

**Schedule “A” to By-Law 2026-19
Corporation of the Town of Englehart**

**Policy
Corporate Resources**

Authority: Municipal Elections Act, 1996

Approved by:
Council

Date Approved:
April 22, 2026

Amended/Revised:

1.0 Policy Statement

The Municipal Elections Act, 1996, as amended, establishes rules and regulations governing the financing of municipal election campaigns in Ontario. The Municipal Elections Act, the Election Finances Act (Ontario), and the Canada Elections Act prohibit a Municipality from making contributions in any form to a candidate or registered third party.

All provisions contained within this policy shall serve to ensure the protection of freedom of expression while maintaining that:

- i. Corporate resources shall not be used during an election period to promote or provide an unfair advantage to any candidate, political party, constituency association, registered third party, or a person or group supporting or opposing a question on a ballot;
- ii. Members of Council shall not be precluded from performing their duties as an elected Official, nor inhibited from representing the interests of their constituents; and
- iii. Information and communication related to an election shall continue to be open and accessible to the public with content to be produced and approved by the Clerk.

2.0 Purpose

The purpose of this policy is to create guidelines in the Town of Englehart for all candidates running for an elected office and registered third parties during the election period and to establish parameters on the use of corporate resources for election related purposes.

This Policy is to provide Town Elected Officials, Town Staff and Town Volunteers with guidelines on the use of corporate resources for election purposes to ensure compliance with the Council Code of Conduct, the Municipal Elections Act, 1996, (the “Act”), and other applicable Federal and Provincial legislation. This Policy should be interpreted as a general prohibition against the use of corporate resources for any election related purpose.

3.0 Scope

This policy applies to all candidates, political parties, constituency associations, registered third parties, town employees, members of Council, members of local agencies, boards and committees, and persons or groups supporting or

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opposing a question on a ballot as well as anyone acting on their behalf. Nothing in this Policy prevents the Mayor or Councillors from performing their legislated duties or inhibits them from representing constituent interests throughout their entire term of office. This policy also applies to an acclaimed Member or a Member not seeking re-election.

4.0 Definitions

4.1 **Campaign(ing)** means any activity by, or on behalf of a Candidate, political party, constituency association, Registered Third Party, or question on a ballot meant to elicit support during the Election Period. This does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphics which identify the individual as a candidate or registrant without the solicitation of votes.

4.2 **Campaign Materials** means any materials used to solicit votes for a Candidate(s) or question during the Election Period including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

4.3 **Campaign Period** means:

a) In the case of a regular municipal election the date a candidate files their nomination through to December 31 in a municipal election year and 45 days after voting day in the case of a by-election, all other campaign determinations are established under S. 88.24 ME Act.

b) In the case of a provincial or federal election or by-election, the date the Writ is issued until Voting Day.

4.4 **Candidate** means any person who has filed, and not withdrawn a nomination, in a municipal, school board, provincial or federal election or by-election, or a candidate seeking nomination for a political party in accordance with the *Municipal Elections Act*, 1996, S.O. 1996, c.32, Part

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6 of the *Canada Elections Act*, S.C. 2000, c.9. and the *Election Act* (Ontario), R.S.O. 1990, c.E.6. Where referred to in this Policy, the term Candidate can also be substituted to read political party, constituency association, Registered Third Party, or a person or group supporting or opposing a question on a ballot.

4.5 **Clerk** means the Municipal Clerk of The Corporation of the Town of Englehart or their designate, or a returning officer appointed under Section 7(1) of the Municipal Elections Act, 1996, S.O. 1996, c.32.

4.6 **Corporate Resource** means items, staff, services, or resources which are the property of the Town of Englehart including, but not limited to: materials, equipment, vehicles, facilities, land, technology (computers, smartphones, tablets, etc.), intellectual property, images, logos, and supplies. Working hours, the time where the Municipality pays its employees to complete certain duties or tasks, is also considered to be a Corporate Resource.

4.7 **Election** means municipal, federal or provincial election including by-elections.

4.8 **Election Period** means the official Campaign period of an election for:

- a) A municipal or school board election; the Election Period commences on the first day prescribed for the filing of nominations in accordance with the Municipal Elections Act and ends on voting day.
- b) A provincial or federal election; the Election Period commences the day the writ for the election is issued and ends on voting day.
- c) A nomination for a political party, the Election Period is the nomination contesting period as determined by the Party.
- d) A question on the ballot; the period commences the day Council passes a by-law to put a question to the electorate and ends on voting day.
- e) A municipal or school board by-election; the period commences on the first day nominations may be filed and ends on voting day.

4.9 **Local Board** has the same meaning as found in Section 1 of the Municipal Act, 2001.

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

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- 4.11 **Member(s)** means Town Councillors, the Mayor or anyone acting on behalf of a Town Councillor or the Mayor.
- 4.12 **Municipal Facility/Building** means any building or facility owned or operated by the Town of Englehart or Englehart local board.
- 4.13 **Municipal Office** means the Town of Englehart’s administration building or Town Hall located at 61 Fifth Avenue, Englehart, ON.
- 4.14 **Registered Third Party** shall have the same meaning as “Registered Third Party” as found in section of the Municipal Elections Act, 1996 or the term “Third Party” as defined in section 1 of the Election Finances Act (Ontario) and Canada Elections Act, as the context requires.
- 4.15 **Town** means The Corporation of the Town of Englehart and includes its agencies, local boards and commissions.
- 4.16 **Town Employee** means for the purpose of this Policy any individual working for, or receiving compensation from the Town of Englehart; including those in part-time, seasonal or contract positions.

