

THE CORPORATION OF THE TOWN OF SMITHS FALLS

BY-LAW NO. 8997-2017

*BY-LAW TO ADOPT A MUNICIPAL EMPLOYEE INVOLVEMENT POLICY
FOR THE
TOWN OF SMITHS FALLS*

WHEREAS Section 8 of the Municipal Act, SO 2001, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 9 of the Municipal Act, SO 2001, as amended provides that Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS 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.

AND WHEREAS this policy provides direction to employees of a municipality with regards to their involvement relating to political activities.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Smiths Falls enacts as follows:

1. THAT the Municipal Employee Involvement Policy attached as "Schedule A" forming part of this by-law is hereby adopted.
2. THAT this by-law shall take effect on the date of its passing.

Read a first and second time this 18th day of December, 2017

Read a third time and passed this 18th day of December, 2017

Mayor

Clerk



SMITHS FALLS

RISE AT THE FALLS

POLICY AND PROCEDURE

Subject: Municipal Employee Involvement Policy

Date of Adoption: December 18, 2017

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 Smiths Falls.

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 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.



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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.

6.0 ACCOUNTABILITY FRAMEWORK

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.