

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BYLAW NO. 23-2022**

**BEING** a by-law to adopt a Use of Corporate Resources During an Election Year Policy.

**WHEREAS** the Municipal Elections Act, 1996, S.O. 1996, c.32, Section 88.18 a municipality shall establish rules and procedures with respect to the use of municipal resources during the election campaign period;

**NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY AS FOLLOWS:**

1. **THAT:** Council adopts a Use of Corporate Resources During an Election Year Policy, attached to this by-law as Schedule A.
2. **THAT:** By-law No. 22-2018 Election Related Resources Policy is hereby repealed.
3. **THAT:** This bylaw shall come into force and effect on the date of its final passage.

**READ** a first, second, third time and enacted in Open council this 25<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Clerk/Deputy Clerk

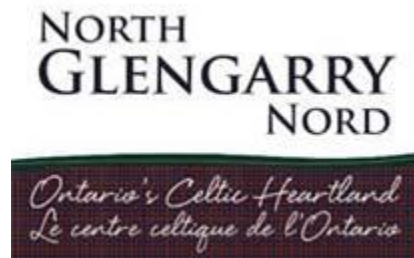
\_\_\_\_\_  
Mayor

I, hereby certify that the forgoing is a true copy of By-Law No. 23-2022, duly adopted by the Council of the Township of North Glengarry on the 25<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
CAO/Clerk / Deputy Clerk

## SCHEDULE A



### USE OF CORPORATE RESOURCES DURING AN ELECTION YEAR

#### 1. PURPOSE

This policy is to be followed by candidates, current members of Council, registered third party advertisers and those acting on behalf of a member, candidate, or registered third party advertiser, and staff.

#### 2. DEFINITIONS

“The Act” means the Municipal Elections Act, 1996, as amended.

“Campaign materials” means any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

“Campaign period” means the date a candidate files their nomination through to Voting Day in a municipal election year or in the event of a by-election.

“Candidate” means any individual running for an elected office, including Mayor, Councillor, Regional Chair or School Board Trustee.

“Common Areas” means areas within Township facilities including but not limited to foyer, halls, atriums, and parking lots.

“Corporate Resources” means anything that a person would have access to only by virtue of their elected Office or employment with the Township of North Glengarry. This includes but is not limited to township facilities, township funds, township events, township employees, information and infrastructure.

“Employee” means any individual working for, or receiving compensation from the Township of North Glengarry, including those in part-time, seasonal or contract positions.

“Election” means any municipal election including by-elections.

“Election related purposes” means any participation in an election that seeks to promote or oppose the candidacy of an individual seeking office.

“Members” means Councillors, the Mayor, or anyone acting on behalf of a Councillor or the Mayor.

“Registered Third Party Advertiser” means in relation to a municipal election, an individual, corporation or trade union that is required under section 88.6 of the Municipal Election Act, 1996, as amended.

#### 3. POLICY APPLICATION AND EXCLUSIONS

##### 3.1 Use Township Facilities, Services and Property

Township of North Glengarry facilities, services and property may not be used for any election related purposes except as identified in this policy.

The provision does not prevent current term Council members from conducting their regular duties as political representatives for their consultants.

### **3.2 Township of North Glengarry employees (expectations of Staff)**

- Staff are expected to take extra care to ensure that they behave in a manner that residents, members of Township Council and potential candidates for election see as impartial, fair and unbiased.
- Staff are to consult with their Supervisor prior to agreeing to perform any task asked by an incumbent member of Council, registered candidate or registered third party advertiser that is beyond their normal duties and/or could be construed as contributing to an election campaign.
- Staff are discouraged from assisting with municipal election campaigns in the Township of North Glengarry, including positing election signs on their property, phone and e-mail solicitations, distribution of brochures and wearing candidate buttons, due to a perceived conflict of interest.

### **3.3 Meetings/Special Events**

As in non-election years, corporate project meetings/public information centres will continue to be planned and coordinated by Township staff during a municipal election year.

### **3.4 Nominations**

In order to keep staff apprised of candidates for office, the Clerk will send an electronic broadcast to all Township staff upon receipt of a candidate's nomination form. Upon the receipt of and verification of a completed nomination form, the Clerk will ensure a list of all registered candidates is included on the Township's website.

### **3.5 Municipal Facilities and Property**

- Rental of closed meeting room space in Township owned facilities is permitted, however no campaign materials are to be displayed within common areas of a facility.
- Members, candidates and registered third party advertisers may not use the common areas on any municipality owned or run facilities for any election related purposes.
- Members, candidates and registered third party advertisers may not be campaign or distribute campaign literature at any function hosted by the Township of North Glengarry.
- Election signs, or other election material, including third party advertising, may not be displayed in, or on the property of, any Township of North Glengarry owned or run facilities.

### **3.6 Technology**

- Websites and domains that are operated or funded by the Township of North Glengarry shall not include any election related campaign materials or links to any sites which include election related campaign material.
- Member's social member account, domain names or websites, that are funded by the Township, may not include any election-related campaign material and may not be re-designated for campaign purposes or provide a link to a campaign site or campaign activities.

### **3.7 Communications**

The Township of North Glengarry logo, crest, coat of arms, flag, slogan, or other similarly branded corporate resources or property shall not be used by any candidate or registered third party advertiser for any election related campaign materials, including printed literature, signage and websites.