

**Corporation of the City of The City**

**By-law No. 2026-018**

**Being a by-law to adopt a use of corporate resources during an election policy (Repeals No. 2022-067)**

**Whereas**, Subsection 88.18 of the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended, states, “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 or board resources, as the case may be, during the Election Campaign Period; and

**Whereas** Council considered Administrative Report No. CS-002-2026 at the March 3, 2026 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to adopt a use of corporate resources during an election policy, for consideration at the March 17, 2026 Regular Council meeting; and

**Whereas**, the Council of the Corporation of the City of The City deems it expedient to adopt the aforementioned policy.

**Now therefore**, the Council of The Corporation of The City of The City enacts as follows:

1. The “Use of Corporate Resources During an Election Policy” is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law.
2. The administration of the Use of Corporate Resources During an Election Policy, adopted under this By-law is assigned to the City Clerk who is delegated the authority to:
  - a. make all decisions required to implement the Use of Corporate Resources During an Election Policy, or specifically assigned to under this By-law;
  - b. perform all administrative functions referred to herein and those incidental to and necessary for the due administration and implementation of the Policy; and
  - c. establish and amend from time-to-time, such forms, documents, and such standards, protocols and procedures as they may determine are required to implement and administer the Use of Corporate Resources During an Election Policy.
3. That By-law No. 2022-067 be hereby repealed.
4. This By-Law shall come into force and effect on the date of final passing thereof.

**Read a first, second and third time and finally passed** this 17<sup>th</sup> day of March, 2026.

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Mayor

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Clerk

By signing this by-law on March 17, 2026, Mayor Laferriere will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.



Schedule “A” to

**By-law No. 2026-000**

**Adopt a Use of Corporate Resources During an Election Policy**

## **City of Temiskaming Shores Use of Corporate Resources During and Election Policy**

### **1. Policy Statement**

The [Municipal Elections Act](#), the [Election Finances Act \(Ontario\)](#), and the [Canada Elections Act](#) prohibit the City from making contributions in any form to a Candidate or Registered Third Party.

This policy established provisions for Members of Council, Candidates, Municipal Employees, and Registered Third Parties regarding the permitted and prohibited use of City Corporate Resources during an election.

### **2. Purpose**

The purpose of this policy is to:

- (i) Establish clear guidelines governing the use of City Corporate Resources by Members of Council, Candidates, Registered Third Parties, and Municipal Employees during an Election Campaign Period; and
- (ii) ensure transparent, accountable and equitable practices during elections.

### **3. Scope**

This policy applies to all Members of Council, Candidates, Registered Third Parties, and Municipal Employees. This policy shall be in effect during an Election Campaign Period, including by-elections.

**Limitation:** Nothing in this policy is intended to prevent a sitting Member of Council from fulfilling their legislative duties, or representing the interests of their constituents until the conclusion of their term of office. However, a clear separation must exist between a Member of Council's role as an elected official, and their role as a Candidate.

### **4. Definitions**

For the purpose of this policy,

- (i) "The Act" means the [Municipal Elections Act, 1996](#), S. O. 1996, Chapter 32, as amended, and includes any regulation made there under.
- (ii) "Campaign Related Materials" means any material, communication or activity that promotes or opposes the candidacy of a person for elected office, or a question on the ballot, including but not limited to printed or electronic materials, advertising, signage, buttons, clothing, websites, social media content, videos, photographs, and other forms of promotion or communication.

- (iii) "Candidate" means a person who has filed the relevant nomination (and not withdrawn that nomination) for an office on the municipal council, local board, provincial or federal office at an election or by-election, and includes those candidates who have been acclaimed.
- (iv) "Clerk" means the Clerk and Returning Officer for the City of Temiskaming Shores or their designate.
- (v) "City" means The Corporation of the City of Temiskaming Shores.
- (vi) "Corporate Resources" means any real property, goods and/or services owned, controlled, leased, acquired, or operated by the City of Temiskaming Shores including but not limited to facilities, property, equipment, supplies, services, Municipal Staff, information technology (IT) assets, infrastructure, data and/or communication platforms.
- (vii) "Election Campaign Period" means the interval of time wherein campaigning is permitted by law for a municipal, provincial or federal election or by-election.
  - a. For a municipal or school board election, the period between filing nomination for office and voting day, the latter being the fourth Monday in October.
  - b. For a provincial or federal election, beginning on the date the writ is issued and ending on voting day.
  - c. For a ballot question, the date on which Council passes the necessary by-law and ending on voting day.
  - d. For a by-election, beginning the date the by-election is called and ending on voting day.
- (viii) "Member of Council" means a person elected to an office of the Council of The Corporation of the City of Temiskaming Shores, while acting in an official capacity with the City.
- (ix) "Municipal Employees" means full-time, part-time, contract, seasonal employees, while acting in an official capacity with the City.
- (x) "Nomination Day" means the last day a Candidate may file their nomination as outlined in the Act.
- (xi) "Registered Third Party" means a person or entity (or a representative thereof) who is not a Candidate and has registered or certified themselves with the appropriate electoral authority, to support or oppose a Candidate(s), or to support or oppose a ballot question at the municipal (including school board), provincial or federal level.

