



Guidelines Regarding the Use of Corporate Resources and Communications during Election Year

The purpose of this document is to provide guidelines regarding the use of corporate resources during an election year. The Municipal Act prohibits a City from contributing to an election campaign, and a candidate from accepting a contribution from someone prohibited from contributing. (Municipal Elections Act, s.70 (4) 3) and (7)).

As a contribution may take various forms (money, goods or services, equipment etc.) the following guidelines are established to clarify to all election candidates, elected members, and City staff what use of the Corporation's resources for an election campaign would be illegal.

All candidates should be aware that during staff working hours, staff may not canvass or actively work in support of a municipal, provincial or federal candidate or party, in accordance with the Corporate Policy on Employees' Political Activities.

Corporate resources (including equipment, supplies, staff and funding) must not be used for any election-related purpose. The following is a non-exhaustive list of uses, which, if funded or City-owned, would be a contravention to the Act, and therefore must not be used for election purposes:

- City Owned Electronic Devices: corporate information technology assets, infrastructure, or data (i.e. computers, wireless devices, portals, corporate email, web pages, social media links, including Facebook, twitter, blogs) telephone, voice mail or email systems;

- City Symbols: the City's crest, logo, brand, coat of arms or slogan (either printed or on a campaign website);
- City Communications/Publicity: photographic or video material, websites or domain names containing the name, photograph or identity of a registered candidate; and
- Signs/Election Promotion in City owned buildings: unless the location is rented according to the municipal policy and the fees have been paid from the candidate's election account.