

The Corporation of the City of Clarence-Rockland

Use of Corporate Resources Policy			
Code	POL1000.3-2602		
Jurisdiction	Administration		
Approved by	RES2026-13	Date	2026-02-11

1. Policy Statement

In compliance with the Municipal Elections Act, 1996 (MEA), no municipal resources, including funds, facilities, equipment, technology, staff time, intellectual property, or services, may be used for any election-related activities that support or oppose a Candidate or Registered Third Party. This Policy establishes clear and consistent rules to ensure fairness, transparency, impartiality, and good governance in the use of corporate resources during any Campaign Period.

2. Purpose/Objective

The purpose of this Policy is to:

- Provide clear direction regarding the appropriate and prohibited uses of corporate resources during election Campaign Periods.
- Maintain fairness for all Candidates and Registered Third Parties.
- Protect the integrity and impartiality of the municipality and its Staff.
- Ensure corporate resources are not used to provide direct or indirect contributions to election campaigns.
- Ensure that municipal resources are used in a manner that is fair, transparent, and compliant with the Municipal Election Act, 1996 and the principles of good governance.

3. Scope

This Policy applies to all members of Council, Staff, Members of local boards, Candidates and Registered Third Parties in municipal, provincial, or federal elections or by-elections, including an acclaimed Member or a Member not seeking re-election.

4. Policy/Procedure

4.1. The following uses of Corporate resources are prohibited:

- Use of Corporate equipment, facilities, supplies, services, IT systems, or Staff time for any election-related purpose;
- Use of Corporate funds to produce, print, or distribute election-related material;
- User of City voice mail, email, devices, or networks to record or transmit election-related messages.
- Display or distribution of Campaign materials on City Property.
- Use of the City logo, crest, coat of arms, slogan, brand, or any other Corporate identifiers in Campaign material.
- Use of Member office budgets for any Campaign-related purpose.
- Use of City lists or data unless expressly permitted by the MEA (e.g., Voters' List).
- Posting election signs, including wrapped vehicles, on City Property.

4.2. Campaigning Restrictions

Campaigning is not permitted:

- On any City Property, at any time, unless permitted under narrow exceptions (e.g., neutral third-party organized debates).
- At City-organized Events.
- While wearing City uniform, name badges, or identifiers.
- While Staff are on duty or being compensated by the City.

Candidates may address groups meeting on City Property if not wearing Campaign materials and without disrupting the public's use of the space.

4.3. Information Technology & Social Media

- Corporate IT assets may not be used to create, transmit, host, or store Campaign content.
- Corporate social media accounts may not reference or link to Candidate or Campaign content.
- Members of Council must remove links to personal sites or Campaign sites from all Corporate platforms during the Campaign Period.

4.4. Member of Council Activities

Members shall not:

- Use constituency offices, staff, or resources for Campaign purposes.
- Undertake Campaign-related activities on municipal property during work hours.
- Sponsor or produce Campaign material with Member budgets

4.5. Staff Conduct

Staff shall not:

- Canvass or volunteer for Campaigns during paid working hours.
- Wear Campaign clothing or buttons while working or wearing City identifiers.
- User their title or position in ways that imply endorsement.
- Engage in political activity if assigned to election administration roles.

5. Limitations

Nothing in this Policy prevents a Member of Council or Elected Official from fulfilling their official responsibilities, including representing constituent interests, consistent with applicable law and without engaging in Campaigning.

6. Roles and Responsibilities

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.

7. Review and Amendments

The policy needs to be reviewed every four (4) year by the City clerk's office.

Previous Code	Reviewed /Modified	Date (YYYY-MM-DD)	Updated by (employee name and title)	Authority (by-law, resolution or signature)
CON2010-01	Modified	2026-02-11	Monique Ouellet, Clerk	RES2026-13