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POLICY

POLICY TITLE: Use of Corporate Resources during an Election Year

DATE: April 14th, 2026

1. Purpose

The Municipal Elections Act (the Act), 1996, as amended, requires municipalities to establish rules and procedures regarding the municipal or board resources in an Election Year

The purpose of this policy is to ensure compliance with the Act by clarifying for candidates, current members of Council and Town staff the legislative requirements relating to campaign finances.

The provisions identified in this policy are in effect throughout the duration of the campaign period in a municipal election year or in the event of a by-election and apply to candidates, current members of Council, and staff.

2. Definitions

“The Act” means the Municipal Elections Act, 1996, as amended.

“Campaign materials” means any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials 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 period” means the date a candidate files their nomination through to Voting Day in a municipal election year or in the event of a by-election.

“Candidate” means any individual running for an elected office, including Reeve, Councillor, Regional Chair or School Board Trustee.

“Common Areas” means areas within Township-owned facilities including but not limited to foyer, halls, and parking lots.

“Corporate Resources” means anything that a person would have access to only by virtue of their elected Office or employment with the Township of James. This includes but is not limited to Township facilities; Township funds; Township events; Township employees; Township information and Township infrastructure.

“Township of James employee” means any individual working for or receiving compensation from the Township of James, including those in part-time, seasonal or contract positions.

“Election” means any municipal election including by-elections.

“Election related purposes” means any participation in an election that seeks to promote or oppose the candidacy of an individual seeking office.

“Members” means Councillors, the Reeve or anyone acting on behalf of a Councillor or the Reeve.

Scope

This policy is applicable to all, current members of council, candidates and those acting on behalf of the same as well as Town staff.

Use of Town Facilities, Services and Properties

Township of James facilities, services and property may not be used for any election related purposes except as identified in this policy.

Township of James Employees

Members and candidates may not use Township of James staff for any election related purposes during regular business hours or while the employee is receiving compensation from the Town.

Municipal Facilities and Property

- Members and candidates may not use the interior of any Township-owned or Township-run facilities for any election related purposes unless rented in accordance with standard Township of James rental procedures.
- Although the ability to use the interior of any Township-owned or Township-run facilities for election related purposes, if rented in accordance with standard Township of James rental procedures, NO election related activities, including campaigning and the distribution of campaign materials are permitted to take place inside the Municipal Office.
- Members and candidates may engage in election related activities, such as the distribution of campaign materials outside of Township-owned or Township-run facilities.

- Notwithstanding the ability to engage in election related activities outside of Town-owned or run facilities, NO election related activities, including campaigning and the distribution of campaign materials are permitted to take place outside on the property of Municipal Office.
- Members and candidates may not campaign or distribute campaign literature at any function hosted by the Township of James (Including the Recreation Committee)
- Election signs or other election material may not be displayed in, or on the property of any Township of James owned or run facilities.
- The Township of James allows campaign signs on municipal road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

Technology and Communications

Each Candidate may submit the following to be posted on the Township of James website:

- Candidates name & contact information
- 1 picture
- A brief bio
- One link per candidate to a website which features the candidate's specific election related campaign material
- The Township of James logo or other similarly branded corporate resources or property shall not be used by any candidate for any election related campaign materials, including printed literature, signage, and websites.
- Current Council biographies will be removed from the Townships website effective the first day of the nomination period. During the election period, Reeve and Council information on the Township's website will be reduced to council-related contact information only.
- Candidates may not print, distribute or make reference to any of the Township's email addresses, telephone numbers or facility addresses on any Campaign Materials.
- *The Ministry of Transportation governs the provincial policy with respect to the posting of campaign advertising on provincial road allowances. Refer to their Corridor Signage Policy and Election Signs on Highway Rights-of-Way available on the Town's Website.*
- *Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities*

Nominations

Upon the receipt of and verification of a completed nomination form, the Clerk will ensure a list of all registered candidates is included on the Township's website.

Limitations

Nothing in this policy shall preclude a Council member from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

Policy Effective Date and Review

This policy shall come into effect immediately upon approval by Township of James Council. It will be reviewed every four years, prior to the commencement of a municipal election.