act, 1996. This policy will ensure that municipal operations, equipment, supplies, staff time, events and facilities or other resources are used for non-partisan purposes and are not used for election campaign related purposes or activities.

3. General Provisions

In accordance with the provisions of the Municipal Elections Act, 1996, as amended:

- a) Corporate resources and funding may not be used for any campaign related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.
- b) Staff may not canvass or actively work in support of a municipal candidate or third party during working hours unless they are on a leave of absence without pay, lieu time, float/personal day, or vacation leave.
- c) Municipal facilities/property/Township branded signage may not be used for any campaign related purposes, which includes but is not limited to: displaying any campaign related signs or materials on such premises. All-candidate meetings to which all candidates are invited may be held in the Johnstown Community Centre, also known as the South Edwardsburgh Community Centre, where full market value rent is paid to the Township prior to the event taking place and where the host of the event is a community group such as the South Edwardsburgh Recreation Association or South Grenville Chamber of Commerce.

4. Application

- a) Corporate resources, assets and funding shall not be used for any election related purposes.
- b) No member of Council, election candidate, committee member, or 3rd Party Advertiser shall use the municipal facilities, equipment, supplies, services, staff or other resources of the municipality (including Township letterhead, business cards, email accounts etc.) for any election campaign or campaign related activities.
- c) The Township's technological systems, including computers, emails, YouTube (as noted in By-law 2020-56, Section 8), telephones/cell phones, etc., shall not be used for any election campaign or campaign related activities. The

Township's voicemail system or YouTube page shall not be used to record campaign messages.

- d) Websites, domain names, or social media that are funded, owned and operated by the Township shall not be used for any election campaign or campaign related activities, other than non-partisan election material that is required for the proper administration of the municipal election under the Act.
- e) No member, candidate, committee member or third party shall undertake campaign related activities on municipal property or facilities.
- f) Members of Council, candidates, committee members, and third-party advertisers who attend Township organized or hosted events are not permitted to campaign, including without limitation, distribute campaign material, or wear campaign buttons or clothing. The Township employee supervising such event may request that the person leave the event if campaigning is reported, notices or suspected.
- e)g) Members of Council attending Township organized or hosted events, or events held at a Township property/facility may act as a representative participant in their capacity as an elected official, including speaking and offering greetings. Members of Council who are also candidates at the time of their attendance and participation at the Township event shall not campaign. No election campaign materials, including clothing or buttons, may be publicized at the event.
- f)h) Campaign related activities or materials shall not be permitted at any Township operated or sponsored events.
- g)i) No Member of Council, candidate, committee member, or third-party advertiser shall use the services of employees or other persons for any election campaign or campaign related activities during hours in which those persons receive any compensation from the municipality.
- h)j) Activities of municipal staff are restricted to the normal conduct of municipal business and may not include any election related campaign activities.
- i)k) No Member of Council, candidate, committee member or third-party advertiser shall be permitted to submit any materials or appear as a delegation/presenter on an agenda or make statements at a Committee or Council meeting or any Township/Port operated or sponsored event which may be construed as supporting the personal or political agenda of a nominated candidate during an election period.
- j)l) Any material printed, distributed or paid for by the Township, shall not include any election campaign or campaign related activities other than non-partisan election material that is required for the proper administration of the municipal election as determined by the Clerk.
- k)m) The Township's logo, crest, branding, slogan, Strategic Plan, principles/priorities, other marks/signs etc., shall not be used in any campaign related activities/materials or included on campaign related websites, social media or electronic publications
- l)n) Distribution lists, contact lists and ratepayer information acquired, developed and provided utilizing municipal resources or through contact in a Member of Council's or Committee Member's role shall not be used for election purposes.
- o) Photographs and videos produced for and owned by the Township shall not be used for campaign related activities.
- p) Members of Council, candidates, committee members or third-party advertisers shall not print or distribute any election campaign related material using municipal funds or resources.
- q) The use of a camera is prohibited inside a voting location. Candidates or registered 3rd Parties are permitted to be photographed outside a voting

location on voting day, provided that there are no Township identifiers or election material/campaign material in the photograph.

- r) No Members of Council, candidates, committee members or third-party advertisers shall use Township owned or managed technology (IT) assets, infrastructure, or data (e.g. computers, tablets, wireless devices, portals, databases, corporate emails, webpages, social media, telephone) to communicate or prepare election-related messages.
- s) The Township's online list of candidates and registered third-party advertisers shall be the only area of the Township's website or social media where contact information may be posted during the election cycle.

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5. Election Signs:

- a. No person shall erect, locate or otherwise display an election sign:
 - i. 60 days prior to the day of the election.
 - ii. On the property of a voting location 48 hours prior to voting day, any advance voting and during voting hours.
 - iii. On or within any road allowance abutting any Township owned facility, property or building.
 - iv. Overhanging any Township property.
 - v. On any utility pole, official sign or sign structure.
 - vi. On any tree, tree support, fence, or other structure natural or manmade on Township property.
 - vii. Within 1.5 metre (5 feet) of a fire hydrant or other utility service.
 - viii. On any government owned railing, retaining wall, bridge, bench, garbage receptacle or structure of any kind.
 - ix. Along the frontage of properties where a cemetery or cenotaph is located.
 - x. At any location of Township property where the sign might interfere with underground services; At any location where the sign could obstruct the view of any pedestrian or driver of a motorized vehicle or obstruct the visibility of a traffic sign or device, or where it could interfere with vehicular traffic so that it could endanger any person.
 - xi. At any location where such sign, in the opinion of the Clerk, constitutes a safety hazard to the public.
- b. All election signs shall be removed within 48 hours immediately following the day of the election.
- c. Election signs affixed to a vehicle cannot be displayed on Township property or at voting locations.

~~⌘~~d. No campaign related signage nor any other election campaign material shall be displayed in or on any municipally owned facility or property.

~~e) Members of Council, election candidates, committee member's and/or 3rd~~

5-6. Policy Management & Limitation

In accordance with the Act, the Clerk is authorized and directed to take the necessary action to give effect to this policy.

- a) Nothing in this policy shall preclude a Member of Council from performing their duties as a Council Member (Councillor, Deputy Mayor, or Mayor) nor inhibit them from representing their constituents.

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- b) Nothing in this policy shall preclude a staff member from exercising his/her civic duty/right to participate in the municipal election process as a private citizen.
- c) Nothing in this policy shall prevent staff from conducting an election in accordance with the Act, or providing non-partisan election information material on behalf of the Township so as to inform the public about the election and election process.
- d) The Clerk or designate 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 Clerk, the amendment does not change the intent of the policy during an election period.