

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2026-006

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

WHEREAS *Municipal Act, 2001*, section 5(1)(3) prescribes the powers of a municipality shall be exercised by its council, and a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended. section 88.8(4) paragraph 5 provides a municipality shall not make a contribution to a campaign;

AND WHEREAS *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended. section 88.8(9)(10) provides that if a municipality makes information available to the public on a website or in another electronic format, including the phone number and email address provided by the candidate in the nomination filed or a hyperlink to the candidate's website, the provision of the information does not constitute a contribution to a candidate;

AND WHEREAS *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended., section 88.22(1)(o)(p) provides that a candidate shall ensure that a contribution of money made or received in contravention of a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention, and a contribution not returned to the contributor is paid to the clerk with whom the candidate's nomination was filed;

AND WHEREAS *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended section 94 provides a person who contravenes any provision of a by-law passed by a municipality under this Act is guilty of an offence;

AND WHEREAS *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended section 88.18 provides before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources, during the election campaign period;

AND WHEREAS this By-law is a Corporation of the Town of Caledon by-law under the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient, accountable and transparent to establish rules and procedures, as required, with respect to the use of municipal resources, during the election campaign period which is consistent with established *Municipal Elections Act, 1996*, S.O. 1996, c. 32, sched., as amended principles as provided in Staff Report 2026-0002 at its earliest possible convenience in the year of a regular election;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

That the rules and procedures with respect to the use of municipal resources during the 2026 regular election campaign period are hereby established as provided within this By-law, which shall be named the Use of Municipal Resources during the 2026 Regular Election Campaign Period By-law, containing the following parts:

PART 1 - DEFINITIONS

1.1 In this By-law:

"Campaign period" means the first day a person is eligible to be nominated on May 1, 2026, until the campaign period ends on December 31, 2026, inclusive of extended campaign period only for affected candidates, if applicable.

"Campaign related activity" or **"campaign materials"** means any activity or produced material by or on behalf of a candidate or registered third party meant to elicit support or opposition during the campaign period.

"Candidate" means a person who has been nominated, as defined in section 33 of the Municipal Elections Act for an office of the municipal council.

"Communication" means information or content publicly communicated in any form.

"Clerk" means the statutorily appointed Clerk for The Corporation of the Town of Caledon.

"Council" means the Council of the Corporation of the Town of Caledon.

"Formal access to information request" means an access to information request made under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56*.

"Member" means a member of the Council of the Corporation of the Town of Caledon.

"Municipal council" means the municipal council for the Corporation of the Town of Caledon; and

(a) **"Office of the municipal council"** means the offices of local councillor, regional council, or mayor.

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

"Municipal resources" means facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the Town of Caledon.

"Online accounts" means any form of an account requiring a registered user-based login to access and operate through a network connection, including but not limited to social media accounts or any externally hosted website platforms.

"Registered third party" means, an individual, corporation or trade union that has filed a notice of registration with the Clerk in accordance with section 88.6 of the Municipal Elections Act.

PART 2 – PRINCIPLES

- 2.1 The rules and procedures in this By-law are consistent with the principles of the Municipal Elections Act.
- 2.2 Municipal resources used to promote or oppose the candidacy of a person for office of the municipal council, or that promote or oppose any campaign are prohibited.
- 2.3 Publicly available municipal resources remain equally accessible to candidates, third party advertisers and the public during the campaign period.
- 2.4 Where reasonably possible as provided in this By-law, campaign materials are prohibited from including content developed using municipal resources.
- 2.5 Campaign materials developed using resources other than by municipal resources are governed in accordance with the Municipal Elections Act and not subject to the rules and procedures in this By-law.
- 2.6 Municipal resources acquired or developed by virtue of office of the municipal council are prohibited from being repurposed as campaign material.

PART 3 – APPLICATION

- 3.1 Unless otherwise specified in this By-law or the Municipal Elections Act, the rules and procedures outlined in this By-law shall apply during the campaign period.
- 3.2 The rules and procedures outlined in this By-law apply to the regular election in the year this By-law is prescribed to be enacted and prevails over any other Council enacted rule or procedure with respect to use municipal resources during a campaign period.
- 3.3 A member is not precluded from performing their duties or inhibited from representing the interest of the electorate through the application of this By-law.

