



SUBJECT: ELECTION – MUNICIPAL EMPLOYEE INVOLVEMENT POLICY

1.0 PURPOSE

1.1 The purpose of this policy is to provide direction to employees of the municipality with regards to their involvement relating to political activities.

2.0 LEGISLATIVE AUTHORITY

2.1 Section 12 of the *Municipal Elections Act, 2006*, S.O. 1996, c. 32, as amended, provides 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.

3.0 SCOPE

3.1 This policy applies to all employees of the municipality.

4.0 DEFINITIONS

“Employee” – all union and non-union employees of the municipality.

“Municipality” – shall mean the Corporation of The Town of Carleton Place.

5.0 GENERAL PROVISIONS

5.1 Employees of the Municipality 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

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municipal levels providing that such activity does not take place during work hours or utilize Municipal assets, resources, or property.

- 5.4** Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed by employees on Municipal work sites or on Municipal property.
- 5.5** Employees wishing to run for federal, provincial or municipal office must request, and obtain, a leave of absence without pay, and abide by the respective legislation governing such elections.

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