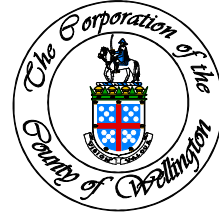


# COUNTY OF WELLINGTON POLICY & PROCEDURE



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**DEPARTMENT:** COUNCIL/BOARDS

**POLICY NUMBER:**

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**SECTION:** CLERKS

**EFFECTIVE DATE:** May 1, 2018

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**SUBJECT:** Use of Corporate Resources during an Election Period

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**AUTHORITY:** Section 88.18 Municipal Elections Modernization Act

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## **PURPOSE:**

This policy has been developed to ensure compliance with Section 88.18 of the Municipal Elections Modernization Act, which amended the Municipal Elections Act to require municipalities and local boards to establish rules and procedures with respect to the use of municipal resources during an election campaign period.

## **SCOPE:**

This policy applies to Members of Council (members), registered candidates (candidates) for municipal office and County staff (staff). This includes councillors and staff serving on the Police Services and Library Boards.

Recognizing that Members of Council and Board Members are holders of their office until the end of their term, nothing in this policy shall preclude them from performing their duties as a County Councillor or Board Member, nor inhibit them from representing their constituents.

The County Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the County Clerk, the amendments do not change the intent of the policy.

**RULES AND PROCEDURES:**

1. No member, candidate or staff may use County facilities for campaigning purposes or activities. Campaign signs and materials may not be displayed on County property.
2. No member, candidate or staff may distribute campaign materials on County owned facilities or at County or Board events.
3. No member, candidate or staff may print or distribute election or campaign materials using municipal funds or resources.
4. The County logo, crest, coat of arms, flag, or other similarly branded corporate resource or property may not be used by any member, candidate or staff for any election-related campaign material.
5. No member or staff may use County issued email addresses for election-related or campaigning purposes, other than non-partisan election information material.
6. Photographs and videos produced by, for and owned by the County or Boards may not be used for election or campaign purposes.
7. Websites, domain names and social media sites that are funded, owned or operated by the County or Boards may not include any election-related campaign material other than non-partisan election information material.
8. No member or candidate shall use photographs depicting any member of County staff in election-related campaign literature, advertising or social media.
9. County employees shall not engage in any election related activity during normal working hours, unless they are on a leave of absence without pay, lieu time, or vacation leave.