



**Corporation of the  
Town of Hawkesbury**

<b>Policy N° :</b>	C-P-2018-01
<b>Subject :</b>	Use of Municipal Resources
<b>Service :</b>	Council

This Policy applies to all members of Council, including an acclaimed Member or a Member not seeking re-election.

### **Purpose**

The purpose of this Policy is to clarify that members of Council are required to follow the provisions of the *Municipal Election Act, 1996* and that:

- No member shall use the facilities, equipment, supplies, services, staff or other resources of the Town for any election campaign or campaign related activities;
- No member shall undertake campaign related activities on municipal property during regular working hours;
- No member shall use the services of persons during hours in which those persons receive any compensation from the Town or are representing the Town, including volunteers and appointees.

### **Policy**

In compliance with the *Municipal Elections Act, 1996*, public funds are not to be used for any election related purposes, including the promotion of or opposition to the candidacy of a person for elected office:

- Municipal resources and funding shall not be used for any election related purposes;
- Staff may not canvass or actively work in support of a municipal candidate during normal working hours, unless they are on a leave of absence without pay, lieu time, float day or vacation leave;
- Members of Council shall not:
  - Use their office in the Town Hall or any Town provided facilities for any election related purposes, which includes displaying any election related material in the office;
  - Use municipal equipment and/or other municipal resources for any election related purposes, unless the municipal equipment and/or resources are available for such use by the public in general and the Member of Council is receiving no special preference with respect to its use;
  - Use the municipal voice mail system to record election related messages;

<b>Prepared by :</b> Clerk's department	<b>By-law\Resolution N° :</b> 25-2018
<b>Responsible :</b> Clerk's department	
<b>Effective date :</b> April 30, 2018	
<b>Replaces :</b> n/a	



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- Use a cell phone which is municipally provided for the campaign purposes;
- Use the Town's crest or logo in campaign material;
- Print or distribute any material paid by municipal funds that illustrates that a member of Council or any other individual is registered in any election or intend to run for office.
- The Municipal website shall not include any election related campaign material.

### Limitation

Nothing in this Policy shall preclude a Member of Council from performing their job as a member of Council, nor inhibit them from representing the interests of the constituents who elected them.

### Enforcement

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.

- Should any written complaint arise regarding the use of Members' budgets or other municipal resources in contravention to this policy, the Clerk or his designate, shall have the delegated authority to investigate it and resolve any issues;
- If a breach of this policy is found, the Member will be required to personally repay any of the costs associated with the breach.

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