



Section of Policy Manual: Governance	Policy No. : GOV-16
Subject: Use of Corporate Resources in Municipal Elections	Policy Approval Date: May 2, 2018
Year of next review: May 2023	Last Review/Revision Date: Board adopted Town of Gravenhurst Policy A09 (Jan. 1, 2018)

1. POLICY STATEMENT:

As per the Municipal Elections Act, municipalities are required to have in place rules and procedures in regard to the use of municipal resources during municipal election campaigns.

It is the policy of the Gravenhurst Public Library Board that municipal resources are not permitted to be used in conjunction with municipal election campaigns.

2. PURPOSE

The purpose of the Use of Corporate Resources in Municipal Elections is to establish the appropriate guidelines regarding the use of municipal corporate resources during a municipal election campaign period.

3. APPLICATION

This policy applies to all municipal staff, existing members of Council, members of the public, businesses, organizations and registered candidates in all applicable races including Mayor, Ward Councillor, District Chair, District Councillor, School Board Trustee and registered third-parties.

4. PROCEDURE

- a) The use of municipal corporate resources for election campaign purposes is strictly prohibited. Municipal corporate resources include municipal logos, corporate images, Chain of Office, corporate crest, municipal uniforms, graphics or any other item of Town intellectual property.

These items are prohibited from use for any campaign-related purposes or materials including, but not limited to, signs, printed and electronic publications, flyers, brochures, e-mail, website, business cards, postcards, letterhead, leaflets, posters, magnets and promotional items.



- b) No one shall use facilities, equipment, supplies, services, staff or other resources of the Town for any election campaign or campaign related activities.
- c) No one shall use the services of persons during hours in which those persons receive any compensation from the municipality (Gravenhurst Public Library Board employees).
- d) No one shall undertake campaign-related activities on municipal property during regular working hours. This does not include the filing of the prescribed nomination papers with the Clerk, or designate. The Clerk at his / her sole discretion may provide an exemption this prohibition.
- e) Members of current sitting Council shall not use their constituency office, or any municipally provided facilities, for any election related purposes. This includes displaying of any campaign materials. Nothing in this policy shall preclude a member of Council from performing their elected job.
- f) Websites or domain names funded by the municipality shall not be included on any election-related campaign materials.
- g) No photographic or video materials created by and in the custody and control of the municipality, may be used in any campaign materials.