

Office Use Only – 2026 Municipal Election Checklist (Third Party Advertiser:_____)

- | | | |
|--|------------|----------------|
| ☐ Registration Third Party Advertiser (Form 7) | Date:_____ | Initials:_____ |
| ☐ ID Provided | | |
| ☐ Photo ID (Individual) | Date:_____ | Initials:_____ |
| ☐ Incorporation papers (Corporation) | Date:_____ | Initials:_____ |
| ☐ Authorization of Authority (Trade Union) | Date:_____ | Initials:_____ |
| ☐ Notice of Electronic Communications | Date:_____ | Initials:_____ |
| ☐ Consent to Release Personal Information
(Form EL52) | Date:_____ | Initials:_____ |
| ☐ Certificates of Maximums (Expense / Parties) | | |
| ☐ Preliminary | Date:_____ | Initials:_____ |
| ☐ Final no later than Sep 30/26 | Date:_____ | Initials:_____ |
| ☐ Notice of Penalties | Date:_____ | Initials:_____ |
| ☐ Financial Statement –Third Party Advertiser
(Form 8) | Date:_____ | Initials:_____ |
| ☐ Use of Corporate Resources
for Election Purposes | Date:_____ | Initials:_____ |
| ☐ Election Sign By-law | Date:_____ | Initials:_____ |
| ☐ Ward Maps | Date:_____ | Initials:_____ |
| ☐ Third Party Advertisers' Guide | Date:_____ | Initials:_____ |
| ☐ Acknowledgement Information Package | Date:_____ | Initials:_____ |



Third Party Advertiser Acknowledgement

Municipal Elections Act 1996

I, _____ acknowledge that I have reviewed the Candidate Nomination Package with the Clerk and/or Designate and have received a copy of the following documents:

- ☐ Registration Third Party Form 7
- ☐ Notice of Electronic Communications
- ☐ Consent to Release Personal Information
- ☐ Certificate of Preliminary Maximum Campaign Expenses – Third Parties
- ☐ Notice of Penalties
- ☐ Financial Statement – Auditor's Report Third Party Advertiser Form 8
- ☐ Use of Corporate Resources for Election Purposes Policy
- ☐ Election Sign By-law
- ☐ Ward Map
- ☐ 2026 Third Party Advertiser's Guide
- ☐ Acknowledgement Information Package

Signature

Date



Notice of Electronic Communications
Municipal Elections Act, 1996

**2026 Municipal Election
City of Belleville**

I, _____, being a candidate for the office of:

- ☐ Mayor
- ☐ Councillor Ward 1 (Belleville)
- ☐ Councillor Ward 2 (Thurlow)
- ☐ Public School Board Trustee – English
- ☐ Separate School Trustee – English

Or

- ☐ Third Party Advertiser

acknowledge that all communications from the City, for election purposes, will be conducted electronically via email communications.

I hereby advise that the email address to be used for such communications is:

Should the above information change, the candidate agrees to provide the Clerk's Office with an updated Notice of Electronic Communications form.

Signature

Date



Consent to Release Personal Information

Municipal Freedom of Information and Protection of Privacy Act, 1990

Personal information for election purposes is collected under the authority of the Municipal Elections Act, 1996, and will be used to assist the Clerk in the administration of the 2026 Municipal Elections.

Questions regarding this collection should be forwarded to BellevilleVotes@belleville.ca.

Name of Candidate: _____

For the office of:

- | | |
|---|--|
| ☐ Mayor | ☐ Public School Board Trustee – English |
| ☐ Councillor Ward 1 (Belleville) | ☐ Separate School Trustee – English |
| ☐ Councillor Ward 2 (Thurlow) | ☐ Third Party Advertiser |

Website (if applicable): _____

Social Media (if applicable):

- | | |
|---|-------|
| ☐ Facebook | _____ |
| ☐ X (formerly Twitter) | _____ |
| ☐ Instagram | _____ |
| ☐ Snapchat | _____ |
| ☐ TikTok | _____ |
| ☐ Bluesky | _____ |
| ☐ Threads | _____ |
| ☐ Other | _____ |

I acknowledge that the Nomination Form (Form 1) and the information contained above is public information.

Signature, Candidate or Third Party Advertiser

Date



**Certificate of Preliminary Maximum Campaign
Expenses – Registered Third Party**
Municipal Elections Act, 1996

In accordance with MEA, s.88.21, the Clerk shall give to each Registered Third Party a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as September 15 in the 2022 municipal election, including changes made that day.

On or before September 30, 2026, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each Registered Third Party.

Certificate to be given to Registered Third Party in accordance with Section 13.

