

ADMINISTRATIVE POLICY

Policy Name: ELECTION CAMPAIGNING POLICY

Policy Number: 1160-00-2018-004

A. POLICY.

This policy provides clear direction to all candidates and City employees to ensure a fair and transparent electoral process while also ensuring compliance with all applicable legislation, including the *Local Government Act* and the *Election Act*.

This policy sets out provisions for the use of City facilities and Corporate Resources during an election period, in order to preserve the public trust and integrity in election process, and ensure that City-operated facilities remain non-partisan venues.

This policy recognizes that members of Council are holders of their office until the end of the term and supports them in continuing to fulfil their responsibilities as members of Council. Nothing in this policy shall preclude a member of Council from performing their duty as an elected official, nor inhibit them from representing the interests of their constituents.

B. SCOPE

Elections

This policy applies to municipal (including school board), provincial or federal elections or by-elections, and to questions on the ballot.

Individuals and Groups

This policy applies to:

- all candidates;
- all third party advertisers;

- all members of city Council, including any member/s of Council who is/are not seeking re-election; and
- any individual acting on behalf of a member of Council, a candidate or third-party advertiser.

Civic Facilities

This policy applies to any use of City-operated facilities for political and campaign activities. Such facilities include but are not limited to:

- City of Burnaby administration buildings; and
- community and recreation centres; and
- in part, Burnaby Public Libraries – as per Burnaby Public Library policies regarding campaigning in or around Burnaby Public Library locations.

This policy does not apply to:

- City buildings leased to and operated by third parties.

C. DEFINITIONS

“Candidate” means a person who is running or has expressed an intention to run in a municipal, provincial or federal election, and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question submitted to the electors.

“Campaign Materials” means any material used to solicit votes for a candidate or question on the ballot including, but not limited to: literature, banners, signs, posters, pictures, buttons, clothing, or other paraphernalia.

“Campaigning” means any activity by or on behalf of a candidate or political party meant to elicit support or opposition during an election and includes the distribution and display of campaign materials. Campaigning does not include appearance of elected officials, potential candidates or candidates’ supporters at an event in their personal capacity without the display of any signage that identifies the individual.

“Corporate Resources” includes but is not limited to the City’s employees, events, funds, information and assets.

D. AUTHORITY

The Director Corporate Services is responsible for the administration of this policy.

E. ACCESS TO CITY FACILITIES DURING AN ELECTION PERIOD

1. Campaigning within City-operated facilities is prohibited unless such activities occur within spaces where rental is permitted and done in accordance with standard City of Burnaby civic facility rental procedures and established rental fees.
 - a) Such activities must be contained within the perimeters of the rented space and are not permitted in the common areas; and
 - b) placement of campaign materials including signage and posters must be contained within the rented space.
2. Elected officials are permitted to attend City-organized events or events held on City property or within City facilities and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities.
3. Candidates and third party advertisers shall not campaign and/or distribute campaign literature during any event being hosted by the City of Burnaby, whether on municipal property or not.
4. All candidates meeting may be held at City facilities with the exception of City Hall; however, no campaign related signs or material may be displayed in a municipal facility. The hosting of an all candidate meeting must be rented in accordance with the City of Burnaby's Parks and Library rental procedures.
5. Campaigning is generally permitted on public realm and common areas outside of City-operated facilities provided that:
 - a) such activities do not impeded access to the facilities;
 - b) such activities do not disrupt regular City business and are compliant with any event permits and related bylaws and policies; and
 - c) no campaign materials including signage and posters are attached to the facilities and public lands.
6. Notwithstanding Section E (1-5), Burnaby Public Library policy sets out the following limitations on campaigning activities in or around Burnaby Public Libraries:
 - a) An all-candidates meeting may be held at a Burnaby Public Library location, and materials promoting an all-candidate meeting will be permitted to be displayed in Burnaby Public Libraries in promotion of the event.
 - b) Material promoting an individual political party or politician will not be displayed or distributed.

- c) The library reserves the right to refuse any or all materials for display or distribution based on the following criteria:
 - i. Materials promoting unlawful practices and/or violating municipal, provincial or federal legislation; and
 - ii. Partisan, political or sectarian materials (except for the promotion of an all candidates meeting).

F. ACCESS TO CORPORATE RESOURCES DURING AN ELECTION PERIOD

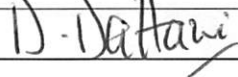
- 1. The City's logo, crest, slogan, etc. may not be printed, posted or distributed on any election-related campaign materials or included on any election-related website, except to link to the City's website to obtain information about the election.
- 2. Photographic or video materials which have been or may be created by City employees or with Corporate Resources may not be used in campaign materials.
- 3. The City throughout the election will post nonpartisan election outreach content on social media channels including but not limited to: Facebook, Twitter, Instagram, LinkedIn, etc. To preserve the nonpartisan nature of the City's election posts, candidates, third party advertisers, all members of Council, or any individual acting on behalf of a member of Council, and a candidate or third-party advertiser are not permitted to write any comments on the City's social media posting. Any such postings will be removed immediately.

G. COMPLIANCE

The Director Corporate Services, the City Clerk or the Chief Election Officer may immediately order the cessation of any campaign related activities or the removal of campaign related materials found to be in violation of this policy.

H. REFERENCES

- 1. Burnaby Sign Bylaw 1972, Bylaw No. 6163
- 2. Parks Regulation Bylaw 1979, Bylaw No. 7331
- 3. Burnaby Public Library Policy

Approval date:	2018 August 29	Approved by:	 D. Dattani DIRECTOR CORPORATE SERVICES
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