



THE CORPORATION OF THE TOWNSHIP OF CHAPPLE
By-Law 1781
Updated Draft – 2026 Revision

Being a By-law to establish rules and procedures with respect to the use of municipal resources during the election campaign period.

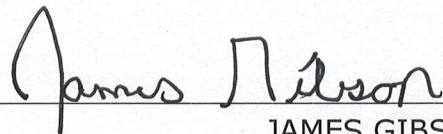
WHEREAS section 88.18 of the *Municipal Elections Act, 1996* requires municipalities, before May 1 in the year of a regular election, to establish rules and procedures with respect to the use of municipal resources during the election campaign period;

AND WHEREAS the Council of the Township of Chapple deems it necessary to update and clarify the rules governing the use of municipal resources to ensure fairness, transparency, and compliance with the Act;

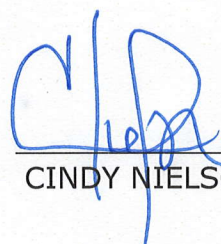
NOW THEREFORE the Council of The Corporation of the Township of Chapple enacts as follows:

1. **THAT** the updated "Use of Corporate Resources During an Election Period Policy," attached as **Schedule 'A'**, is hereby adopted and forms part of this By-law.
2. **THAT** this By-law shall come into force and take effect upon its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF APRIL 2026.



JAMES GIBSON, REEVE



CINDY NIELSON, CAO/CLERK-TREASURER

Township of Chapple

Use of Corporate Resources During an Election Period

Effective Date: April 29, 2026

Approved By: By-Law 1781 – updated draft – 2026 Revision

Policy Owner: CAO/Clerk-Treasurer



1. Purpose

This policy establishes clear and consistent rules governing the use of municipal resources during municipal and school board election periods. Its purpose is to:

- Ensure compliance with the *Municipal Elections Act, 1996*
- Maintain the neutrality of the Township and its staff
- Prevent the use of municipal resources as contributions to a candidate
- Support fairness and transparency for all candidates

2. Definitions

Candidate – An individual who has filed a nomination for municipal or school board office.

Campaign Period – As defined in the *Municipal Elections Act, 1996*.

Corporate Resources – Facilities, equipment, supplies, services, staff time, technology, intellectual property, logos, photographs, digital platforms, and any other municipal asset.

Election-Related Material – Any communication, image, message, or content that promotes or opposes a candidate.

Member of Council – Includes the Reeve and all Councillors, whether or not they are seeking re-election.

3. Application

This policy applies to:

- All Candidates, including sitting Members of Council
 - All municipal employees, volunteers, and contractors
 - All municipal facilities, equipment, and digital platforms
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4. General Rules

During the campaign period:

- Corporate resources **shall not be used** for any election-related purpose.
 - Staff shall remain **politically neutral** while performing their duties.
 - The Township shall not provide any advantage to any Candidate.
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5. Specific Restrictions

5.1 Use of Facilities, Property, and Equipment

Candidates shall not:

- Use municipal facilities, meeting rooms, parks, or property for campaign activities
- Display campaign signs or distribute campaign materials on municipal property
- Use municipal equipment (printers, copiers, phones, vehicles, etc.) for campaign purposes

Exception:

If the Township hosts an **all-candidates meeting**, equal access must be provided to all Candidates.

5.2 Use of Staff and Services

- Staff shall not engage in campaign activities during working hours.
 - Staff shall not assist Candidates in preparing campaign materials.
 - Staff shall not wear campaign buttons or display campaign materials at work.
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5.3 Communications, Technology, and Digital Platforms

Candidates shall not:

- Use municipal email accounts, voicemail, or phone systems for campaign purposes
- Use municipal websites, social media accounts, or digital platforms to promote a campaign
- Request staff to post or share campaign-related content
- Use municipal photographs, graphics, or branding (including the Township logo)

Municipal social media accounts will remain **strictly informational** during the campaign period.

5.4 Printed and Published Materials

From the day prior to Nomination Day until Voting Day:

- No newsletters, mailouts, or publications funded by the Township may reference a Candidate
- No Member of Council may order business cards, stationery, or promotional materials
- No municipal funds may be used to print or distribute election-related content

Minutes of Council and Committee meetings are exempt.

5.5 Websites and Online Content

- Municipal websites shall not include links to Candidate websites (except the Clerk's election information page).
 - Archived Council meeting videos remain available but shall not be edited or repurposed for campaign use.
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5.6 Photography and Intellectual Property

- Municipal photographs, videos, or graphics may not be used in campaign materials.
 - Candidates may not use images of municipal staff in campaign content
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6. Responsibilities

6.1 Clerk

The Clerk is authorized to:

- Administer and enforce this policy
- Provide guidance to staff and Candidates
- Remove or direct removal of election-related materials from municipal property

6.2 Staff

Staff must:

- Maintain neutrality
- Refer all election-related inquiries to the Clerk
- Avoid actions that could be perceived as supporting a Candidate

6.3 Members of Council

Members must:

- Comply with this policy
 - Clearly separate their role as elected officials from campaign activities
 - Avoid using their office to influence voter
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7. Limitation

Nothing in this policy prevents a Member of Council from performing their official duties or representing their constituents, provided such actions are not election related.

8. Enforcement

Violations of this policy may result in:

- Removal of campaign materials
 - Suspension of access to municipal facilities or resources
 - Reporting to the Integrity Commissioner (where applicable)
 - Referral to the appropriate authority under the Municipal Elections Act
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9. Review

This policy shall be reviewed prior to each regular municipal election or as required by legislative changes.
