



## Peterborough Police Services Board

### Use of Police Services Board Resources During an Election Period

#### 1.0 Preamble

- 1.1 Whereas subsection 31(1)(c) of the **Police Services Act** provides that a Board is responsible for the provision of adequate and effective police services in the municipality and shall establish policies for the effective management of the police force;
- 1.2 And whereas Section 37 of the **Police Services Act** provides that a Police Services Board shall establish its own rules and procedures in performing its duties under this Act;
- 1.3 And whereas S. 88.18 of the **Municipal Elections Act**, S.O. 1996 C. 32, as amended requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period;
- 1.4 And whereas the Board deems it expedient to enact this policy for the use of Peterborough Police Services Board ("Board") and the Peterborough Police Service ("Service") resources and infrastructure during an election period, in order to preserve the public trust and integrity in the elections process and to comply with the **Municipal Elections Act**, 1996 (the "Act").

#### 2.0 Definitions

- 2.1 "Act" means the **Municipal Elections Act, 1996**, as amended, and includes any regulation made thereunder;
- 2.2 "**Campaigning**" means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot.

- 2.3 **"Campaign-related materials"** means those materials that promote or oppose the candidacy of a person for elected office.
- 2.4 **"Candidate"** means any person who is running for office in a municipal election, nominated under Section 33 or the Act.
- 2.6 **"Employees"** include full-time, part-time, and contract employees, paid by the City of Peterborough, including members of the Police Services Board and the Peterborough Police Service.
- 2.7 **"Registered Third-Party"** means an individual, corporation or trade union that is registered with a local municipality under s. 88.6 of the Act.

### **3.0 Board Policy**

- 3.1 In compliance with the **Municipal Elections Act, 1996**, public funds are not to be used for election campaigns, including the promotion of or opposition to the candidacy of a person for an elected office, or in support of or opposition to a question on a ballot.

Board resources including facilities, infrastructure, equipment, supplies, services, staff or any resource that belongs to or is funded by the Board may not be used for the purposes of an election campaign or for any campaign-related activities.

- 3.2 **Use of Board/Police Facilities**

No person (including staff, candidate or registered third-party) may use any facility that is owned, leased or occupied by either the Peterborough Police Service or the Board for election campaigning purposes or for any campaign-related activities. Campaign signs and materials may not be displayed in/at any Board facilities. Election campaign material means those materials that promote or oppose the candidacy of a person for elected office, or that support or oppose a question on a ballot.

- 3.3 **Board/Police Events**

No person (including staff, candidate or registered third-party) may campaign or distribute election campaign materials at any event/function being hosted by the Peterborough Police Services Board or the Peterborough Police Service.

- 3.4 **Board/Police Infrastructure, Equipment and Supplies**

No person (including staff, candidate or registered third-party) may use any Board/Police infrastructure, equipment or supplies for election campaign purposes or for any campaign-related activities. This includes any physical or technology systems that support the operation of the Board/Police programs and services including but not limited to computer and telephone networks and applications, photocopiers, fax machines, email system, voicemail, wireless equipment, internet, smart phones, tablets, and Board/Police provided electronic devices.

**3.5 Board/Police Staff**

A candidate or registered third-party may not use the services of staff during those hours in which staff receive any compensation from the Board or Service.

**3.6 Printing and Distribution**

No person (including staff, candidate or registered third-party) may print or distribute election campaign materials using Board/Police funds.

**3.7 Websites/Social Media**

Websites, domain names and social media sites that are funded, owned or operated by the Board or Police Service shall not include any election-related campaign material, make reference to and/or identify any individual as a candidate or profile any slogan or symbol associated with a candidate.

**3.8 Communications Materials**

The Board and Police Service communications materials, whether for internal or public distribution, shall not:

- a) Profile (name or photograph), make reference to and/or identify any individual as a candidate.
- b) Advocate for or against a particular candidate.
- c) Communication materials include but are not limited to: news releases, advisories, invitations for special events, flyers, posters, banners, brochures, newsletters, e-newsletters and social media accounts.

**3.9 Photographs and Videos**

Photographs and videos produced for and owned by the Board and/or the Police Service cannot be used for election campaign purposes.

**3.10 Corporate Identifiers/Logos**

The corporate identifiers of the Board or the Police Service (i.e. crests, logo) may not be printed or distributed in election campaign material or included on an election campaign website. Links to the Board's or Police Services' websites are permitted from a candidate's or third-party's election website for the purpose of obtaining information about the municipal election or sharing Board/Police program/service information.

**3.11 Contact Information**

The Board or the Police Service's email addresses, telephone numbers and facility addresses are not to be used by a candidate or registered third-party as his/her election campaign contact information.

## **4.0 Administration**

- 4.1 That this policy is hereby enacted by the Peterborough Police Services Board on the 15<sup>th</sup> day of May 2018 and shall take effect on that date.
- 4.2 That distribution of this Policy be unrestricted.

---

Bob Hall, Chair  
Peterborough Police Services Board

### **Additional References:**

Evaluation Date:  
Issue Date: May 15<sup>th</sup> 2018  
Revision Dates: