



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2022-12**

**BEING A BY-LAW TO ADOPT A USE OF CORPORATE RESOURCES  
FOR ELECTION PURPOSES POLICY**

**WHEREAS** the Province of Ontario passed the *Municipal Elections Act, 1996*;

**AND WHEREAS** section 88.18 of the *Municipal Elections Act, 1996* as amended, requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the election campaign period;

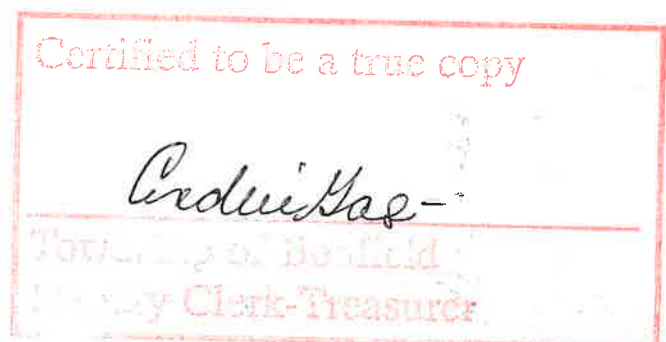
**NOW THEREFORE**, the Council of the Corporation of the Township of Bonfield hereby enacts as follows:

1. THAT the "Use of Corporate Resources for Election Purposes" policy, attached as Schedule "A" to this by-law and forming part of this by-law, be hereby adopted.
2. THAT this by-law shall take effect on the date of final passing thereof.

**READ A FIRST, SECOND, AND THIRD AND FINALLY PASSED THIS 8th DAY OF MARCH, 2022.**

  
MAYOR

  
CAO/ CLERK





# MUNICIPAL ELECTIONS USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY

## POLICY & PURPOSE

This Policy is to clarify the provisions of the *Municipal Elections Act, 1996*; the *Municipal Elections Modernization Act* as it applies to all Members of Municipal Council.

## SCOPE

The purpose of this policy is to clarify that Members of Council are required to follow the provisions of *Municipal Elections Act* and that:

- No member 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 member shall undertake campaign-related activities on municipal property during regular working hours.
- No member shall use the services of persons during hours in which those persons receive compensation from the municipality.

Specifically, and in accordance with the provisions of the *Municipal Elections Act, 1996*:

1. Corporate resources and funding may not be used by Members of Council for any election-related purposes.
2. Staff may not canvass or actively work in support of a municipal candidate during normal working hours unless they are on a leave of absence without pay, lieu time, or vacation leave.

3. Members of Council may not use any municipally-provided facilities for any election-related purposes, which include displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office.
4. The following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Voting Day:
  - a. All forms of advertising, including in municipal publications;
  - b. All printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
  - c. The ordering of stationery.
5. Members of Council may not:
  - a. Print or distribute any material paid by municipal funds that illustrate that a Member of Council or any other individual is registered in any election or where they are running for office;
  - b. Profile (name or photograph), or make any reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
  - c. 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 the Minutes of Municipal Council and Committee Meetings are exempt from this provision.
6. Members of Council 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 directly election-related.
7. Websites or domain names that are funded by the municipality may not include any election-related campaign material.
8. These policies also apply to an acclaimed member or a member not seeking re-election.

#### **ENFORCEMENT**

9. The Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

#### **LIMITATION**

10. Nothing in this policy shall preclude a Member of Council from performing his/her job as a Member of the Council, nor inhibit them from representing the interests of the constituents who elected them.

## **IMPLEMENTATION**

11. This policy shall become effective immediately upon approval by the Municipal Council.

## **RATIONAL AND LEGISLATIVE AUTHORITY**

12. Guidelines for the appropriate use of corporate resources during an election period are necessary to protect the interests of both the Members of Council and the Corporation.

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.