



Elections – Municipal Employee Involvement Policy

Created By:	Clerk’s Department	Approval Date:	August 15 th , 2017
Policy No.:		Revisions:	March 3 rd , 2026

1.0 PURPOSE

1.1 This policy is intended to provide direction and clarity to Employees of the Township related to their involvement in political activities.

2.0 LEGISLATIVE AUTHORITY

2.1 Section 12 of the *Municipal Elections Act* states that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and, in the Clerk’s opinion, is necessary or desirable for conducting the election.

2.2 Section 30 of the *Municipal Elections Act* provides for the legislated policies and procedures to be followed should an employee of a municipality or local board be nominated, and/or elected, as a member of municipal council or a local board.

3.0 APPLICATION

3.1 This policy is applicable to all Employees of the Township.

4.0 DEFINITIONS

“**Campaign Materials**” means any information, posters, signage, clothing, etc. relating to a candidate or political party made available to the public.

“**Clerk**” means the Clerk, or their designate, for the Township of Montague.

“**Employees**” means all employees of the Township of Montague.

“**Township**” means the Township of Montague.

5.0 GENERAL PROVISIONS

5.1 Employees of the Township must be, and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties.

- 5.2 Employees engaged in political activities must take care to separate those personal activities from their official positions.
- 5.3 Employees may participate in political activity at the federal, provincial, and municipal levels provided that such activity does not take place during work hours or utilize municipal assets, resources or property.
- 5.4 Campaign Materials are not to be displayed or distributed by Employees on municipal work sites or on municipal property.
- 5.5 Employees wishing to run for municipal office within the Township must request and obtain a leave of absence, without pay, and abide by the respective legislation governing such elections.
- 5.6 Employees wishing to run for federal or provincial office shall be encouraged to take a leave of absence, without pay, and shall abide by this policy at all times.

6.0 COMPLIANCE

- 6.1 The Clerk and/or the Returning Officer is responsible for ensuring compliance with this policy.

7.0 POLICY REVIEW

- 7.1 This policy shall be reviewed at least once per Term of Council.

8.0 REFERENCES AND RELATED POLICIES

Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended
Elections - Use of Municipal Resources Policy
Elections - Election Campaign Material Policy