

Appendix B
Possible Enforcement Actions

To maintain fairness, neutrality, and compliance, the following enforcement actions may be applied to any person or entity covered by this policy based on the nature and severity of the breach.

| Severity Level | Enforcement Action | Description | Example Non-Compliance Actions |
|------------------------|---|--|--|
| 1 - Low | Verbal Reminder or Informal Discussion | Used for minor, unintentional, or first-time breaches. Provides clarification and reinforces expected conduct. | A staff member briefly discusses a campaign at work and stops once reminded of the rules. |
| | Retraining or Policy Review | Applied when additional education is needed to improve understanding and prevent repeated issues. | A staff member books a City meeting room or uses city owned devices, during their lunch hour, to prepare campaign-related or third-party advertising materials, not realizing this is a misuse of corporate resources, and requires a refresher on the policy. |
| 2 - Moderate | Formal Written Warning | Issued when a breach is confirmed and documented. Directs the individual to stop the prohibited activity. | A Candidate uses a City email address to send out an invite to a campaign event. |
| | Removal of Campaign Materials | Unauthorized campaign materials found on City property or systems are immediately removed. | A Third-Party Advertiser places campaign postcards in a City facility brochure rack. |
| 3 – Significant | Cancellation of Facility Bookings or Removal from City-led Events | Used when City facilities or events are misused for campaign purposes or used without proper approval. | A Candidate rents a City facility for a “community info session” but uses it to distribute campaign merchandise. |

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| | Restriction or Revocation of Access to City Resources | Applied when someone misuses City systems, equipment, or financial resources. | A Candidate repeatedly attempts to campaign at City-led events, the City revokes Candidate's access being on City property during city-led events for the remainder of the campaign period. |
| | Reporting to Oversight Bodies | Referred to the Integrity Commissioner (for Members of Council) or HR (for staff) for further action. | A Member of Council shares closed-session information in their campaign messaging, the City Clerk reports the matter to the Integrity Commissioner for review. |
| | Public Clarification or Notice | Used for transparency for public members, when a breach involves elected officials, candidates, or third parties. | A Candidate repeatedly places campaign signs on City property in violation of the policy. The City Clerk issues a public notice to clarify the breach and maintain transparency. |
| | Disciplinary Action | May include suspension or other employment or council member consequences for serious or repeated misconduct. | A staff member routinely hands out campaign buttons to coworkers during work hours, despite warnings. |
| 4 - Severe | Referral to External Authority | Applied in cases involving potential financial misuse or legal violations. | A Third-Party Advertiser uses City grant funds or City-purchased supplies to support campaign advertising. |
| | Termination or Legal Action | Reserved for intentional or repeated violations that seriously compromise the neutrality of City operations. | A City employee secretly provides internal City data or mailing lists to a Candidate for targeted campaigning. |