

Policy Type: **GOVERNANCE PROCESS**

Policy Title: **USE OF BOARD
RESOURCES FOR
ELECTION PURPOSES**



Purpose

This policy provides direction on the appropriate use of Board resources during an election campaign.

The policy is intended to:

1. Ensure compliance with the *Municipal Elections Act, 1996*;
2. Ensure candidates and registered third parties are treated fairly and consistently.
3. Support the integrity of the election process.

Principles

In compliance with the *Municipal Elections Act, 1996*, public funds are not to be used for election campaigns, including the promotion of or opposition to the candidacy of a person for an elected office, or in support of or opposition to a question on a ballot.

Board resources including facilities, infrastructure, equipment, supplies, services, staff or any resource that belongs to or is funded by the Board may not be used for the purposes of an election campaign or for any campaign-related activities.

Policy Statement

1. Use of Board Facilities

A candidate or registered third party may not use Board facilities for election campaign purposes or for any campaign-related activities. Campaign signs and materials that identify a candidate may not be displayed in/at any Board facilities. Election campaign materials means those materials that promote or oppose the candidacy of a person for elected office, or that support or oppose a question on a ballot.

2. Board Events

A candidate or registered third party may not campaign or distribute election campaign materials at any event/function being hosted by the Board or the Durham Regional Police Service.

3. Board Infrastructure

A candidate or registered third party may not use any Board infrastructure and equipment for election campaign purposes or for any campaign-related activities. This includes any physical or technology systems that support the operation of the Board's programs and services including but not limited to computer and telephone networks and applications, photocopiers, fax machines, email system, voicemail, wireless equipment, internet, intranet, smart phones, tablets and Board provided electronic devices.

4. Board Staff

A candidate or registered third party may not use the services of staff during those hours in which staff receive any compensation from the Board.

5. Supplies

A candidate or registered third party may not use Board supplies for election campaign purposes.

6. Printing/Distribution

A candidate or registered third party may not print or distribute election campaign materials using Board funds.

7. Websites/Social Media

Websites, domain names and social media sites that are funded by the Board may not include any campaign material, make reference to and/or identify any individual as a candidate or profile any slogan or symbol associated with a candidate.

8. Communications Material

The Board's communication materials, whether for internal or public distribution, cannot:

i) Profile (name or photograph), make reference to and/or identify any individual as a candidate.

ii) Advocate for or against a particular candidate.

(Communication materials include but are not limited to: news releases, media advisories, invitations for special events, flyers, posters, banners, brochures, newsletters, e-newsletters and social media accounts.)

9. Photographs/Videos

Photographs and videos produced for and owned by the Board cannot be used for election campaign purposes.

10. Corporate Identifiers/Logo

The corporate identifiers of the Board or the Durham Regional Police Service (i.e. crests, logos) may not be printed or distributed in election campaign material or included on an election campaign website. Links to the Board's or the Durham Regional Police Service's websites are permitted from a candidate's or third party's election website for the purpose of obtaining information about the municipal election or sharing Board program/service information.

11. Contact Information

The Board's email addresses, telephone numbers and facility addresses are not to be used by a candidate or registered third party as his/her their election campaign contact information.

Exemptions to this policy:

Names and photographs of Board members, their contact information, and a list of their current representation on Board committees

Agendas and minutes of the Board