



## **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 Corporation resources during an election year. The *Municipal Elections Act* prohibits a municipality from contributing to an election campaign, and a candidate from accepting a contribution from someone prohibited from contributing.

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 that the use of the Corporation's resources for an election campaign would be illegal.

All candidates should be aware that, during staff working hours, municipal staff may not canvass or actively work in support of a municipal, provincial, or federal candidate or party.

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 use which, if City-funded or City-owned, would be a contravention of 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, cell phones, wireless devices, portals, corporate email, web pages, social media links, including Facebook, twitter, blogs) telephone, voice mail or email systems
- City Symbols: City's crest, logo, brand, coat of arms or slogan (either printed or on a campaign website)
- City Communications and Publicity: photographic or video material, websites or domain names containing the name, photograph, or identity of a registered candidate
- Signs and 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