

**Attachment 3  
Interim Policy on  
Use of Corporate Resources during an Election Period**

- Under the Municipal Elections Act, the City of Toronto cannot provide a subsidy to any candidate in a municipal election campaign.
- Corporate Resources is defined as any City resources, including the Councillor's office expense budget, City facilities, City staff and City programs and services.
- An election year begins on nomination day and ends on Election Day.
- Nothing in this Policy shall preclude a Councillor from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

**a. Policies Applicable During Entire Election Period**

- Corporate resources and funding may not be used for any election-related purposes, with the exception that community groups be extended access to City facilities for the explicit purpose of conducting all-candidates meetings, including all-candidates meetings for municipal, provincial and federal elections, at a nominal fee of \$1.00, and all registered candidates within each specific category must be invited to attend such meetings.
- Councillors' staff may not canvass or actively work in support of a municipal, provincial or federal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- Councillors may not use their Constituency Office for any election-related purposes, which include displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related material in the office.
- Councillors may not deliver any unsolicited material outside their existing ward where the printing and/or distribution costs are paid by the City. Care should be taken to ensure that the mailing of newsletters be restricted to the member's ward only (with accommodation made for the normal spillage associated with Canada Post postal walks.) This policy to be effective not only during an election year but at all times.
- Councillors may not:
  - Print or distribute any material paid by City funds that illustrates that a Councillor or any other individual is registered in any election or where they will be running for office;
  - Profile (name or photograph), or make reference to, in any materials paid by City funds, any individual who is registered as a candidate in any election;
  - Print or distribute any material using City funds that makes reference to, or contains the names or photographs, or identifies registered candidates for

municipal elections; and that Minutes of City Council and Committee meetings be exempt from this policy;

- Councillors are responsible to ensure that the content of any communication material, including printed material such as newsletters, advertising etc., funded by the city for the operation of each Councillor's Office, is not directly election-related.
- Web sites or domain names that are funded by the City of Toronto may not include any election-related campaign material.
- The City Clerk or her designate shall be responsible at all times for setting of committee agendas, in consultation with the Chair of the Standing Committee.
- Councillors may not use the City's voice mail system to record election related messages.
- Councillors may not use the services of any staff in the City of Toronto to assist in any communication activity related to the preparation or distribution of campaign related materials or events.
- No photographic or video materials may be created by City staff for use in any campaign materials.
- The City of Toronto logo will not be used in any campaign related materials.

#### **b. Discontinued Activities**

The following activities are discontinued for Councillors after August 1 of an election year:

- No advertising paid for by the City of Toronto shall contain the name of a Councillor or the Mayor unless consistent with their duties as an elected official.
- Councillors will not distribute media releases using the City of Toronto media relations or departmental communications networks or distribution systems unless such a release is considered to be consistent with their duties as an elected official.
- The City of Toronto media clippings package will be made available to the general public through copies provided for viewing at the central library and at the counter of all civic centres.