PART 4 – FACILITY AND EVENTS

- 4.1 Campaign materials are prohibited from display or distribution at any Town of Caledon event, facility, or facility property.
- 4.2 Town organized or funded events during a campaign period shall occur without any campaigning associated activities, including but not limited to promoting for or against candidates or registered third parties.
- 4.3 Facility rentals can only be held for general election-related events during the campaign period, held without eliciting support or opposition of a candidate or registered third party.
- 4.4 Municipal property may be used in campaign materials, provided the photo is taken without use of municipal resources from a publicly accessible area and without a municipal sign, logo, crest, coat of arms, slogan, or staff in the photo.

PART 5 – MUNICIPAL COMMUNICATIONS

- 5.1 Any communication materials or activities produced or funded using municipal resources comply with applicable provisions of this By-law and are unrelated to any campaign related activity.
- 5.2 Websites or domain names that are provided, funded or maintained by the Town shall exclude any campaign material.
- 5.3 The phone number and email address provided by a candidate in their filed nomination or a hyperlink to a candidate's website shall only appear on a single Town of Caledon webpage containing a list of all candidates who have filed their nomination for an office of the municipal council.
- 5.4 Any hyperlinks to external websites about a member on a Town of Caledon operated website are removed prior to and prohibited during the campaign period.
- 5.5 Municipal resources are prohibited to be used to create any advertisements, flyers, newsletters, business cards or personalized stationery which represents a member from the start of the campaign period until the beginning of the new term of Council.

PART 6 – MEMBER COMMUNICATIONS

- 6.1 Members are prohibited from using municipally resourced communications for any campaign related activity.
- 6.2 Members use of communications for campaign related activity may provide notice of communication related to their role as a member for those interested in communicating with them in their capacity as a currently elected representative.
- 6.3 Members use of online accounts for campaign materials shall be notably or visibly differentiated from their municipally resourced online accounts, without any publication related to their role as a member of municipal council which contains:
 - a. their member associated online account names, monikers or addresses,
 - b. any reference to the Town of Caledon, its logos, or identifiers, and reference to the member's title from the account handle name, the username, or profile description,
 - c. any Town of Caledon email address, phone number or other contact information.

PART 7 – TECHNOLOGY

- 7.1 Municipal computers, cell phones, tablets, printers, scanners, or other services such as email, internet and file storage or other technology assets provided for use to members shall not be used for any campaign related activity.

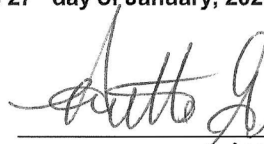
PART 8 – INFORMATION

- 8.1 Information not publicly available and received by virtue of a member's office is prohibited for use within any campaign material.
- 8.2 Distribution lists or contact lists developed using municipal resources or through contact in a member's role shall not be utilized for any campaign related activity.
- 8.3 Information printed, hosted or distributed by a member during the campaign period is prohibited from using the Town of Caledon logo, crest, or coat of arms.
- 8.4 The Town of Caledon's logo, crest, coat of arms, slogan or other form of Town of Caledon identifier shall not be printed, distributed or used on any campaign related activity, except in the case of a hyperlink to the Town of Caledon operated website to obtain information about the current regular election the candidate is seeking election into an office of the municipal council.
- 8.5 Photographs, videos or images produced for, created by or owned by the Town of Caledon shall not be used by candidates or registered third parties for any campaign related activity.
- 8.6 Where reasonably possible, information disclosed by the Town of Caledon to a candidate or registered third party, except for a formal access to information request, are made available to all other candidates and registered third parties including where such information was initially requested from within the Town of Caledon.