Maximum Campaign Expenses
under the Municipal Elections Act, 1996 (s.88.21)

In accordance with MEA, s.88.21, the Clerk shall calculate the maximum amounts permitted for campaign expenses for each office for which nominations were filed with them and give a certificate of the applicable maximum amounts to each Registered Third Party.

Registered Third Party

39,912 electors	$\frac{\$5,000.00}{\$1,995.60}$	+	Base Amount @ \$0.05/elector
	$\$6,995.60$		Total Campaign Expenses

Pursuant to MEA, s.88.21, the preliminary campaign expenses for Registered Third Party for the 2026 Municipal Election is **\$6,995.60**.

Parties, etc. After Voting Day
under the Municipal Elections Act, 1996 (s.88.21)

In accordance with MEA, s.88.21, the Clerk shall calculate the maximum amounts permitted for parties, etc. after Voting Day for each office for which nominations were filed with them and give a certificate of the applicable maximum amounts to each Registered Third Party.

Registered Third Party

$\frac{\$6,995.60}{10\%}$	x	Preliminary Campaign Expenses
\$699.56		10% per O. Reg. 101/97
		Total Expenses for Parties, etc.

Pursuant to MEA, s.88.21, the preliminary expenses for parties, etc., after Voting Day, for Registered Third Party for the 2026 Municipal Election is **\$699.56**.



Notice of Penalties

Municipal Elections Act, 1996

Notice of penalties

33.1 The clerk shall, before voting day, give to each person nominated for an office notice of,

- (a) the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances

Effect of default by candidate

88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.

Penalties

(2) Subject to subsection (7), in the case of a default described in subsection (1),

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.

Notice of default

(3) In the case of a default described in subsection (1), the clerk shall,

- (a) notify the candidate in writing that the default has occurred;
- (b) if the candidate was elected, notify the council or board to which he or she was elected in writing that the default has occurred; and
- (c) make available to the public the name of the candidate and a description of the nature of the default. 2016, c. 15, s. 60.

Clerk's report re filing requirements

(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25. 2016, c. 15, s. 60.

Same

(5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after,

- (a) April 30 in the year following a regular election; and
- (b) 90 days after voting day in a by-election. 2016, c. 15, s. 60.

Offences re campaign finances

Offences by candidate

92 (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

Instructions

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 and Schedule 3 as appropriate. Registrants who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from

YYYY	MM	DD
------	----	----

 to

YYYY	MM	DD
------	----	----

- ☐ Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- ☐ Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

I, _____, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Registrant, Official Representative or Agent (if filed in person)	Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1.

+ \$

2.

+ \$

3.

+ \$

4.

+ \$

5.

+ \$

6.

+ \$

Total Campaign Income (Do not include loan)

= \$

C1

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1.

+ \$

2.

+ \$

3.

+ \$

4.

+ \$

5.

+ \$

6.

+ \$

Total Expenses subject to general spending limit

= \$

C2

2. Expenses subject to spending limit for parties and other expressions of appreciation

1.

+ \$

2.		+	\$	
3.		+	\$	
4.		+	\$	
5.		+	\$	
Total Expenses subject to spending limit for parties and other expressions of appreciation			= \$	C3

3. Expenses not subject to spending limits

Accounting and audit		+	\$	
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+	\$	
Office expenses incurred after voting day		+	\$	
Phone and/or internet expenses incurred after voting day		+	\$	
Salaries, benefits, honoraria, professional fees incurred after voting day		+	\$	
Bank charges incurred after voting day		+	\$	
Interest charged on loan after voting day		+	\$	
Expenses related to recount		+	\$	
Expenses related to controverted election		+	\$	
Expenses related to compliance audit		+	\$	
Expenses related to registrant's disability (provide full details)				
1.		+	\$	
2.		+	\$	
3.		+	\$	
4.		+	\$	
5.		+	\$	
Other (provide full details)				
1.		+	\$	
2.		+	\$	
3.		+	\$	
4.		+	\$	
5.		+	\$	
Total Expenses not subject to spending limits			= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+	\$	D1
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign		–	\$	
Surplus (or deficit) for the campaign			= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse

Contributions in goods and services from registrant and (if individual) spouse(include value listed in Table 1 and Table 2)

Total value of contributions not exceeding \$100 per contributor

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).

Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6)

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).

Less: Ineligible contributions returned or payable to the contributor

- Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25

Total Amount of Contributions (record under Income in Box C)

+ \$

+ \$

+ \$

+ \$

– \$

– \$

= \$ 1A

Part II – Contributions from registrant or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the registrant and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total						

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Table 5: Contributions in goods or services from individuals other than registrant or spouse
(Note: Must also be recorded as Expenses in Box C.)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total					

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Table 6: Contributions in goods or services from corporations or trade unions
(Note: Must also be recorded as Expenses in Box C.)

