



100 John West Way  
Aurora, Ontario  
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Town of Aurora  
**FAQ for the Use of Corporate Resources for Election  
Purposes Policy**  
Legislative Services

## **FAQs - Use of Corporate Resources for Election Purposes Policy Procedures**

### **1. What are “corporate resources”?**

Corporate resources include anything owned, funded, operated, leased, or controlled by the Town, such as:

- Town facilities and parks
- Equipment, supplies, and materials
- Computers, phones, email, and IT systems
- Databases, intellectual property, and branding
- Town-funded services or staff time

### **2. Can Town resources be used for campaigning?**

No. Town resources may not be used for any campaigning purposes by staff, candidates, third party advertisers, or current Members of Council.

This prohibition is not meant to restrict Members from routinely communicating with constituents; however, Members and candidates are responsible for ensuring that any communications or activities reimbursed from expense accounts or funded by the Town are not related to an election

### **3. What activities are considered “campaigning”?**

Campaigning includes any activity intended to support or oppose:

- A candidate, or
- A “yes” or “no” question on the ballot

This includes distributing materials, advertising, posting signage, or using campaign messaging.

### **4. Can I campaign in Town facilities?**

No. Campaigning is not permitted in any Town-owned or Town-operated facility, and candidates and third-party advertisers may not rent Town facilities for election campaigning.

### **5. Are “All-Candidates” meetings allowed in Town facilities?**

Yes. All-Candidates meetings may be held in Town facilities at the discretion of the Clerk, subject to:

- Standard rental rates and permit procedures
- Equal access and fairness to all candidates
- Compliance with the policy’s restrictions (no campaign signage or materials displayed)



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## **6. Can campaigning occur on public sidewalks or rights-of-way?**

Yes. Campaigning is permitted on public walkways, thoroughfares, and rights-of-way, provided all activities comply with Town by-laws (including election sign regulations).

## **7. Can campaigning take place at Town-operated events?**

No. Campaigning is not permitted at Town-operated events such as Canada Day, Concerts in the Park, Ribfest, or similar events.

## **8. Can Town staff help with a campaign?**

No. Staff may not use Town time, resources, or their position to support a campaign. Staff may only participate in campaigning:

- As private citizens; or
- While on approved unpaid leave, vacation, or similar leave; and
- Without wearing Town uniforms or using Town vehicles/resources

## **9. Can Town staff be assigned election duties if they are related to a candidate or Member of Council?**

No. Staff who are relatives of a Member of Council or a candidate are not permitted to work in any part of the voting process and must disclose such relationships during recruitment.

## **10. Can Members of Council use Town communication materials for campaigning?**

No. Any communication printed, hosted, sponsored, or distributed by the Town must remain non-partisan and cannot reference election campaigns or candidacies.

## **11. Can Council Members' biographies or webpages be updated during an election period?**

No. Mayor and Council biographies and webpages remain static during the election period and may not be changed.

## **12. Can Town social media, email, or IT systems be used for campaigning?**

No. Town email, voicemail, computer networks, software (including Zoom and Microsoft Teams), websites, and social media channels cannot be used for campaigning under any circumstances.

## **13. Can the Town's logo, brand, or photos be used in campaign materials?**



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No. The Town's logo, crest, coat of arms, chain of office, branding, photos, and videos may not be used for campaigning or appear on campaign websites or social media.

**14. Are Council meeting videos allowed to be used by candidates?**

Yes. Candidates are permitted to use publicly available Council, Committee, or Advisory Committee meeting videos from the Town's YouTube channel.

**17. Are Town staff or Members of Council prohibited from voting or participating in elections?**

No. Nothing in the policy prevents:

- Staff from exercising their civic right to vote or participate as private citizens
- Members of Council from performing their official duties or representing constituents

**18. What happens if someone believes the policy has been violated?**

- Complaints must be submitted in writing to the Clerk.
- The Clerk has authority to investigate and resolve complaints.
- Complaints involving a Member of Council and the Council Code of Conduct are referred to the Integrity Commissioner.