



SCHEDULE "A"

BY-LAW 2018-10

TOWNSHIP OF BLACK RIVER-MATHESON

POLICY FOR THE USE OF MUNICIPAL RESOURCES FOR ELECTIONS

1. POLICY STATEMENT

To comply with the provisions of the Municipal Elections Act 1996 S.O. 1996 c. 32 Schedule (the Act), all Members of Municipal Council, election candidates, and Municipal employees must adhere to the highest standards of ethical conduct. This policy enforces provincial law and mandates conduct that exemplifies sound governance, transparency, and accountability as outlined in the Township's Strategic Plan.

2. POLICY PURPOSE AND LEGISLATIVE AUTHORITY

This policy provides strict guidance on the use of municipal resources during an election period to protect the interests of the Members of Council/Candidates/Local Boards/Committees, Employees and the Municipality. The Act unequivocally prohibits municipalities from making contributions to a Candidate and Candidates from accepting contributions from unauthorized persons. Any use of municipal resources by a Member of Council or Candidate for their election campaign will be deemed a contribution by the Municipality, violating the Act.

3. APPLICATION OF POLICY

This policy is binding on Members of Council, Local Boards, Township and Local Board Employees, Registered Election Candidates (including Acclaimed Candidates), Registered Third Parties, and Members of the Public. It applies from May 2nd of an election year through Election Day.

4. PROCEDURE

- a. Use of Resources: Municipal resources, assets, and funding are strictly prohibited from being used for any election-related purpose.
- b. Staff Activities: Staff shall not engage in canvassing or actively supporting any municipal candidate or party during an election period.

Revised June 6, 2024-version 2 from Original

A handwritten signature in black ink that reads "Cassandra Child".

Cassandra Child, Dipl.M.A.,AOMC
Clerk/Returning Officer



- c. Election Involvement: Staff are prohibited from assisting with municipal election campaigns, including posting signs, phone or email solicitations, distributing brochures, or wearing candidate buttons, to avoid conflicts of interest.

- d. Council and Candidate Restrictions:
 - i. Members of Council and Election Candidates are prohibited from using municipal facilities, equipment, supplies, services, staff, or other resources for election campaigns or related activities.
 - ii. Municipal websites shall not be used for election campaigns or related activities, except for non-partisan election information necessary for administering the election.
 - iii. Members or Candidates shall not use municipal property or facilities for any election-related purpose, including displaying campaign signs or materials.
 - iv. No campaign-related activities are allowed on municipal property or at municipal events except for 'All Candidates Meetings' organized by local non-affiliated groups, with all candidates invited and standard rental charges and procedures followed. This may be held at the discretion of the Clerk.

- e. Employee Services: Council members or candidates shall not use employees or other individuals compensated by the Municipality for election campaigns or related activities.

- f. Support Staff: Activities of staff supporting the Mayor's Office are limited to municipal business and shall exclude any election-related activities.

- g. Agenda and Statements: Council members or Candidates shall not submit materials to agendas or make statements at Council, Committee, or Local Board meetings, or municipal events that support any candidate's personal or political agenda during the campaign period.

- h. Municipal Material Use: Materials produced, printed, or posted by the Municipality shall not include election campaign content except for non-partisan election information necessary for election administration.



- i. Use of Logos and Branding: Municipal logos, crests, coats of arms, slogans, brands, and other marks shall not be used in any campaign-related materials or websites.
- j. Distribution Lists: Any distribution or contact lists acquired through Council roles shall not be used for election purposes.
- k. Media Use: Municipality-owned media (photographs, recordings, videos) may not be used for campaign-related activities.

5. LIMITATION

Council Members may perform their statutory roles and represent their constituents.

Staff may participate in the municipal election process as private citizens.

Staff may conduct elections in accordance with the Act and provide non-partisan election information on behalf of the Municipality as appointed and permitted by the Clerk.

6. ENFORCEMENT

Staff are authorized to enforce this policy rigorously. The Township Clerk is empowered to make necessary administrative changes to this policy due to legislative changes or for clarity without altering the policy's intent.

This policy ensures strict compliance with the Municipal Elections Act and upholds the integrity of the election process within the Township of Black River-Matheson.