PART 9 – ENFORCEMENT

- 9.1 The Clerk shall apprise candidates, registered third parties, or members of apparent contraventions to this By-law identified through completion of their duties under the Municipal Elections Act, or as provided to them by a complainant.
- 9.2 Where reasonably possible, a candidate shall ensure that a contribution of goods or services made or received by provision of municipal resources in contravention of this By-law is returned to the Clerk as soon as possible after the candidate becomes aware of the contravention, or alternatively the apparent contravening use of municipal resources for campaign purposes is immediately discontinued.
- 9.3 This By-law expires upon enactment of establishing the rules and procedures with respect to the use of municipal resources for the next regular election campaign period after the 2026 regular election.
- 9.4 This By-law shall come into full force and effect on the day of its passing.


Enacted by the Town of Caledon Council this 27th day of January, 2026.



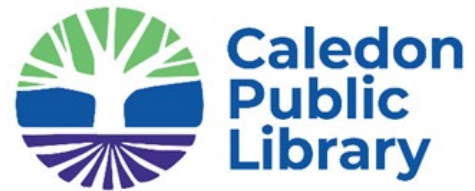
Annette Groves, Mayor



Kevin Klingenberg, Municipal Clerk



Title The Library and Political Elections
Policy Number CPL-18-24
Policy Type Operating
Approval Date April 20, 2026
Review Date April 2028
Notes Originally adopted May 14-2018; reviewed May 11-2020, April 11-2022 and April 15-2024



Purpose

The Caledon Public Library must act and appear to act in a non-partisan way at all times, while supporting the democratic process, freedom of expression, and informed discussion on political issues. This is of particular importance during elections. As per the requirements of the Municipal Elections Act (Section 88.18), rules and procedures have been established regarding the use of Board resources during a municipal election campaign.

This policy applies to Board members, employees and volunteers of the Library in their dealings with candidates and political parties and the use of library resources during election campaigns and shall be applied more broadly to elections at any level of government.

Guidelines

The Board shall align with Town of Caledon By-Law No. 206-006, a By-law to establish the rules and procedures with respect to the use of municipal resources during the election campaign period ([Appendix A](#)).

The following additional guidelines reflect the unique governance and role of the Caledon Public Library and its Board.

Access to Library Resources, Services and Spaces

The Board may not make or direct a contribution to the campaign of any candidate or political party in the form of money, goods or services.

1. All candidates and political parties have equal access to publicly available resources and services provided by the Library.
2. Candidates or political parties cannot use equipment, supplies, staff or other operational resources of the Library not readily available to the public, nor may they use the Library's logo in any campaign material.
3. As per the *Caledon Public Library Room Usage Policy (CPL-23-31)*, study or small meeting rooms are available for booking by the public and as such, are available for use by candidates. Program and Large Meeting Rooms are only available for booking by

members of Council in their capacity as sitting members of Council and cannot be used for campaign purposes.

4. Candidates or representatives of political parties are welcome to attend library events, or events hosted in library spaces, in either their capacity as elected representatives or as private citizens but may not campaign while in attendance. Elected officials may act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities. In the case of provincial or federal elections, once the writ is issued, MPPs and MPs, with the exception of Ministers of the Crown, are no longer elected officials and therefore should not be invited to attend library events.
5. In accordance with the Canada Elections Act section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. This provision shall also be extended to provincial election candidates.
6. No campaign materials, including signs, posters or brochures, specific to a candidate or political party can be posted or made available in Library spaces.
7. The Library's website, social media channels and promotional screens shall not be used to display any campaign-related materials specific to a candidate or political party.
8. The Library will consult with the Clerk regarding the planning of any "all-candidates" meetings hosted by the Library in Town facilities. "All-candidates" meetings hosted by the Library at branches or other spaces that are not in Town facilities, shall be held at the discretion of the Board. Regardless of location, such meetings may be offered as a library program or in conjunction with a community partner, provided that all candidates are invited to participate.

Library Board Members as Candidates

1. Board members may continue their Library Board responsibilities while running for office. Caledon Public Library Board conflict of interest procedures shall be in effect, and it is the responsibility of a Board member running for office to declare any conflicts.

