



<b>Policy Name:</b>	Library and Political Elections Policy		
<b>Section:</b>	System	<b>Effective Date:</b>	April 26, 2018
<b>Motion Number:</b>	21-48	<b>Reviewed Date:</b>	October 21, 2021
<b>Policy Number:</b>	SYS-27	<b>Next Review Date:</b>	October 2025

## Purpose

The Library supports the community in civic engagement and participation while remaining non-partisan in our services, spaces, and communications.

The purpose of this policy is to provide a consistent approach and direction on how Library resources can and cannot be used during municipal, school board, provincial and federal election campaigns, or questions on the ballot. It is also to ensure that the Library is in compliance with relevant legislation.

## Scope and Legal Framework

The Library must act and appear to act in a non-partisan way at all times, but especially during elections. While supporting the democratic process, freedom of expression and informed discussion on political issues, the Library must comply with legislation related to elections. These regulations are included in the *Municipal Elections Act*, 1996 as amended by Bill 181, the *Municipal Elections Modernization Act*, 2016. Specifically, Clause 88.18 *Use of municipal, board resources* states:

*Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.*

Board members, employees and volunteers of the Library must comply with this policy in their dealings with candidates and political parties and the use of Library resources during the campaign periods for municipal elections. These rules and procedures will also be used for provincial and federal elections.

## Campaign Contributions

In accordance with the *Municipal Elections Act*, section 70(4), the *Elections Finances Act*, section 16(1), and *Canada Elections Act*, section 404(1), the Library may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.

## Use of Library Resources and Property

All candidates and political parties have equal access to publicly available resources and services of the Library.

Meeting rooms may be rented in accordance with the Use of Library Space Policy.

Candidates cannot use equipment, supplies, staff, or other operational resources of the library nor may they use the Library's logo or branding in any campaign material.

'All-candidates' meetings can be held at the Library, either as a Library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular Library program or event.

Candidates and political parties are not permitted to distribute campaign materials on Library premises.

In accordance with the *Canada Elections Act* section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. During municipal and provincial elections candidates will be granted the same right to campaign in the Library.

No election sign or poster specific to a candidate or political party can be posted on the grounds of the Library or in the Library building.

### Employee and Volunteer Participation in Election Campaigns

Any Library employee running as a candidate in the municipal election will comply with section 30 of the *Municipal Elections Act*. A Library employee or volunteer involved in a political campaign must be politically neutral in carrying out their Library duties and must not participate in campaign activities during their working hours.

### Library Board Members As Candidates

Board members may continue their Library Board responsibilities when they are running for office.

### Requests For Information About The Library

The CEO or designate will coordinate requests for information about the Library received from candidates or political parties. Information that is provided by the Library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.

Any candidate or political party may request a meeting with the CEO or tour of the Library.