

# The Corporation of the Township of North Frontenac

## By-law # 2026-13

### Being a By-law to adopt a Use of Corporate Resources for Election Purposes Policy

**Whereas** pursuant the *Municipal Elections Act, 1996*, as amended, Section 88.18 requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the election campaigning period;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac hereby enacts as follows:

1. That the “Use of Corporate Resources for Election Purposes” policy attached hereto as Schedule “A” of this By-law is hereby adopted by Council.
2. That Schedule “A” attached hereto shall be read with and form part of this By-Law.

**And That** all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

**And That** this By-law shall come into force and take effect on the date of final passing.

**Read** a first and second time **February 27, 2026.**

**Read** a third time and finally passed this **February 27, 2026.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Schedule 'A' to By-law #2026-13

### Use of Corporate Resources for Election Purposes Policy

#### 1. Purpose

Section 88.18 of the *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended* (the Act) requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.

Section 88.8(4) of the Act specifies that a municipality shall not make a contribution to a Candidate and Section 88.12(4) specifies that a municipality shall not make a contribution to a Registered Third Party.

The purpose of this policy is to provide a consistent approach and direction regarding the use of Corporate Resources during the Campaign Period in accordance with the Act.

As campaign contributions may take the form of money, goods or services, any use of corporate resources for election related purposes, by candidates, third party advertisers or Township Staff, is not permitted.

This Policy applies to all Members of Council, Candidates, persons acting on behalf of a Candidate; Registered Third Party Advertisers in a Municipal Election, and Township Staff (including firefighters) during a Campaign Period.

This Policy is intended to:

- a) ensure compliance with the Municipal Elections Act, 1996, with respect to the role of the Township contributions to a municipal and trustee election campaign;
- b) ensure Candidates and Registered Third Parties are treated fairly and consistently within the Township;
- c) ensure the integrity of the election process is maintained at all times;
- d) establish the appropriate use of resources during an election period, in order to:
  - protect the interests of Members of Council, Candidates, Registered Third Party Advertisers, Township Staff and the Corporation and
  - ensure accountable and transparent election practices.

#### 2. Scope

This Policy applies to all Members of Council, Candidates, persons acting on behalf of a Candidate; Registered Third Party Advertisers in a Municipal Election, and Township Staff (including firefighters) during a Campaign Period.

#### 3. Definitions

**Act** means the *Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended*.

**Campaign Period** means Campaign Period means for Candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed). For Registered Third Parties "Campaign Period" is the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of the election (unless a request for an extension of Campaign Period has been filed).

**Campaign Related Activities** means any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.

**Campaign Related Materials** means any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for

example, print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the Township's Sign Policy

**Candidate** means a person who has filed a Nomination Form for an office pursuant to Section 33 of the Act.

**Clerk** means the Clerk of the Township of North Frontenac or their designate.

**Corporate Resources** means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to: Township Staff, services, facilities, parks, community halls, materials, equipment, monetary funds, technology, Township IT system and resources, databases, social media, intellectual property and supplies.

**Election Campaign Advertising/Advertisement** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

**Member of Council** means a Member of the Council of the Corporation of the Township of North Frontenac.

**Policy** means this Use of Corporate Resources for Election Purposes Policy.

**Registered Third Party Advertiser** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the municipal election.

**Township** means The Corporation of the Township of North Frontenac.

**Township Staff** means an employee of the Corporation of the Township of North Frontenac including volunteers while they are acting in an official capacity with the Township.

## **4. Policy**

This policy applies to the use of Corporate Resources during the Campaign Period.

