



COUNCIL POLICY

Policy Title:	Members of Council and Election Campaigns
Policy Number:	CC041
Report Number:	LGT2012-0847
Approved by:	Council
Effective Date:	2013 January 28
Business Unit:	City Clerk's, Office of the Mayor and Office of the Councillors

BACKGROUND

It is the desire of Members of Council to have a policy in place regarding acceptable practices related to election campaigns. This will ensure consistency in application and ensure all Members of Council are aware of and understand the policy before the election campaign begins.

PURPOSE

This policy will provide Members of Council with the guidelines and rules necessary to ensure that all candidates in an election have an equal opportunity to access City resources and that no preferential treatment is afforded to incumbents by The City.

DEFINITIONS

For the purpose of this policy:

1. **Campaign Period** – commences the first of June immediately preceding a general election;
2. **Election Campaign** – includes all activities related to the re-election of a Member of Council and not to their duties under the Municipal Government Act as a Member of Council; and
3. **Fund Raising Activity** – any and all activities undertaken by or on behalf of a Member of Council to raise funds for the purpose of an election campaign, taking place at any point during a Member's term of office.

POLICY

In accordance with the Local Authorities Election Act, Section 9, a Member of Council's term of office expires with the beginning of the Organizational Meeting (the swearing-in of the new Council) immediately following a General Election.



COUNCIL POLICY

1. Newsletters, Open Houses and Email Campaigns

Open Houses organized by Members of Council must be completed, and City-funded newsletters delivered, by May 31 of a general election year or not scheduled until following the Organizational Meeting of Council in a general election year. No mass email distribution should take place at this time, using City resources, except in cases of emergency, as authorized by the City Manager.

2. Internet Resources

a. City-hosted or -funded Websites

Updates will not be made to the websites of Members of Council that are either City hosted, or external websites paid for by The City between Nomination Day and Election Day in a general election year. A note may be placed on the website indicating that, due to City of Calgary election campaign rules this site will not be updated between Nomination Day and Election Day.

Links are not allowed on City websites or external websites paid for by The City to a Member's campaign website at any point in time during a term of office.

b. Non city-funded Internet resources

Members of Council may use non-City funded social media and Internet resources (e.g. Twitter accounts, Facebook sites) in their personal names during a campaign period. These accounts shall include, where possible, a disclaimer that they are not City-funded, nor do they construe City policy during a Campaign Period. Account names should not include the member's current position title, where possible (i.e. Jane Smith is preferable to Councillor Jane Smith).

3. City and Elected Officials' Staff

City staff shall not be engaged by Members of Council in an election campaign during hours in which those persons receive compensation from The City, though they may work on a volunteer or paid capacity for a campaign during non-work or vacation hours.

Council Member's personal staff must operate under the same restriction, but they may take unpaid leave to work on a campaign. Further, it is permissible for these staff only to undertake very modest activities that could be construed as campaign work, where such activities overlap unavoidably with the regular course of their duties. Examples of such activities might include coordinating campaign schedules within the Council Member's calendar or redirecting citizens with campaign questions to the campaign.

City and/or a Council Member's staff may not identify themselves as City/Council employees while working on an election campaign.



COUNCIL POLICY

Under no circumstances, should Members of Council's Offices be used to engage in campaign related activities.

4. City Resources

City resources shall not be used by Members of Council or staff for election campaigns or for a fund raising activity at any point during a term of Office.

City data shall not be used by Members of Council for election campaigns or fund raising activities unless those data sources are publicly available and all fees associated with the use of the data have been paid for by the election campaign funds.

Use of City property for campaign related activities shall be in accordance with City policies and bylaws and must be available to all candidates for a similar activity.

5. Official City Functions

That Administration shall not schedule routine Civic events requiring Members of Council to perform official ceremonial duties between Nomination Day and Election Day.

6. Contributions to Election Campaigns

No monies, from City accounts, shall be used by Members of Council as contributions to other election campaigns, municipal, provincial or federal.

PROCEDURE

1. A Member of Council, or any individual, who believes a member of Council is in violation of the policy may report their concerns in accordance with the Integrity Commissioner.
2. All substantiated violations and reports shall be addressed by the Integrity Commissioner in accordance with the Integrity Commissioner Complaints Policy.

RELATED POLICIES

Acceptable Use of Technology Policy	PAC009
Information Management & Computer Resources Policy	PAC011
Budgeting and Accounting Policy	PAC014

AMENDMENTS

Date of Council Decision	Report/By-Law	Description
2016 December 19	LGT2016-0951	Adopted proposed



COUNCIL POLICY

		<p>amendments, in consultation with the Integrity and Ethics Office, City Solicitor and City Auditor, to improve clarity and guidance to Members of Council and to shift enforcement of Council policy CC041 to the Integrity Commissioner (formerly exercised by the City Auditor and the Councillors Office Co-ordinating Committee):</p> <ol style="list-style-type: none">1. Repealed Procedure section and replaced with the following clauses: “ 1. A Member of Council, or any individual, who believes a member of Council is in violation of the policy may report their concerns in accordance with the Integrity Commissioner.2. All substantiated violations and reports shall be addressed by the Integrity Commissioner in accordance with the Integrity Commissioner Complaints Policy.”
2013 October 21	Bylaw 40M2011	Discontinue the use of the title “Alderman” in favour of the title “Councillor”
2013 April 08	AOC2013-0364	Adopted amendment in Policy section, 2a. Internet Resources – City-hosted or –funded Websites sub section, as there was an inconsistency in the language regarding dates
2013 January 28	LGT2012-0847	Adopted Policy CC041

REVIEWS(S)

Date of Policy Owner's Review	Description