Employee and Volunteer Participation in Election Campaigns

1. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her library duties throughout the campaign and must not participate in campaign activities during his or her working hours.
2. With respect to a municipal election, any library employee running as a candidate in the municipal election will comply with the entirety of Section 30 of the Municipal Elections Act which reads, in part:

"30 (1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day

the employee is nominated and ending on voting day. 1996, c. 32, Sched., s. 30 (1); 2002, c. 17, Sched. D, s. 9 (1).”

Information Sharing During Elections

1. The CEO/Chief Librarian or designate will coordinate requests for information about the Library received from candidates and political parties.
2. Any candidate or political party may request a meeting or tour of the Library with the CEO/Chief Librarian or designate.
3. In support of an informed electorate, the Library may create an online portal sharing information about the election process, candidates and key issues. All candidates will be invited to contribute.
4. As per the terms of the *Caledon Public Library Advocacy Policy (CPL-17-17)*, the Library Board may coordinate outreach to candidates or raise questions at all-candidate meetings, bringing awareness to the Library’s role and value. Where appropriate, the Library will participate in advocacy efforts with provincial and national library organizations. The timing and nature of advocacy efforts will be careful to avoid the appearance that the Board or Library is endorsing a specific candidate or political party.
5. Any information that is made available by the Library to one candidate or political party during an election will be made available to all other candidates and political parties.

Related Documents:

- [Canada Elections Act](#), S.C. 2000, c. 9
- [Municipal Elections Act](#), 1996, S.O. 1996, c. 32
- CPL-17-17 Caledon Public Library Advocacy Policy
- CPL-23-31 Caledon Public Library Room Usage Policy

Peel Region Corporate Policies

Category:	Government Services
Subcategory:	Elections
Responsible Area:	Clerks
Subject:	Use of Corporate Resources for Elections

A. Purpose

To supplement the provisions of Regional Council Code of Conduct, the Regional Employee Code of Conduct, Business Expense Accounts for Members of Council Policy, and the Municipal Elections Act, 1996, as amended to provide consistent information and direction to ensure that Peel Region's corporate resources are not provided or used for any election-related purpose, except as required or directed by the Regional Clerk where there is a legislated requirement for Peel Region to conduct the election.

B. Scope

This policy applies to members of Council, employees, registered election candidates (including acclaimed candidates), registered third party advertisers, and members of the public.

C. Policy

Peel Region is committed to ensuring accountable and transparent election practices, relating to the use of corporate resources.

1. General Provisions:
 - a. An election campaign period for a candidate or a third party advertiser shall commence on the day a candidate files a nomination; or a third party advertiser files a registration (the earliest permitted date being the day the nomination and registration period begins) and will conclude on December 31 in the case of a regular election, and 45 days after voting day in the case of a by-election.
 - b. In accordance with the provisions of the Municipal Elections Act, 1996, municipalities shall:
 - establish rules and procedures with respect to the use of municipal resources, during the election campaign period;

- not make a contribution to an election campaign (including money, goods and services); and
 - not make a contribution to a registered third party advertiser (including money, goods and services).
- c. Corporate resources and funding may not be used for any election-related purposes, unless required or directed by the Regional Clerk in the discharge of the Regional Clerk's obligations where there is a legislated requirement for Peel Region to conduct an election.
- d. Staff may not canvass or actively work in support of a municipal candidate or third party during working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- e. Equipment, vehicles, supplies, services, signs, staff, or any resource that belongs to or is funded by Peel Region may not be used for the purposes of election campaign or for any campaign-related activities.
- f. Peel Region facilities and property may not be used for election related activity, with the exception of those activities permitted by legislation and outlined in G40-01 Use of Peel Region Facilities for Political Campaign Purposes.
2. Specific Regulations:
- a. The following, if supplied by Peel Region, shall be discontinued for all members of Regional Council, throughout the period from May 1st of the municipal election year until the last day of the current term of Council, inclusive, or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day, for any members running as candidates in the by-election:
- i. All forms of advertising, including advertising in municipal publications;
 - ii. All printing, high speed photocopying and distribution, including printing and general distribution and display of newsletters unless so directed and approved by Council;
 - iii. The ordering of any stationery or office supplies or furnishings unless approved by the Region Clerk;
 - iv. Coat of Arms, Corporate Seal and/or Corporate logo
 - v. Links to Council member-related web sites or social media links;
 - vi. The posting of information relating the activities of Council or any member of Council on Peel Region's website, excluding the minutes of Council and committee meetings. Only the photos and contact phone and/or email posted for each member of Council at the commencement of each term shall remain on the corporate website.

