

**THE MUNICIPAL CORPORATION OF  
NORTH ALGONA WILBERFORCE TOWNSHIP**

**BY-LAW No. 2022 - 26**

A By-Law to establish a Use of Corporate  
Resources for Campaign Purposes Policy

**WHEREAS** Section 88.18 of the *Municipal Elections Act, 1996*, requires that municipalities and local boards establish rules and procedures with respect to the use of municipal resources during the election campaign period; and

**AND WHEREAS** the Council of North Algona Wilberforce deems it expedient and necessary to establish a Use of Corporate Resources for Campaign Purposes Policy;

**NOW THEREFORE** the Council of the Corporation of North Algona Wilberforce enacts as follows:

1. That the Use of Corporate Resources for Campaign Purposes Policy is hereby established pursuant to Section 88.18 of the *Municipal Elections Act, 1996*.
2. That the corporate policy attached shall form a part of this by-law.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

**READ A FIRST AND SECOND TIME THIS 26<sup>th</sup> DAY OF APRIL ,2022.**

**READ A THIRD TIME AND FINALLY PASSED THIS 26<sup>th</sup> DAY OF APRIL ,2022.**

  
MAYOR

  
CLERK



Corporate Policies and Procedures

<b>DEPARTMENT:</b> Clerk			
<b>POLICY:</b> Use of Corporate Resources for Campaign Purposes			
<b>DATE:</b> April 26/22	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council, Local Boards, Employees, Third Party Advertiser	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT**

This policy has been developed to ensure compliance with Section 88.18 of the *Municipal Elections Act, 1996*, as amended, to require municipalities and local boards to establish rules and procedures with respect to the use of municipal resources during an election campaign period.

**PURPOSE**

This policy balances the need for freedom of expression and assembly of candidates and the Township's legal responsibility to ensure that no candidate, registered third party advertiser or political party is provided with an unfair advantage.

**POLICY SCOPE**

This policy is applicable to all Members of Council and Municipal Staff. It does not apply to expenses budgeted and incurred by the Clerk/Returning Officer for the effective running of the Municipal Election.

Nothing in this policy shall preclude a Member of Council from performing their duty as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

**DEFINITIONS**

**1. Definitions**

- a. "Election-related Campaign Purposes" means the occurrence of a municipal election or by-election. It also includes partisan participation in federal and provincial elections.
- b. "Local Board" means a local board described in the *Municipal Affairs Act*.

c. "Members of Council" means Council of the Corporation of North Algona Wilberforce Township.

d. "Miscellaneous Expenses" means the amount set aside on an annual basis in the Council Remuneration By-law.

e. "Municipal Corporate Resources" includes the following:

"Equipment" means to municipally-issued equipment, including laptops, iPads, smart phones and other similar devices;

"Municipal Property and Facilities" means to any municipally-owned property and buildings, excluding road allowances;

"Supplies" means to any municipally-purchased paper, stationary and other similar supplies.

f. "Municipal Staff" means all remunerated staff including full-time permanent, part-time, and casual.

POLICY CONTENT

1. Use of Municipal Resources Prohibited

1.1 Municipal corporate resources may not be used by Municipal Staff, Members of Council or Local Boards for any election-related campaign purposes.

1.2 Staff may not canvass or actively work in support of a candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.

1.3 Campaign-related materials may not be displayed in work spaces or other municipal facility.

1.4 Staff may not wear campaign-related insignia, slogan or other identifying representation during working hours.

1.5 The Township logo, flag or other similarly branded corporate resources or property may not be used by any Member of Council, candidate or staff for any election-related campaign material.

1.6 No Member of Council or staff may use Township issued email addresses for election-related or campaigning purposes, other than non-partisan election information material.

- 1.7 Photographs and videos produced by, for and owned by the Township may not be used for election or campaign purposes.
- 1.8 Websites, domain names and social media sites that are funded, owned or operated by the Township may not include election-related campaign material other than non-partisan election information material.

## **2. Monitoring**

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