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total							

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions) \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held. ☐ Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity

Date of event/activity (yyyy/mm/dd)

Part I – Ticket revenue

Admission charge (per person) \$ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x 2B

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

- 1. + \$
- 2. + \$
- 3. + \$
- 4. + \$
- 5. + \$

Total Part II (include in Part I of Schedule 1) = \$

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold)

- 1. + \$
- 2. + \$
- 3. + \$
- 4. + \$
- 5. + \$

Total Part III (include under Income in Box C) = \$

Part IV – Expenses related to fundraising event or activity

Provide details

- 1. + \$
- 2. + \$
- 3. + \$
- 4. + \$
- 5. + \$

Total Part IV Expenses (include under Expenses in Box C) = \$

Schedule 3 – Broadcasters and Publishers

Complete if registrant used a broadcaster or publisher for a third party advertisement.

Table 7: Contact information for broadcasters and publishers used during the third party advertising campaign

Name	Type of Advertisement (e.g. print, television, radio etc)	Contact Information

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Auditor's Report

Municipal Elections Act, 1996 (Section 88.25)

A registrant who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality			Date (yyyy/mm/dd)		
Contact Information					
Last Name or Single Name			Given Name(s)		Licence Number
Address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Telephone Number		Email Address			

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

☐ Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.



City of Belleville

Subject: Use of Corporate Resources for Election Purposes Policy

Dated: April 2026

Approved: April 13, 2026

Revised:

1. Purpose

The Municipal Elections Act, 1996, as amended, prohibits municipalities from making Campaign Contributions to Candidates and Registered Third Parties. As a Campaign Contribution may take the form of money, goods or services, this policy provides a fair and consistent approach on how municipal Corporate Resources can and cannot be used during a municipal, provincial or federal election campaign period.

2. Scope

This policy applies to all Members of Council, Candidates, Registered Third Parties, City Employees, Volunteers, and members of the public during an election period.

This policy also applies to acclaimed Members of Council and Members of Council not seeking re-election.

Where applicable, this policy also applies to all candidates and registered third parties for a provincial or federal election or by-election.

This policy shall not preclude a Member of Council from performing their duties as an elected official, nor inhibit them from representing the interest of the individuals which they were elected to represent.

Nothing in this policy shall inhibit the Clerk from performing their statutory duties, restrict them from distributing information respecting election activities, or undertaking actions that assist electors in exercising their right to vote.

3. Definitions

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

By-election means an election other than a regular election, as defined in the Act.

Campaign Activity means any activity, event or purpose that supports or opposes a Candidate, Registered Third Party, or question on the ballot including the distribution of Campaign Material.

Campaign Material means any materials, including Political Advertising that promotes or opposes a Candidate or a response to any question on the ballot. Including, but not limited to, literature, banners, posters, pictures, buttons, balloons, magnets, vehicle decals, clothing, or other paraphernalia. Campaign materials also 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 for Candidates, in accordance with Section 88.24 of the Act, means the day on which a Nomination Form is filed and ends on December 31 in the case of a regular election and 45 days after voting in the case of a By-election.

Campaign Period for Registered Third Parties, in accordance with Section 88.28 of the Act, means the day on which the individual, corporation or trade union files a Notice of Registration and ends on December 31 in the case of a regular election and 45 days after voting in the case of a By-election.

Candidate means a person who has filed a Nomination Form for an office in accordance with Section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended, and also includes individuals who are running for office in a Provincial or Federal election.

City means relating to The Corporation of the City of Belleville.

Clerk means the Clerk of the City of Belleville or their designate.

Corporate Resources includes, but are not limited to, City Employees, Volunteers, facilities, infrastructure, assets, equipment, supplies, services or any resource that belongs to or is funded by the City.

Employee(s) means any full-time, part-time and contract employee hired by the City including, but not limited to, unionized and non-unionized employees, students, temporary employees, and cooperative placement employees.

Members of Council means any or all members of the Council of the City of Belleville.

Political Advertising means advertising that takes a position on an issue that can reasonably be regarded as closely associated with a Candidate or Registered Third Party.

Registered Third Party means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in accordance with Section 88.6 of the Act.

Voting Period means the hours designated by the Clerk during the election dates which eligible electors are entitled to cast their vote.

4. Election Campaigning

4.1 Campaign Activities are not permitted at the City Hall, located at 169 Front Street, Belleville.

4.2 Campaign Materials may not be displayed at any City owned or operated facilities, unless otherwise outlined in this policy.

4.3 Use of City facilities or property for Campaign Activity, including advertising, is not permitted, unless the facility or property (such as those opportunities at the Quinte Sports & Wellness Centre and City bus shelters, on-board buses and benches) are rented in accordance with City policies, procedures and practices as may be in effect from time to time, and the applicable rental rates are paid.