- b. To avoid any confusion with any website or social media accounts used for Council work, members of Council who choose to create or use their own websites or social media accounts shall, throughout the period from May 1st of the municipal election year until the last day of the current term of Council, inclusive, or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day, for any members running as candidates in the by- election:
 - i. Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used either solely for Council work or solely for election campaign purposes;
 - ii. Include the statement in clause a) for as long as the website or account is accessible by the public.

- c. Members of Council, throughout the period from May 1st of the municipal election year until the last day of the current term of Council, inclusive, or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day, for any members running as candidates in the by-election, shall not:
 - i. Print or distribute any material paid for by municipal funds that indicates that a member of Council or any other individual is registered in any election or where they will be running for office;
 - ii. Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a candidate in any election;
 - iii. Print or distribute any material using municipal funds that makes reference to, or contains the names, photographs, or identifies registered candidates for municipal elections (Minutes of Council and Committee meetings are exempt from this provision);
 - iv. *Use the corporate website, domain names, other corporate systems, the Region crest or logo for campaigning/advertising or as a substitute to distributing newsletters or flyers;
 - v. Use the municipality's voicemail system to record election-related messages;
 - vi. Use Peel Region's computer network (including PeelRegion's email system) for election-related correspondence;
 - vii. *Use any photographs produced for and owned by Peel Region or any photos taken utilizing Peel Region equipment or sent through Peel Region email accounts for any election-related purposes;
 - viii. *Use Peel Region property or staff in any campaign photos or images unless all candidates are afforded the same opportunity. Photos/images of the exterior of Peel Region facilities are permitted. Photos/images of the interior of Peel Region facilities are not permitted;

- ix. *Use any Peel Region facility/property for election-related purposes, with the exception of those activities permitted by legislation and outlined in G40-01 Use of Peel Region Facilities for Political Campaign Purposes;
- x. Benefit from the use of any corporate pricing established under Peel Region's purchasing policy;
- xi. Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any candidate, third party or any position related to any questions which may be authorized to be placed on the ballot.

Clauses denoted with an asterisk (*) shall also apply to registered candidates and third parties.

d. Staff Involvement:

Staff, including full time, part time and contract employees shall in the course of performing their duties:

- i. Behave in a manner that is impartial, fair, and unbiased toward all registered candidates and third parties;
- ii. Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council, registered candidate, or third party that exceeds their normal duties or could be construed as contributing to an election campaign;
- iii. Take care to separate personal activities from their official positions and shall not canvass or actively work in support of a municipal candidate or third party during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave;
- iv. Request and obtain a leave of absence without pay should they wish to run for federal, provincial or municipal office and abide by the legislation governing such elections.

- e. Subject to Section C.1.d) staff may be involved in campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties as a representative of Peel Region.

D. Responsibilities

1. Staff are authorized and directed to take the necessary action to give effect to this policy.
2. The Integrity Commissioner may at any time be consulted by members of Council with regard to complying with any part of this policy and will be responsible for enforcement of this policy through Council's Code of Conduct.
3. Nothing in this policy shall preclude members of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.

4. The Regional 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 Regional Clerk in consultation with the Regional Solicitor, the amendments do not change the intent of the policy.

Table 1. Policy Approval History

Approval Source:	Council Resolution 2018-82, 2026-259
Original Approval Date:	February 8, 2018
Last Review/Update:	April 9, 2026
Effective Date:	April 9, 2026
Responsibility:	Regional Clerk
Revision Details:	Minor policy update to align with changes made to G40-01 Use of Peel Region Facilities for Political Campaign Purposes (April 9, 2026).