



**MUNICIPALITY OF LAMBTON SHORES  
CORPORATE POLICY**

**USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES**

**POLICY NO.:**  
CP-CL-POL-006

<b>Responsible Dept.:</b> Corporate Services	<b>Effective Date:</b> April 24, 2018
<b>Approval Authority:</b> Council	<b>Next Review:</b> 2030 Municipal Election

**1 PURPOSE**

This policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period, including by-elections.

1.1 The purpose of this policy is to clarify that all election candidates, including Members of Municipal Council are required to follow the provisions of the *Municipal Elections Act, 1996*, as amended (“MEA”), and that:

- No Member of Council, Candidate or Registered Third Party shall use equipment, supplies, services, staff or other corporate resources of the Municipality (including Councillor budgets) for any election campaign or campaign related activities.
- No Member of Council, Candidate or Registered Third Party shall use the services of persons during hours in which those persons receive any compensation from the Municipality for campaign related activities.

**2 RATIONALE AND LEGISLATIVE AUTHORITY**

2.1 It is necessary to establish guidelines on the appropriate use of corporate resources during a municipal election to protect the interest of both the Members of Council, Candidates and Registered Third Parties and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate’s behalf, from accepting a contribution from a person who is not entitled to make a contribution.

2.2 As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation’s resources for his or her election campaign would be viewed as a contribution by the Municipality to the Member, which is a violation of the Act.

**3 APPLICATION**

3.1 This Policy is applicable to all Members of Municipal Council, Candidates, Staff, and Registered Third Parties.

3.2 In accordance with the *Municipal Elections Act, 1996*, the Clerk is authorized and directed to take the necessary action to give effect to this policy. (moved from section 6 that was application as well)

## 4 SPECIFIC POLICY

4.1 Further to the Council Code of Conduct and in accordance with the provisions of the *Municipal Elections Act, 1996*:

- Corporate resources, assets and funding shall not be used for any election-related purposes;
- Staff shall not canvass or actively work in support of a Candidate or Registered Third Party during the employee's working hours;
- During a campaign period the use of equipment, supplies, services, staff, promotional materials or other resources of the municipality for any campaign or campaign related activities is not permitted. This prohibition includes, but is not limited to:
  - Use of Municipal funds to acquire any resources for any campaign related activities such as stationery, office supplies, or photocopying.
  - Use of Municipal brand, logo, crest, coat of arms, slogan or corporate program identifiers, or the Municipal Election logo and any related identifiers on any election campaign material.
  - Use of corporate information technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, municipal email addresses, municipal business cards, municipal website/domain name, blogs, social media accounts, municipally issued cell phones) to communicate campaign related messages.
  - Print or distribute any material paid by municipal funds that illustrate that a member of Council or any other individual is registered in any election or where they will be running for office; (Agenda and Minutes of municipal Council and Committee meetings etc. are exempt from this policy).
- Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the Municipality of Lambton Shores, is not election-related;
- Once the voting period begins Candidates, or Registered Third Parties shall not use the hyperlink to the voting website on any of their campaign materials or social media accounts;
- All campaign-related emails shall be directed to and from personal email addresses during the campaign period;

- To avoid any confusion with any website or social media accounts used for Council work, Members of Council who choose to create or use their own websites or social media accounts shall throughout the period from May 1st of the municipal election year until Voting Day, include a clear statement, easily found and readable, on each website or social media account's home or bio page indicating that the account is being used:
    - Solely for Council work or
    - For both Council work and/or election campaign purposes; or
    - Solely for election campaign purposes
  - In any material printed or distributed by the Municipality of Lambton Shores, candidates are not permitted to:
    - Indicate that an individual (either a Member of Council, Candidate or Registered Third Party) is a candidate registered in any election;
    - Identify where they or any other individual will be running for office; and
    - Profile or make reference to candidates in any election.
- 4.2 Websites or domain names that are funded by the Municipality of Lambton Shores shall not include any election-related campaign material;
- 4.3 The municipality's voice mail system shall not be used to record election campaign related messages or the computer network (including the Municipality's e-mail system) to distribute election campaign related correspondence;
- 4.4 Member of Council, Candidates, Registered Third Parties, shall not use the services of the Municipal Integrity Commissioner during the Election period for the purposes of seeking advice related to their campaign;
- 4.5 Photographs produced for and owned by the Municipality of Lambton Shores shall not be used for any election campaign purposes;
- 4.6 Distribution lists or contact lists developed utilizing corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes. (A candidate's use of the voters list is exempt from this policy.)
- 4.7 Photos taken utilizing Municipal cameras or sent through Municipal e-mail accounts also shall not be utilized; and
- 4.8 The above recommendations also apply to an acclaimed Member or a Member not seeking re-election.

**5 CLARIFICATION – USE OF MUNICIPAL FACILITIES**

5.1 In the course of its day-to-day business the Municipality offers advertising opportunities to the general public and the availability of room rentals in certain facilities. Candidates are permitted to avail themselves of these opportunities at market rates, the same as any other member of the public.

5.2 Candidates are generally permitted to campaign (such as hand out flyers) in public spaces (such as parks, or walkways) and at public events (such as the Canada Day Events) provided they do not disrupt the event or staff functions and provided they comply with all applicable laws.

**6 LIMITATION**

6.1 Nothing in this Policy shall preclude a Member of Council from performing their duties as a Member of Council, nor inhibit them from representing the interests of the constituents who elected them. This policy is subject to the exception of Members’ actions associated with fulfilling their normal and ongoing representative roles as Members of Council, such as attending annual and regularly scheduled events, up until the official end of the term they are serving.

**7 APPROVAL**

Council	CL 10-2018	Res #18-0424-17
<b>Authority</b>	Director of Corporate Services	<b>Date</b> April 24, 2018
<b>Amended/Modified/Replaced</b>	<b>Date:</b> April 14, 2026 Report: CL 08-2026 Res: 26-0414-21	