



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuć, Manager of Community Services/Clerk  
**Date:** 2026-04-23  
**Subject:** Use of Corporate Resources for Election Purposes Policy

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### **Recommendation:**

That West Elgin Council hereby receives the Use of Corporate Resources for Election Purposes report from Terri Towstiuć, Manager of Community Services/Clerk; And

That Council approve the Use of Corporate Resources for Elections Purposes Policy to be attached as Schedule A to By-law 2026-22.

### **Purpose:**

The purpose of this report is to establish clear guidelines governing the use of corporate resources during the municipal election period. This ensures that Council members and the municipality are protected, and that all election related activities comply with legislative requirements, ahead of the 2026 Municipal Election.

### **Background:**

Section 88.18 of the *Municipal Election Act, 1996* (MEA) provides legislative requirements for municipalities to establish rules and procedures, prior to May 1 of an election year, with respect to the use of municipal resources during the election campaign period. The rules are to protect the integrity of the electoral process and ensure that the interest of Council members and the municipality are upheld.

The Use of Corporate Resources for Election Purposes policy should be reviewed every election and updated in accordance with any legislative changes. The policy should provide a consistent approach regarding the use of corporate resources for the purpose of election campaign period, compliant with the MEA, the municipality's code of conduct and any other applicable policies and legislation.

All provisions of this policy are intended to protect freedom of expression while ensuring the following:

- Municipal resources are not used to promote or provide an unfair advantage to any candidate, political party, constituency association, registered third party, or any person or group supporting or opposing a question on a ballot during an election period;

- Members of council remain able to fulfill their duties as elected officials and to represent the interests of their constituents without undue restriction; and
- Election-related information and communications remain accessible to the public, with all such material prepared and approved by the Clerk's Office.

Attached to this report is By-law 2026-xx, with the policy being included as Schedule A.

**Financial Implications:**

None.

**Policies/Legislation:**

[The Municipal Elections Act](#)

[The Municipal Act](#)

Use of Corporate Resources for Election Purposes Policy & By-law

**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć, Dipl. M.A.

Manager of Community Services/Clerk

### Report Approval Details

Document Title:	Use of Corporate Resources During an Election Policy - 2026-16-Community ServicesClerks.docx
Attachments:	- 2026 Use of Corporate Resources During an Election V2.docx
Final Approval Date:	Apr 16, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall