



MEMORANDUM

To: All Town Staff and Members of Council

Date: April 29, 2022

Re: Prohibition on the Use of Corporate Resources During Elections

In order to protect the independence and integrity of the Election and serve the best interests of the electorate, guidelines have been established in the policy: *Prohibition on the Use of Corporate Resources during Elections*.

The following are some of the highlights from the policy which are in effect during the election period (May 2, 2022 to October 24, 2022):

- Town facilities may not be used by candidates during the election. This means and includes a prohibition on all town buildings, structures, gateway signs, and town vehicles from being used in any way whatsoever for campaign purposes.
- Prohibited access to and use of any Town information and resources for campaign purposes. This includes photos, video, print or digital material used by Town, and includes reference or links to any material from Town websites, domain names and social media handles.



- Prohibited from using any of the Town's IT resources for campaign purposes.
- Prohibited from using Town logos, crests, slogans or other items or variations thereof which identifies the Town.
- Prohibition on the display or distribution of campaign materials or undertake campaign activities on any Town Facilities or during any Town organized event.
- Town databases may not be used by any candidates.
- As of Nomination Day (August 19 and continuing until Voting Day October 24, 2022) no member of Council including the Mayor shall advertise or be featured in any Town media and materials in their capacity as a member of council including in municipally funded publications;
- During the Election Period, no member of council including the Mayor shall use the services of the Town's Integrity Commissioner for the purposes of seeking advice related to their campaign.



- Staff are prohibited from engaging in political activities during work hours or during the time they are otherwise acting in the capacity of Town Staff. In particular Town Staff:
 - Shall not produce, display, distribute notices or material in support of a candidate at any Town facility or using Corporate Resources;
 - Shall not canvass or actively work in an election during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave;
- Shall not canvass while wearing uniform, badge, logo or anything else that would identify them as an employee or use a Town vehicle.
- During the election period Candidates must make any information requests and/or other miscellaneous requests of Town Staff directly to the Chief Administrative Officer and/or the Town Clerk in order to determine if such requests can be accommodated in accordance with this policy.
- **Any Staff receiving any requests including requests for information from a Candidate during the Election period shall consult with the Chief Administrative Officer and/or the Town**



Clerk in order to determine if such requests can be accommodated in accordance with this Policy.

- **Any Staff receiving any requests including requests for information from a sitting Council Member during the Election period shall consult with the Chief Administrative Officer and/or the Town Clerk** in order to determine if such requests can be accommodated in accordance with this Policy.

Please refer to the Policy: *Prohibition on the use of Corporate Resources during Elections* for additional information.