



Municipality of Meaford Corporate Policy

Policy:	Use of Corporate Resources for Election Purposes
Division:	Legislative Services
Last Revision:	April 2018

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Policy Statement

The Municipal Elections Act, 1996, as amended establishes regulations governing campaign finance for candidates running in a municipal election, and registered third-party advertisers. Section 88.8 (4) of the Act prohibits municipalities from making campaign contributions to municipal candidates.

The Election Finance Act, 1990, as amended, and the Canada Elections Act, 2000, as amended, establish regulations for candidates and parties running in provincial and federal elections. Section 29 (1) of the Election Finance Act and Section 363 (1) of the Canada Elections Act prohibit a municipal



corporation from making campaign contributions to any candidate, political party or constituency association in a provincial or federal election.

As a campaign contribution may take the form of money, goods or services, any use of corporate resources for election related purposes, by candidates or staff, is not permitted.

Purpose

This policy ensures compliance with the Municipal Elections Act, the Election Finance Act, and the Canada Elections Act, by clarifying for candidates, current members of Council, registered third-party advertisers and municipal staff the legislative requirements relating to campaign finances.

The provisions identified in this policy are in effect throughout the duration of the campaign period in a municipal election year or in the event of a by-election and from the dropping of the writ to Voting Day in a provincial or federal election.

Definitions

“Act” means the Municipal Elections Act, 1996, as amended.

“Campaign Period” means:

For federal or provincial elections, the date a candidate files their nomination through to Voting Day; or

For municipal elections, the date a candidate files their nomination form through to December 31 in the year of an election, or the date that a third party advertiser submits a Notice of Registration until December 31 in the year of an election.

“Candidate” means any individual running for an elected office, including Mayor, Deputy Mayor, Councillor, School Board Trustee, Member of Provincial Parliament and/or Member of Parliament, or anyone acting on their behalf.



“Corporate Resources” means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality, including but not limited to facilities, parks, materials, equipment, monies, technology, databases, social media, intellectual property, and supplies.

“Election” means any municipal, federal or provincial election including by-elections.

“Election related purposes / activities” means any participation in an election that seeks to promote or oppose the candidacy of an individual seeking office, including participation on behalf of a registered third-party advertiser.

“Member” means a member of the Council of the Municipality of Meaford, or anyone acting on behalf of a member of Council.

“Municipal employee” means any individual working for, or receiving compensation from, the Municipality of Meaford; including those in part-time, seasonal or contract positions, and volunteer firefighters.

“Registered third-party advertiser” means an individual, corporation or trade union that has filed a Notice of Registration as a Third-Party Advertiser for a municipal election.

Scope

This policy covers members of Council, candidates, registered third party advertisers, and those acting on behalf of members, candidates, or registered third-party advertisers, and municipal staff.

Policy Requirements

Members of Council and Candidates

The following section applies to members, candidates, registered third-party advertiser and those acting on behalf of members, candidates, or registered third-party advertisers.



Municipal facilities, services and property may not be used for any election related purposes except as identified in this policy. The provisions in this policy do not prevent members from conducting their regular duties as political representatives for their constituents.

Use of Municipal Facilities, Services and Property

Municipally owned or run facilities may only be used for election related purposes if rented in accordance with standard Municipality of Meaford rental procedures and the commercial fees and charges listed in the Municipality's Fees and Charges By-law. Election related activities are not permitted in any municipally owned facility that is not available for rental.

Members and candidates may not campaign, distribute campaign literature, or engage in election related activities at any function hosted by the Municipality of Meaford.

Election signs, or other election material, may not be displayed in, or on the property of, any Municipality-owned or run facilities.

Municipal Employees

Members, candidates and registered third-party advertisers may not use municipal employees for any election-related purposes during regular business hours or while the employee is receiving compensation from the Municipality.

Technology

Corporate resources or services such as computers, cell phones, telephones, tablets, printers, scanners, copiers, e-mail, voicemail, or any other equipment or technology owned by the Municipality of Meaford may not be used for any election related purposes.

The Municipality of Meaford website shall not include any election related campaign materials or links to any sites that include election related campaign material, with the exception of one link per candidate on the Municipality's list of candidates for election.



Visual Insignia

The Municipality of Meaford logo, crest, coat of arms, flag, slogan, or other similarly branded corporate resources shall not be used by any candidate for any election related campaign materials, including printed literature, signage and websites.

Employees of the Municipality of Meaford

The following section applies to all Municipality of Meaford employees.

Employees may not engage in election related activities during their normal working hours or anytime they are receiving remuneration from the Municipality of Meaford. This includes providing administrative support to candidates such as photocopying campaign literature or providing technical assistance.

Employees may engage in election related activities as long as those activities are separate from the official positions and duties. Employees must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work.

The following employees shall not engage in any election related activities within the Municipality, or the federal or provincial riding in which the Municipality is located, due to their enforcement duties during a campaign:

- Clerk
- Municipal Law Enforcement Officers

The following employees shall not engage in any municipal election related activities within the Municipality of Meaford:

- Chief Administrative Officer
- Municipal Directors
- Such other staff seconded to the Elections team and taking the Oath of an Election Official



While engaging in election related activities, municipal employees shall not wear any clothing, such as a uniform or badge, which identifies them as a Municipality of Meaford employee. Municipal employees shall not use any vehicles, technology, or other resources owned or leased by the Municipality of Meaford while engaged in election related activities.

Review

This policy shall be reviewed by municipal staff at least once per term of Council. Changes to the content of the policy shall be considered by Council.

Monitoring

The Clerk shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

This policy is established pursuant to Section 88.18 of the Municipal Elections Act, 1996 which provides for the adoption of rules and procedures pertaining to the use of municipal resources during the election campaign period.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Use of Corporate Resources for Election Purposes	April 2018	New Policy	2018-23
Use of Corporate Resources for Election Purposes	March 2022	Formatting Updates	N/a