

Use of Municipal Resources During an Election Campaign Rules and Procedures

Approved by Council – April 7, 2026; Resolution Number R2026-79

Authorization

WHEREAS the Municipal Elections Act 1996 88.8(4) Who Cannot Contribute 5. states the Crown in right of Canada or Ontario, a municipality or local board;

AND WHEREAS the Municipal Elections Act 1996 88.18 states that before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal and board resources, as the case may be, during the election campaign;

NOW THEREFORE the Council of the Township of Nipissing establishes the following rules and procedures for the use of municipal resources during an election campaign.

RULES AND PROCEDURES

Purpose:

- To establish guidelines on the appropriate use of municipal resources during an election period to protect the interests of both the Members of Council and the Township of Nipissing.
- These rules and procedures are intended to provide guidance to all Members of Council, including a Member of Council who is acclaimed or a retiring Member regarding the use of municipal resources during an election campaign.
- These rules and procedures are intended to provide a framework assisting the transparency and accountability of municipal operations during a municipal election process.

Rules:

- The use of Township of Nipissing computers, email system, website and municipally owned and issued cell phones to develop, forward or promote any election campaign related materials is not permitted.
- The Township of Nipissing logo and corporate identity must not be used on any campaign related material and Township of Nipissing staff may not assist with any communications activity related to the election campaign.

- Council members shall not use a municipal voice mail system, including the system on a municipally owned and issued cell phone, to record election-related messages.

Procedure:

- Council messages shall not be included in municipal newsletters during an election year to avoid perception of use of municipal resources during a campaign.
- A Councillor should not undertake campaign-related activities on municipal property during regular working hours.
- A Councillor shall not use the services of municipal staff during hours in which those persons receive compensation from the municipality.
- A Councillor shall not use business cards, envelopes or letterhead imprinted with municipal logos for election purposes.
- Candidates cannot develop, print or distribute campaign related materials using municipal funds. This includes any materials which reference or identify a member of Council as a candidate.
- A Councillor shall not use the facilities, equipment, supplies, services or other resources of the Township of Nipissing for any election campaign or campaign-related activities. Resources may include, but not limited to, desktop publishing and graphic services, photocopying, postage or the use of fax machines.

Any questions regarding the implementation of these rules and procedures shall be directed to the Municipal Administrator in writing and all responses shall be provided in writing and circulated to all members of Council including a Member of Council who is acclaimed or a retiring Member of Council.