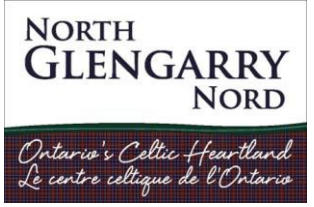


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Township of North Glengarry Use of Corporate Resources During an Election Year		
Policy Number:	AD26-POLICY-1-v.1	
Effective Date:	March 9, 2026	

**Policy Title: Use of Corporate
Resources during an Election Year**
Policy Number: AD26POLICY-1-v.1

Policy Type: Council Policy
Policy Owner: Clerks Department
Approval Authority: Council

Administration			
Effective Date:	March 23, 2026	Last Review Date:	April 25, 2022
Related Policy(ies):	Election Polices and Procedures		
Related By-Law(s):	18-2026		
Procedural Document:	N/A		

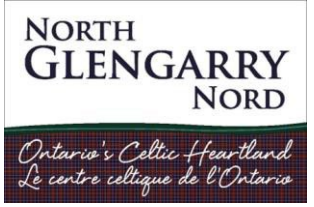
1. Policy Statement

The Township of North Glengarry and its local boards are committed to ensuring accountable and transparent election practices relating to the use of Corporate Resources.

2. Purpose

This policy aims to clarify that all parties must abide by the Act's restrictions regarding the use of corporate resources for election-related objectives.
Additionally, this policy ensures that the Municipality's facilities, events, and operations are used for nonpartisan purposes and are not utilized for activities related to election campaigns.

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3. Definitions

3.1 General Definitions:

"The Act" means the Municipal Elections Act, 1996, as amended.

"Acclaimed" means a Candidate elected by acclamation pursuant to section 37 of the Act.

"Campaign(ing)" means any activity by or on behalf of a Candidate meant to, directly or indirectly, elicit support for or opposition of a Candidate or a proposed by-law or question on a ballot during the Election Period. This does not include the appearance of a Candidate at an event in their personal capacity without the identification of the individual as a Candidate or without the solicitation of votes.

"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 foyers, halls, atriums, and parking lots.

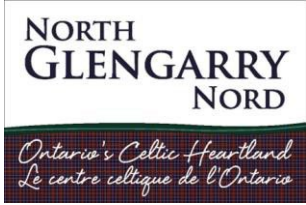
"Clerk" means the Clerk of the Municipality or their designate.

"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.

"Council" means the Council of the Municipality.

"Employee" means any individual working for, or receiving compensation from the Township of

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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.

"Municipality" means The Corporation of the Township of North Glengarry

"Municipal Facility or Building" means any facility or building and its associated lands that are owned, leased or licensed by the Municipality or any of its local.

"Nomination Day" means the deadline to file a nomination, for a regular election, pursuant to the Act.

"Staff" means all full-time and part-time persons hired by the Municipality, including but not limited to the Chief Administrative Officer, Directors, Supervisors, Coordinators, salaried employees, administrative staff, contract and temporary employees and students. Municipality means The Corporation of the Township of North Glengarry.

"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.

"Voting Day" means, in the case of a regular election, the fourth Monday in October in the year of the election or, in the case of a by election, the 45th day after Nomination Day, as noted in section 5 and subsection 65(4) of the Act.

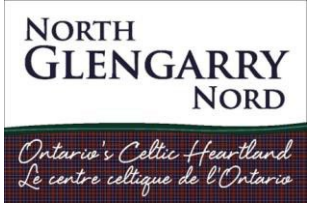
"Voting Place" means the location, both convenient and accessible to the electors, for the purpose of casting a ballot as established by the Clerk.

4. GENERAL PROVISIONS

4.1 Use of Corporate Resources

- i. Corporate resources, including funds, facilities, services, and property, shall not be used for election-related purposes, including promoting or opposing a Candidate, except as expressly permitted under this policy.

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- ii. Staff shall not canvass or actively work in support of a Candidate or registered Third-Party during working hours unless on an approved leave of absence without pay, lieu time, float day, or vacation leave.
- iii. Municipal facilities or property shall not be used for campaign-related purposes, except where explicitly permitted by this policy and where access is provided on a neutral, non-preferential, and market-value basis.
- iv. No Candidate or registered Third-Party shall benefit from Municipal pricing or receive goods/services at less than fair market value.
- v. Nothing in this policy prevents Members of Council, during their current term, from performing their duties as elected representatives, provided no Corporate Resources are used for campaign purposes.

4.2 Nominations

The Clerk will send an electronic broadcast to all Township staff upon receipt of a candidate's nomination form. A verified list of registered Candidates will be published on the Township website.

5.0 CORPORATE RESOURCE - COMMUNICATIONS

5.1 Use Restrictions

Members of Council, Candidates, and registered Third-Party Advertisers shall not:

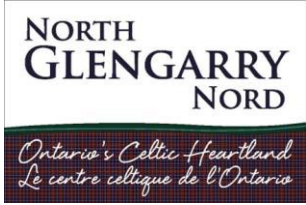
- i. Use any photographs, images, or visual materials produced for or owned by the Township, including materials created using Municipal equipment or transmitted via Municipal email, for campaign purposes.
- ii. Use the Township's name, logo, crest, coat of arms, flag, slogan, or other branded identifiers in campaign materials.

5.2 Permitted Use

Candidates may capture their own photos of Municipal property or facilities for campaign purposes if:

- i. The photograph is taken from a publicly accessible area.
- ii. It does not include any Municipal sign, logo, crest, coat of arms, flag, slogan, or other corporate identifier.