Note: Rentals must be paid from the campaign account of the Candidate or Registered Third Party. When advertising occurs per Section 4.3, such advertising must be removed within 1 week following the election date. If such advertising is within a City facility or property that is being used as a Voting Place, such advertisement is to be removed at least 24 hours prior to the Voting Period.

4.4 City owned or operated facilities, excluding the City Hall, may be rented as follows:

4.4.1 Candidates and Registered Third Parties pay the full market rental fees and rates for the use of such facilities; and,

4.4.2 Candidates and Registered Third Parties set up and remove all Campaign Materials, including, but not limited to, election signs, posters, and other paraphernalia within the allotted rental period; and,

4.4.3 Campaign Materials may only be displayed inside the rented area designated in the rental agreement, and no outdoor display of Campaign Materials is permitted.

4.5 Candidates and Registered Third Parties shall not be permitted to rent City facilities for Campaign Activities on any day during the Voting Period.

4.6 Candidates who are sitting Members of Council may not hold a ward or community meeting unless authorized by Council.

4.7 Council Members, Candidates, and Registered Third Parties who attend City organized or City sponsored/sanctioned events are not permitted to engage in Campaign Activity at the event.

4.8A Council Member who attends an event as a representative of Council, is not to engage in Campaign Activity while attending that event.

5. Technology and Communications

5.1 The City's corporate logo, corporate branding, crest, chain of office, coat of arms, slogan and other corporate identifiers including any municipal election logo, whether printed or on a campaign website, shall be not be used by any other body or person for any election campaign related purposes.

5.2 Notwithstanding Section 5.1, a link to the designated Municipal Election webpage, to obtain information about the Municipal Election, may be included.

5.3 Photographs, videos, electronic images, or graphics produced for and owned by the City shall not be used for election campaign related purposes.

5.4 Corporate Resources funded by the City shall not be used for election campaign related purposes, including but not limited to:

5.4.1 Telephones, Voicemail, Cellular Devices.

5.4.2 Corporate computer network, hardware and software.

5.4.3 Corporate computers equipment, including tablets.

5.4.4 City e-mail system and addresses.

5.4.5 Printers, copiers, scanners, fax machines.

5.4.6 Consumables related to the above equipment, such as paper, toner, etc.

5.5 Distribution lists or contact lists and files developed using Corporate Resources or through contact in a Member of Council's role shall not be used for election purposes.

5.6 Candidates, Council Members and Registered Third Parties are not permitted to make reference to and/or identify any individual as a Candidate, political party, Registered Third Party, or support or oppose a question on a ballot during an election, on any social media sites, blogs, or other new media created and managed by City Employees.

5.7 Notwithstanding Section 5.6, the sharing of City social media posts, without comment, is permitted.

6. City Employees

- 6.1 Employees shall not use Corporate Resources for Campaign Materials, Political Advertising or Campaign Activities.
- 6.2 Employees shall not use their official authority or influence for the purpose of interfering with or affecting the result of an Election, nor use their official title while participating in otherwise permissible political activities.
- 6.3 Employees are advised to be especially mindful of public perception during municipal Elections, and to ensure that their activities do not conflict with nor adversely affect their duties as Employees of the City.
- 6.4 Employees are not permitted to engage in Campaign Activity during hours in which that Employee is receiving compensation from the City, save and except during scheduled time off (i.e. vacation, leave of absence).
- 6.5 Employees are not permitted to sign nomination papers during hours in which that Employee is receiving compensation from the City, save and except during scheduled time off (i.e. vacation, leave of absence).
- 6.6 Employees wishing to participate in Campaign Activity must take care to separate those personal activities from their position and responsibilities with the City. Employees participating in Campaign Activity must ensure that such activity does not take place during hours in which that Employee is receiving compensation from the City, save and except during scheduled time off (i.e. vacation, leave of absence).
- 6.7 Employees participating in Campaign Activity may not do so while wearing City branded clothing, a badge or any other item that identifies them as a City Employee, or while using a City branded vehicle.
- 6.8 Employees shall not post or distribute Campaign Materials on behalf of a Candidate or Registered Third Party at City facilities or on City property.

7. Enforcement

- 7.1 The Clerk is authorized and directed to take the necessary action to give effect to this Policy. For further clarity, the Clerk shall be responsible for enforcing this Policy and is hereby delegated the appropriate authorities to enforce this Policy during an Election period.
- 7.2 The Integrity Commissioner may at any time be consulted by members of Council and candidates with regard to complying with any part of this policy.

7.3 Candidates and Registered Third Parties hereby acknowledge that accepting any contribution from the City (use of Corporate Resources) is a contravention of the Act and may result in a compliance audit.



Legend

- Ward 1
- Ward 2

