

TOWNSHIP OF LAKE OF BAYS POLICY MANUAL			
Chapter:	Council	Index No.	CO-1.3
Section:	Administration	Effective Date:	Dec 06/05
Subject:	Use of Corporate Resources for Election Purposes	Revision Date:	
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1 PURPOSE:

1.01 This policy has been developed to establish guidelines on the appropriate use of corporate resources during an election period

2. POLICY:

2.01 This policy is to clarify to members of Council and registered candidates that they are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- a) No member shall use the facilities, equipment, supplies, services, staff or other resources of the township (including Councillor newsletters and Councillor budgets) for any election campaign or campaign related activities).
- b) No member shall undertake campaign-related activities on municipal property during regular working hours
- c) No member shall use the services of persons during hours in which those persons receive any compensation from the municipality.
- d) Corporate resources and funding may not be used for any election-related purposes
- e) Staff may not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, heritage day, or vacation leave
- f) Members of Council may not use their constituency office, or any municipally-provided facilities for any election-related purposed, which includes displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office
- g) The budgets for Member of Council for the period January 1 to Election Day in a municipal election year be restricted to 11/12ths of the approved annual budget amount with the provision that subsequent to election day:
 - i) New Members of Council be allocated a budget equal to 1/12th of the approved budget amount for the month of December; and
 - ii) Re-elected Members of Council have available to them the balance of funds remaining as of Election Day.
- h) Members of Council, registered candidates and agents may not deliver any unsolicited material outside their existing ward, unless the ratepayers mailing address is different than their Lake of Bays resident address. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only (with accommodation made for the normal spillage associated with Canada Post postal walks.

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- i) Web sites or domain names that are funded by the municipality may not include any election-related campaign material
- j) Members of Council may not use the municipality's voice mail system to record election related messages
- k) No photographic or video materials created by the township staff may be used in any campaign materials
- l) The township logo will not be used in any campaign related materials; and
- m) The above recommendations also apply to an acclaimed Member or a Member not seeking re-election
- o) Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.
- p) That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

3. **ADMINISTRATION:**

3.01 All staff, members of Council and registered candidates shall ensure that the policy is adhered to.

4. **ATTACHMENTS:**

4.01 Nil

Resolution No.: 8(e)(iii)/12/06/05