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5.3 Distribution & Social Media

- i. Corporate content may be shared but must not be modified or taken out of context.
- ii. Official Municipal email addresses, telephone numbers, or facility addresses must not be used in Campaign Materials except to provide access to official election information.
- iii. Candidates may link to the Municipal election website in their campaign materials for voter information.

6.0 Corporate Resources – Technology

6.1 Restrictions

- i. Township websites, domains, and IT resources shall not contain election campaign content.
- ii. Members’ social media accounts or websites funded by the Township may not be used for campaign purposes.
- iii. Municipal computer networks, including email systems, must not be used for campaign correspondence.

6.2 Permitted Use

- i. Corporate Resources such as strategic plans, agendas, or reports may be linked but must not be hosted on a Candidate’s site or modified.
- ii. Once a Member of Council registers as a Candidate, any links from the Municipal website to their personal site containing campaign material will be removed.

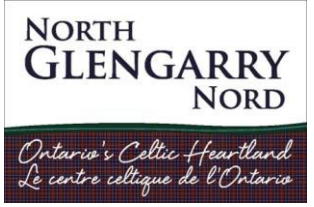
7.0 Corporate Resources – Facilities and Property

7.1 Use Restrictions

Members of Council, Candidates, and Third-Party Advertisers shall not:

- i. Use Municipal facilities, property, or Voting Places for campaign purposes unless the rental fee is paid

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at fair market value and the space is available to all on equal terms.

- ii. Rent or use Municipal facilities on voting days, including set-up and take-down, for campaign purpose.
- iii. Use Municipal space as part of municipally organized events (e.g., booths, displays) for campaign purposes.

7.2 Permitted Use

- i. Candidates may attend public Council, Standing Committee, or Advisory Committee meetings, but must not campaign at these forums.
- ii. Municipal facilities may be rented in accordance with standard procedures, provided the rental is open to the public, not a voting location, and full fees are paid.

7.3 Additional Restrictions

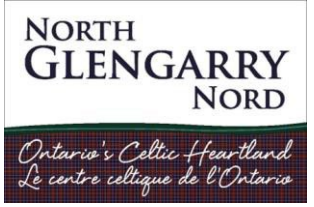
- i. No Municipal Facility may be used as a Campaign office.
- ii. Campaigning is not permitted at Municipal or local board events, except on public sidewalks and highways in accordance with by-laws.
- iii. No candidate may rent municipal advertising spaces or use lobby monitors for campaign purposes.
- iv. Visual or audio recording is prohibited inside voting locations unless authorized by the Municipal Clerk.

8.0 Staff Involvement

8.1 Staff shall:

- i. Act impartially and fairly toward all Candidates, Council Members, and Third-Party Advertisers.
- ii. Consult with their Supervisor before performing tasks that exceed their normal duties or could be construed as contributing to a campaign.
- iii. Avoid involvement in campaign activities, including posting signs, distributing materials,

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phone/electronic solicitations, signing nomination papers, or wearing campaign apparel.

- iv. Separate personal political activity from official duties; campaigning is prohibited during work hours unless on approved leave.
- v. Not rent, authorize, or permit Municipal property for campaign use on voting days.

8.2 Volunteer & Conflict-of-Interest Provisions

- i. Staff and volunteers may not use Corporate Resources for a campaign.
- ii. Campaign material cannot be displayed or worn during work hours.
- iii. Staff working directly for a Council Member who is also a Candidate will not serve as election officers or workers.
- iv. Staff related to a Candidate (parent, child, spouse) are excluded from election officer duties.

9.0 Meetings and Special Events

- i. Corporate project meetings and public information sessions will continue as usual during an election year.
- ii. Attendance by Candidates is permitted, but campaign activity is not.

10.0 Responsibilities, Administration, and Enforcement

10.1 Responsibilities

- i. Members of Council and Candidates must comply with this policy.
- ii. Municipal Clerk administers the policy and establishes procedures.
- iii. Staff and volunteers ensure Corporate Resources are used appropriately.

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10.2 Administration & Enforcement

The Municipal Clerk is authorized to administer this policy and investigate complaints.
Breaches may result in:

- i. Return of Corporate Resource.
- ii. Removal/destruction of Campaign Materials using Corporate Resources.
- iii. Immediate cessation of unauthorized use, including removal from Municipal property.
- iv. Reimbursement of costs by the breaching party.
- v. Any other remedy deemed appropriate.

10.3 Good-Faith Protection

No employee or volunteer shall face discipline for acting in good faith based on directions from the Municipal Clerk or designate.

11.00 Policy Management

11.1 Authority and Administration

This policy is enforced administratively by the Municipality. Alleged violations of the Municipal Elections Act 1996 may be referred to the appropriate authorities

11.2 Enforcement

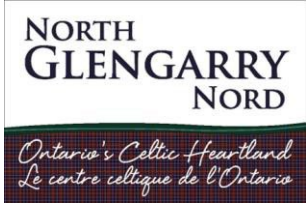
Enforcement is provided through the *Municipal Elections Act, 1996*.

11.3 Municipal Clerk Role

The Clerk may:

- i. Make administrative updates due to legislative or procedural changes.

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- ii. Make administrative or housekeeping amendments required to maintain legislative compliance, provided such amendments do not materially affect candidate rights or obligations.

11.4 Council Members’ Duties

Nothing in this policy prevents Members of Council from performing duties as elected officials or representing constituents, including attending scheduled events up to the end of their term, provided no Corporate Resources are used for campaigning.