



Employment of Candidates and Elected Policy

Approved: 2026-08-18

Motioned by Van Kroonenburg

"I move that Village of Bible Hill adopt the Employment of Candidates and Elected Policy."

Seconded by Pitcher

Motion carried

Purpose

1. To establish conditions mirroring the principles of the Nova Scotia Municipal Elections Act respecting leave of absence and employment during candidacy and office, while recognizing that such legislation does not currently apply to villages, and to establish that the Village will not hire a Commissioner.

Definitions

2. For purposes of this policy,
 - a. "Candidate" – A person who has filed a nomination form in accordance with Village election procedures
 - b. "Commissioner" – A duly elected member of the Bible Hill Village Commission
 - c. "Employee" – A person who accepts or holds employment in the service of the Village, including full-time, part-time, casual, seasonal, or contract staff

Supporting Principals

3. Seeking elected office should be independent from the administrative structure of the Village.
4. Employees should not be placed in a position where they concurrently serve as an employee and participate in Village Commission decision-making.
5. Commissioners should not be placed in a position where they concurrently participate in decision-making and serve as an employee.
6. The Village will apply standards that are consistent with those applied to municipalities under provincial legislation, to promote good governance and public confidence.

Terms of Policy

Leave of absence

7. A person who is an employee of the Village and who intends to become a candidate in a Village election shall take a leave of absence beginning not later than the day the person becomes a candidate.
8. A person who
 - a. is required by section 7 to take a leave of absence; or
 - b. intends to become a candidate and wishes a leave of absence beginning sooner than required by the required leave of absence,shall apply for a leave of absence to the Clerk and Treasurer of the Village and the leave of absence shall be granted.

9. Where the person withdraws as a candidate and, before the election, notifies the Clerk and Treasurer of the Village of the person's intention to return to work, the person may return to the position the person held immediately before the leave of absence commenced two weeks after the notice is given, or at such other time as is agreed by the person and the Clerk and Treasurer.
10. A leave of absence granted to a person pursuant to section 7 terminates on the day the successful candidate in the election is declared elected unless, on or before the day immediately before ordinary polling day, the person notifies the Clerk and Treasurer of the Village that the person wishes the leave of absence to be extended for such number of days, not exceeding ninety, as the person states in the notice and in such case the leave of absence terminates as stated in the notice.
11. A person on a leave of absence granted pursuant to section 7 to be a candidate in an election and who is an unsuccessful candidate in the election may return to the position in the employment of the Village that the person held immediately before the leave of absence commenced.
12. The leave of absence of a person who is a successful candidate is extended from ordinary polling day of the election at which the person was elected until two weeks after the latest of
 - a. the resignation of the person from Commission, if the resignation occurs before the next election;
 - b. the date nominations close for the next election, where the person is not officially nominated as a candidate in the next election; or
 - c. declaration day for the next election, if the person is not declared elected in the next election.
13. Where the person is elected for a second time, the leave of absence granted to that person pursuant to section 7 terminates on the day the person is declared elected for the second time and the person ceases to be an employee of the Village for all purposes, including entitlement to all employee-related benefits.
14. A person who is not re-elected at the second election held during the leave of absence granted to that person pursuant to section 7 may, when the leave of absence expires pursuant to section 12, return to the position in the employment of the Village that the person held immediately before the leave of absence commenced or, where that position has been filled or eliminated, to an equivalent position.

15. When a leave of absence is granted pursuant to section 7, the person to whom the leave of absence is granted shall not be paid but the person upon application to the Clerk and Treasurer of the Village at any time before the leave commences, is entitled to pension credit for service as if the person were not on a leave of absence and to medical and health benefits, long-term disability coverage and life insurance coverage, or any one or more of them, if the person pays both that person's and the Village's share of the cost.

Employment status while on leave

16. An employee on a leave of absence pursuant to section 7:
 - a. shall not perform any work for the Village;
 - b. shall not exercise authority or represent the Village;
 - c. shall not access municipal systems, resources, or confidential information, except as available to the public or election candidate.

Employment of elected

17. The Village shall not hire a person as an employee while that person is a Commissioner.

Conflict

18. Where there is a conflict between this policy and any applicable collective agreement or legislation, the applicable collective agreement or legislation shall prevail.

Policy Document Attestation

Date of Notice to Village Commission of intent to consider: 2026-07-07

Date of adoption of policy: 2026-08-18

I certify that this policy was adopted by Village Commission as documented above:


Chair

2026-08-26
Date


Clerk and Treasurer

2026-08-19
Date

