



THE CORPORATION OF THE TOWN OF MOOSONEE

USE OF CORPORATE RESOURCES DURING MUNICIPAL ELECTION CAMPAIGN PERIODS POLICY

Touch the Edge of the Arctic!

POLICY STATEMENT:

The purpose of the Use of Corporate Resources during Municipal Election Campaign Periods Policy is to meet the Town's responsibilities under the Municipal Elections Act, 1996, as amended, by establishing rules and procedures with respect to the use of municipal resources during the election campaign period. This policy is established to protect the interests of Certified Candidates in the Municipal Election, Members of Council, Third Party Advertisers, as well as the Town.

This policy also recognizes some unique characteristics of the Town of Moosonee, especially as it relates to the availability of certain services and spaces available for rent in the Town which may be significantly different than those available in other areas of the Province.

APPLICATION:

This Policy is applicable to Members of Council, to all Certified Municipal Election Candidates, Third Party Advertisers in the Municipal Election Campaign and to Town Employees.

GENERAL:

Given the services available in the broader business community in the Town of Moosonee, it may not always be possible to strictly ban the use of Municipal Corporate Resources by Certified Candidates and Third Party Advertisers involved in the Municipal Election.

Any time requests are made for use of Municipal Corporate Resources, these requests will be treated in the same fashion as requests made by the General Public and will be subject to the same schedule of fees and charges as exist when providing services to the General Public.

Excluded from this policy is the costs incurred by the Town in the administration and activities required to host a Municipal Election.

APPLICATION AND PROCEDURES:

- (a) Except as noted above, Corporate Municipal Resources, Assets, and Funding shall not be used for any election related purpose;
 - (b) Staff shall not canvass or actively work in support of a Certified Candidate or Third Party Advertiser during hours which they are receiving compensation from the Town. For clarification this would include normal business hours unless they are on an approved leave in accordance with the Human Resources policies of the Town;
 - (c) Except as noted above, no Member of Council, Certified Candidate, or Third Party Advertiser shall use the facilities, equipment supplies, services staff or other resources of the municipality for any election
-

- campaign or campaign related activities. Other resources of the municipality include Town Letterhead, Town Business cards, Township email accounts, and other similar items;
- (d) The municipal technology systems, including Town computers, laptops, emails, cell phones, etc., shall not be used for any election campaign or campaign related activities. The Town's voice mail system shall not be used to record campaign messages;
 - (e) Websites or domain names that are funded, owned, and/or operated by the Town shall not be used for any election campaign or campaign related activities. Excluded from this provision is non-partisan election material that is required for the proper administration of the Municipal Election as provided by the Municipal Elections Act, 1996, and other related Town policies. Also excluded is general contact information for those who are Certified Candidates in the Municipal Election;
 - (f) Items that shall not be allowed to be displayed in, or on, Town property or facilities include any campaign related signs, and displaying any election related material, whether this material supports or opposes the candidacy of a person for elected office. Campaign signs may be permitted as provided by the election policies of the Town and by appropriate Provincial legislation;
 - (g) No Member of Council or Certified Candidate shall be permitted to submit any written materials to an agenda or make statements at a Council meeting or Town sponsored event which may be construed as supporting the personal or political agenda of a Certified Candidate during the Election Period;
 - (h) Any material printed, distributed or paid for by the Town 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 under the Municipal Election Act, 1996;
 - (i) The Town's logo, crest, brand, and other Town corporate marks shall not be used in any campaign related activities or materials or included on campaign related websites, social media or electronic publications;
 - (j) Any contact lists, including distribution lists or ratepayer information, acquired or developed using municipal resources or through the role of a Member of Council shall not be used for election purposes;
 - (k) Photographs or videos produced for and owned by the Town may not be used for campaign related activities.

LIMITATIONS:

- (a) Nothing in this Policy shall preclude a Member of Council from performing their role as a Member of Council nor inhibit them from representing the interest of the constituents who elected them;
- (b) Nothing in this Policy shall preclude a Staff member from exercising their civic duty to participate in the municipal election process as a private citizen;
- (c) Nothing in this Policy shall prevent Staff from conducting and election in accordance with the Municipal Elections Act, 1996, or providing non-partisan election information material on behalf of the Town so as to inform the public about the election and the election process

POLICY REVIEW:

This policy shall be reviewed prior to the Nomination Period of future Municipal Elections.