## 5. Policy Applications

### (i) Technology Related Resources

#### a. Prohibited Uses:

Members of Council, Candidates, Registered Third Parties, and Municipal Employees shall not use City Corporate Resources for election-related purposes, including the creation, distribution or recording of Campaign Related Materials or messages.

Prohibited City Corporate Resources include, but are not limited to, the following:

- a) computers;
- b) cell phones;
- c) tablets;
- d) printers;
- e) scanners;
- f) photocopiers;
- g) electronic or other signage that can be used to display messages;
- h) email or social media accounts;
- i) web sites or domain names;
- j) telephone system including the voice mail system; and/or
- k) any other City-owned or City-provided technology resources.

#### b. Permitted Exceptions:

The following are permitted:

1. Links on a campaign website to City documents that are publicly available or posted on a publicly accessible City webpage.
2. The sharing of content originally posted on the City's official social media accounts (including Facebook, Instagram, and Twitter/X), provided that the content is shared or re-posted in its entirety using the platform's official sharing or re-posting functions; and

This exception does not permit the partial reproduction or alteration of City social media content, nor does it permit the use of City social media handles, tagging the City, or otherwise referencing City social media accounts in campaign-related social media posts.

**c. Council-Issued Devices**

City-issued devices and email accounts provided to current Members of Council are for official City business only and shall not be used for election-related purposes.

If a Member of Council receives campaign-related correspondence through a City-issued account or telephone, the response must be made using personal contact information and reported to the Clerk.

(ii) The City Facilities/Property

City facilities and property shall not be used for campaign-related purposes except as expressly permitted below.

**a. Public Meetings:**

Any Candidate may attend any public committee or council meeting; however, shall not use this forum to speak on or address any matter relating to their campaign.

**b. Permitted Rentals:**

City facilities and/or property may be rented for campaign events, in accordance with City rental agreements, subject to availability, and upon payment of applicable fees. All such rentals are subject to the following conditions:

1. Campaign-Related Material may be displayed only within the approved rental area and rental period;
2. City facilities/ spaces shall not be used as a campaign office;
3. Campaign-related rentals are prohibited from the first day of advance voting until the day following Voting Day; and
4. The City may refuse or cancel a rental in accordance with the terms of the rental agreement, where the use conflicts with City policies/ procedures, values, or health and safety requirements.

**c. Prohibited Locations**

Notwithstanding subsection (a):

1. City Hall and/or City Library facilities shall not be rented for campaign-related purposes.

2. Campaign-related signage and materials are prohibited in a voting place (including any place in the immediate vicinity of the voting place designated by the Clerk, s. 48(2) & 48(3)), City facilities and on City property, except as expressly permitted under this Policy, and in accordance with the City's current Sign By-law.

(iii) Communications

Members of Council, Candidates, Registered Third Parties, and Municipal Employees shall not:

- a) print or distribute, through electronic or non-electronic means, any election Campaign Related Materials using the City's Corporate Resources;
- b) campaign, distribute and/or display Campaign Related Materials in any municipal or local board facility, or at municipal or local board event including any municipal or board meeting;
- c) rent space (e.g., a booth) as part of a City-organized event;
- d) print, distribute and/or display the City logo, slogan, Chain of Office, for any election Campaign Related Material;
- a) use City media agreements to print or distribute any election Campaign Related Materials, including but not limited to the City Bulletin in the Temiskaming Speaker and Temiskaming Weekender, or through CJTT FM;
- b) use City-owned photographs, images, and/or videos for any election campaign related purposes; and/or
- c) photograph or record a video of a marked ballot, in accordance with Section 49(3)(a) of the Act.