5.0 Policy & Procedures

5.1. GENERAL PROVISIONS

- 5.1.1 Pursuant to the Act, the Town shall not make a contribution, including money, goods and services, to any Candidate, Registered Third Party or a supporter of a question on the ballot during an Election.
- 5.1.2 Candidates may not use corporate resources, including Town communication resources, for Election purposes.
- 5.1.3 Town Staff may not work in support of a Candidate during their normal working hours, unless they are on an approved leave of absence without pay, lieu time, float day, or vacation leave.
- 5.1.4 Town Staff may not use corporate resources, including Town communication resources, for the purpose of Campaigning for, or assisting in the campaign, of a Councillor(s) and/or Candidate(s).
- 5.1.5 Councillors who are also Candidates shall comply with the Council Code of Conduct, including but not limited to sections 10, 12 and 13,

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and shall not use their influence to compel staff to assist in the campaign of a Councillor.

- 5.1.6 Candidates may not undertake any election related activities or Campaigning in the workplace.
- 5.1.7 Candidates may not undertake any election related activities or Campaigning on any Town property unless permitted under Section 5.2 of this policy.
- 5.1.8 Town Staff may not canvass, or work in support of, a Candidate or political party while wearing a Town uniform, badge, crest or other item identifying them as Town Staff, or while using a Town owned or leased vehicle.
- 5.1.9 Candidates are prohibited from including the Town logo, Coat of Arms, slogan, or corporate program identifiers on any Election Related materials, or related websites, except in the case of a link to the Town's website to obtain information about the Municipal Election.
- 5.1.10 Councillors and Town Staff may not use any Town printers and/or photocopiers or paper to produce Election Related material. Once a Candidate has filed their nomination paper their printing and/or photocopying use shall cease for all non-operational purposes.
- 5.1.11 Candidates are prohibited from using any photographs produced for and owned by the Town for any Election Related purposes, unless prior permission is granted by the Clerk.
- 5.1.12 Councillors are responsible for ensuring that any communication material, including printed materials such as Newsletters, advertising etc. funded by the Town, do not contain any Election Related content.
- 5.1.13 Links to any personal or Election websites, or social media sites will be removed from the Town owned website after a Candidate has filed his or her nomination papers, except where deemed appropriate by the Clerk for the purpose of promoting awareness of the Election to voters.

5.2 Campaign activities at town owned and/or operated facilities

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- 5.2.1 Candidates and Registered Third Parties may not display any Election Related material or undertake any Campaigning at Town facilities.
- 5.2.2 Candidates may use any Town owned facility that provides for public rentals, provided the application process for use of the facility is followed, and that all applicable fees for use of the facility are paid.
- 5.2.3 Candidates and Registered Third Parties will set up and remove all Election Related material, including but not limited to, signs, posters, and other campaign material within the allotted rental period; and, Election Related material can only be displayed within the rented area designated within the rental agreement.
- 5.2.4 Candidates and Registered Third Parties are not permitted to rent Town facilities for Election Related activities or Campaigning while there is a Voter Assistance Centre or Voting Location operating out of the facility.

5.3 Councillors and Candidates may not:

- 5.3.1 Print or distribute any material paid for with Town funds (or produced with the use of Town owned equipment, resources or facilities) that refers to any other Councillor or individual who is a Candidate in an Election;
- 5.3.2 Print or distribute any material paid for with Town funds (or produced with the use of Town owned equipment, resources or facilities) that identifies that a Councillor or any other individual will be running in an Election;
- 5.3.3 Use the Town's voice mail system to record Election Related messages;
- 5.3.4 Include any Election Related material on websites or domain names that are paid for by the Town;
- 5.3.5 Use mobile communication devices, including but not limited to smartphones, cell phones (including Bring Your Own Device and tablets), that are paid for by the Town for any Election Related purpose or Campaigning, unless the Town is reimbursed;

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5.3.6 Use the services of any Town Staff to assist in any communication activity related to the preparation or distribution of campaign materials or events or enable a Town Staff to undertake any Election Related activities that is prohibited in this policy on behalf of the members or Candidates.

6.0 Roles and Responsibilities

The Clerk's Department is responsible for reviewing this Policy as appropriate. It is the responsibility of all Candidates, Elected Officials, Town Staff and Town Volunteers to adhere to this Policy. Should a complaint arise regarding the alleged use of corporate resources in contravention of this Policy, the Town Clerk or their designate shall have the authority to investigate and resolve the complaint. If a breach of this policy is confirmed, the applicable Candidate, Elected official, Town Staff person or Town Volunteer will be required to personally repay any of the costs associated with the breach. In addition to repayment resulting from a breach of this Policy, Candidates, Elected Officials and/or Town staff could be subject to an investigation under the applicable Council Code of Conduct or Code of Ethics and Conduct applying to all Town Staff.