### **4.1 General Provisions**

- a) Campaign Related Activities are not permitted at the Township Municipal Complex (6648 Road 506, Plevna, ON).
- b) Corporate Resources shall not be used for any election related purposes. Use of the Township photocopier shall be in accordance with the Township's Fees and Charges By-law.
- c) Candidates shall not create, print, publish, sponsor or distribute any Campaign Related Materials using Corporate Resources. This prohibition also applies to the use of any Township equipment, facilities, social media or websites, if the access is through Township Staff.
- d) Photographs produced for or owned by the Township shall not be used for Campaign Related Activities, including Council photos or headshots produced for Township business. Photographs taken with Township equipment or sent through Township accounts shall not be utilized.
- e) Distribution lists or contact lists developed or provided utilizing Municipal Resources shall not be used for Campaign Related Activities.
- f) A Member of Council attending an event as a Representative of Township Council is not permitted to conduct Campaign Related Activities while participating in Township business. A Member of Council may speak at an event as a Representative of Township Council but is not permitted to use the event as an opportunity for Campaign Related Activities.

- g) Candidates or Registered Third Party Advertisers are not permitted to engage in Campaign Related Activities directed at Township Staff while those employees are at their workplace or engaged in work for the Township.
- h) Township Staff may not participate in Campaign Related Activities in support of a municipal Candidate or Registered Third Party Advertiser during their working hours.
- i) Use of the Township logo, crest, or corporate program identifiers on any Election Campaign Advertisement, either printed material, a campaign website or social media account is not permitted.
- j) All Election Signs must comply with the provisions set out in the Township's Election Sign Policy.

#### **4.2 Technology**

- a) Municipal Resources such as computers, cell/smart phones, telephones, tablets, printers, scanners, copiers, e-mail, voicemail, file storage, or any other equipment or technology owned by the Township shall not be used for Campaign Related Activities.
- b) Websites and domain names that are operated or funded by the Township shall not include any Campaign Related Materials or links to any sites which include Campaign Related Material. The Candidate's List posted on the Township's election webpage may include one link per Candidate to a website which features Campaign Related Material.
- c) Social media accounts such as Facebook and Twitter used for Campaign Related Activities shall not be used for Township purposes, be created or supported by Township resources and must not use any Township logos or trademarks. Existing accounts used by Members of Council for their work as elected officials, shall not be designated as campaign sites. To avoid confusion, Members of Council who choose to use social media accounts for Campaign Related Activities must include for the duration of the Campaign Period, a clear statement on each campaign account's homepage indicating that the account is being used for Campaign Related Activities.

#### **4.3 Use of Municipal Facilities and Property**

- a) Candidates and Third Party Advertisers are permitted to use any Township facility that provides for public rentals for Campaign Related Activities, providing that all proper processes are followed and applicable fees are paid. Campaign Related Material is permitted to be displayed in the rented portion of the facility for the duration of the facility rental period. All Campaign Related Material must be removed once the rental period is over.
- b) Candidates and Third Party Advertisers shall not otherwise campaign and/or distribute/display campaign literature or materials on Township owned or leased property.
- c) Candidates and Third Party Advertisers shall not participate in Campaign Related Activities and/or distribute/display Campaign Related Materials during any function/event hosted by the Township, whether on municipal property or not.

#### **4.4 Township Staff**

- a) Township Staff shall not participate in Campaign Related Activities during their normal working hours or anytime they are receiving remuneration from the Township. This includes providing administrative support to Candidates such as photocopying or providing technical assistance.
- b) Notices, posters or similar material promoting, supporting or opposing a particular Candidate are not to be produced, displayed or distributed by staff on Township work sites or property.

- c) Township Staff may engage in Campaign Related Activities on their own personal time, as long as those activities are separate from their official positions and duties. Township Staff must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work.
- d) While engaging in election Campaign Related Activities, Township Staff shall not wear any clothing, such as a uniform or badge, which identifies them as a Township Staff.
- e) While engaging in election Campaign Related Activities, Township Staff shall not use any vehicles, equipment, technology, supplies or other resources that are owned, leased or issued by the Township of North Frontenac.

## **5. 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.

## **6. Responsibility**

The Clerk or designate is responsible for communicating this policy to Members of Council, Candidates, Third Party Advertisers and Township Staff.

Members of Council, Candidates, Third Party Advertisers and Township Staff are accountable to comply with this policy.

## **7. Administration**

The 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 Clerk, the amendments do not change the overall intent of the policy.