**Exception:**

Members of Council, Candidates, Registered Third Parties, and Municipal Employees, may capture their own photos of City property for use in Campaign Related Materials, provided the photo is taken from a publicly accessible area, and does not contain a visible Municipal sign, logo, Chain of Office, or slogan.

(iv) City Corporate Resources and Staff Conduct

**a) Corporate Contributions**

The City shall not make contributions in any form, using Corporate Resources, towards the promotion of, or opposition to the candidacy of a person for elected office.

**b) Municipal Employees – Participation in Election Campaign Activities**

Municipal Employees, may engage in election campaign activities provided that:

- i. such personal election-related activities do not take place during the employee's work hours with the City;
- ii. City resources, including information obtained through employment, are not used for election related purposes;
- iii. City uniforms, badges, or identifiers are not worn to identify the employee as a Municipal Employee;
- iv. vehicles owned or leased by the City are not used;
- v. a leave of absence without pay, using lieu time, a floater day or vacation leave is taken, for any campaign-related work/activity during working hours; and/or
- vi. Such personal election-related activities are clearly separated from their official duties and shall not use, imply, or create the appearance of City endorsement or affiliation in connection with such activities.

Municipal Employees wishing to run for office, must abide by the respective legislation governing such elections.

**c) Chief Administrative Officer and Directors – Participation in Municipal Election Campaign Activities**

Except as permitted under Section 5(iv)(b), the City's Chief Administrative Officer and Directors may participate in municipal election campaign activities provided that:

- i. a leave of absence without pay is taken; and
- ii. City resources, including information obtained through employment, is not used for election related purposes;
- iii. City uniforms, badges, or identifiers are not worn to identify the employee as a Municipal Employee;
- iv. vehicles owned or leased by the City are not used;
- v. Such personal election-related activities are clearly separated from their official duties and shall not use, imply, or create the appearance of City endorsement or affiliation in connection with such activities.

**d) Election Administration Staff – Restriction on Participation**

Except as permitted under Section 5(iv)(b), the Clerk, Deputy Clerk, and other election administration staff shall not participate in municipal election campaign activities or municipal referendum campaigns. Such staff must disclose any personal, financial, or familial relationship with a candidate to the Chief Administrative Officer (CAO) or their designate in writing.

**e) Use of City Facilities and Communications**

Municipal Employees shall not post, promote or distribute Campaign Related Material on behalf of a Candidate or Registered Third Party:

- i. at City facilities;
- ii. on City property; and/or
- iii. through City communication channels.

**f) Integrity Commissioner**

The City's appointed Integrity Commissioner is considered a Corporate Resource and shall not be used by Members of Council for campaign-related advice.

**6. Limitations and Clarifications**

- (i) Members of Council remain in office until the end of the Council term, and may continue to perform their official duties and represent their constituents, including attending annual or regularly scheduled events. While acting in an official capacity, Members of Council shall not engage in election campaigning, including the use of campaign-related remarks, activities, or distribution of Campaign Related Materials.
- (ii) Attendance of Candidates and/or Elected Officials, or their supporters, at City-sponsored events and festivals does not, in itself, constitute campaigning, provided such attendance is in the capacity of a resident of the City and not as a Candidate. Candidates are responsible for ensuring that their supporters and campaign personnel comply with this distinction.
- (iii) Council biographies, photographs, and contact information on the City website shall remain static during the Election Campaign Period.
- (iv) Non-partisan election-related education events or meetings may be permitted at City facilities and/or property, as long as no activities are undertaken to support or oppose Candidates or ballot questions. The Clerk shall be responsible for assessing the nature of the event or meeting, and for providing approval for staff to permit the facility/property for that purpose.

**7. Administration of the Policy**

- (i) Questions regarding this policy shall be directed to the Clerk.
- (ii) The Clerk is delegated the authority to make administrative changes to this policy that may be required from time-to-time, due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy.

- (iii) Where a written complaint is received alleging a contravention of this policy, the Clerk or their designate is delegated the authority to take such actions as are necessary to give effect to this policy. The complaint must be submitted in writing to the Clerk or designate, and shall clearly identify the specific City resource(s) involved, the alleged contravention, and the relevant facts and circumstances supporting the allegation.

## **8. Review Period**

- (i) This policy will be reviewed by the Clerk following each Municipal Election to be updated with any changes as recommended Clerk, and in accordance with legislative requirements.