

## **Policy Highlights for Township Employees During Elections**

**(Municipal, Provincial, Federal)**

**Last updated: March 23, 2026**

The Municipal Elections Act requires that every Ontario municipality has a Use of Municipal Resources During an Election Policy. This policy sets out how facilities, equipment, supplies and staff resources are used during an election period. In 2026, the municipal election period starts at the opening of nominations (May 1, 2026) and ends at the close of voting (October 26, 2026).

### **Employee Responsibilities:**

The Township of Wilmot acknowledges employees' right to engage in political activities, with limitations applying during work hours.

Specifically, employees cannot:

- Use Township or board resources, including facilities, equipment, supplies or staff time while engaging in political activities
- Provide or be perceived to provide an unfair advantage to a candidate or group (i.e. access to facilities, staff advice, or communications support)
- Engage in political activity during work hours or while wearing a Township uniform. This includes clothing or other promotional material that identifies or advertises a candidate, group or position
- Display a campaign sign, sticker or other promotional material in or on your personal vehicle while it is on municipal property
- Use their title or position within the Township in a way that would lead a member of the public to infer that the Township is endorsing a candidate, group or position

Most types of campaign activities are permissible outside of the workplace for federal, provincial and non-Township of Wilmot municipal elections.

Employees with direct reporting relationships to Council, significant governance, administrative, or financial authority, or high public or media visibility should exercise increased caution, especially during a Wilmot election, by-election, or ballot question.

### **Providing Information**

Employees cannot give their personal opinion on the Township of Wilmot election and must remain neutral and non-partisan while performing their duties. Employees are permitted to:

- Provide factual information about the upcoming election at public meetings

- Encourage the public to get involved in the election and promote Township election webpages and contact information
- Inform individuals who may encounter barriers to voting about the accommodations and accessibility supports offered by the Township during elections.

Candidate and group inquiries (or their staff) should be sent to:

Amelia Jaggard, Manager of Legislative Services/Clerk  
519-634-8519 ext 9928  
[amelia.jaggard@wilmot.ca](mailto:amelia.jaggard@wilmot.ca)

The Clerk's Office will reach out to the relevant divisions to compile the information and respond accordingly.

### **Using Social Media**

At all times, including during an election, Township employees are subject to the Social Media Directive. While employees may use personal social media accounts outside of work hours, they should be aware that they may still be identifiable as Township employees, even if they do not explicitly state this. Employees shall conduct themselves in a professional manner, adhere to relevant Township policies, and refrain from any activity that could harm the Township's reputation or imply support for political candidates or political material.

Employees should clearly indicate that any views expressed are their own and do not represent the Township, and should avoid visual or written cues (such as logos, photographs, or graphics) that imply an official role or Township affiliation. Employees must not disclose confidential, personal, or privileged Township information, and must avoid situations that could create a real or perceived conflict of interest.

Because the Township's social media channels are considered municipal resources, candidates or groups may not use them for any election related purpose. As such, the Township will moderate comments, photos and other information on social media and remove campaign materials for a candidate, group, question on the ballot, etc.

### **Township Employees Seeking Election to Township of Wilmot Council**

A Township employee is eligible to be a candidate for and to be elected as a member of the Township of Wilmot Council. The employee must take an unpaid leave of absence to become a candidate. The leave will begin on the day the employee files a nomination paper and will end on voting day. If the employee is elected they will be deemed to have resigned from employment with the Township immediately before making the declaration of office required under the Municipal Elections Act.

## **Township Employees Seeking Election to Another Municipal Council or School Board**

A Township employee is eligible to be a candidate for and be elected as a member of any other municipal Council or School Board. To become a candidate the employee **may** take an unpaid leave of absence. If the employee intends to take an unpaid leave, they must provide written notice in accordance with Township policy. If the employee is elected to another municipal Council or School Board, the employee is not required to resign; however, they remain subject to applicable legislation, Township policies, employment obligations, and performance expectations, including any requirements related to conflicts of interest. The employee is advised to research these implications in advance of the election or appointment.

## **Township Employees Seeking Election to Provincial or Federal Office**

A Township employee is eligible to be a candidate for and to be elected as a member of Provincial legislature or Federal parliament. To become a candidate, an employee **must** take an unpaid leave of absence and provide written notice in accordance with Township policy.

If an employee is unsure about the appropriateness of their participation in election-related political activity, such as campaigning for a Candidate or group, they should consult their immediate supervisor, manager or the Municipal Clerk.

This guide is intended to support understanding of the Township's Use of Municipal Resources During an Election Policy. In the event of any inconsistency, the Policy and applicable legislation shall prevail.

### **References:**

- By-Law 2026-18 A By-Law to adopt a Use of Municipal Resources During an Election Policy