Title:	Library and Political Elections Policy	
Policy Type:	Governance	**Policy Number**: 100-10
Approval By:		
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PURPOSE

To support the democratic process, freedom of expression, and informed discussion on political issues while also maintaining the Library's commitment to non-partisanship.

SCOPE

This policy applies to library employees, volunteers and Board members in their dealings with candidates and political parties and the use of library resources during the political campaigns.

DEFINITIONS

Campaign - any activity by or on behalf of a candidate, political party, registrant, advocate or Question on a Ballot meant to elicit support during the Election Period.

Candidate – a person who is seeking an elected office.

CEA – Canada Elections Act, S.C. 2000, c. 9

EFA – Election Finances Act, R.S.O 1990, c. E.7

MEA – Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Non-partisan - not supporting, opposing, or controlled by a political party, special interest group, or the like.

POLICY STATEMENT

The Library must act and appear to act in a non-partisan way at all times, especially during elections. The Library will act responsibly and in accordance with all applicable legislation including the MEA, the EFA and the CEA.

It is the responsibility of the Library to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage in the use of library resources at any time.

This policy applies to municipal, provincial, and federal elections.

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USE OF LIBRARY RESOURCES AND PROPERTY

Rules for use of library resources and property are as follows:

a) All candidates and political parties have equal access to publicly available resources and services of the library.
b) Candidates cannot use equipment, supplies, staff, or other operational resources of the Library nor may they use the Library's logo in any campaign material.
c) '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.
d) Candidates and political parties are permitted to distribute campaign materials on public rights-of-way at the library, unless prohibited by a municipal by-law.
e) Meeting rooms may be rented in accordance with the 300-15 Meeting Room Use and Rental Policy.
f) In accordance with the CEA 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.
(g) The Library may promote awareness of the election; and provide general information on elections but will not display campaign material of any one candidate or political party either within the Library, on the Library's website, or social media.
h) No election sign or poster specific to a candidate or political party can be posted on the grounds of the Library or in any Library building.

EMPLOYEE, VOLUNTEER, AND BOARD MEMBER PARTICIPATION IN ELECTION CAMPAIGNS

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.

With respect to a municipal election, any library employee running as a candidate in the municipal election will comply with the entirety of Section 30 of the MEA which reads, in part

"30 (1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day. 1996, c. 32, Sched., s. 30 (1); 2002, c. 17, Sched. D, s. 9 (1)."

Board members may continue their library board responsibilities when they are running for office. They shall not receive additional supports or services not available to any candidate nor shall they be permitted to utilize Board Meeting time to promote their campaign.

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CAMPAIGN CONTRIBUTIONS

In accordance with the MEA, EFA, and CEA, the Board may not contribute to the campaign of any candidate, constituency association, or political party in the form of money, goods or services.

REQUESTS FOR LIBRARY INFORMATION

The CEO 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 Library facilities.

RELATED POLICIES:

CS - 01 Statement on Intellectual Freedom
100-01 Governance Processes Policy
100-11 Board Code of Ethics
300-13 Sales and Soliciting on Library Property Policy
300-15 Meeting Room Use and Rental Policy
300-21 Programming Policy