



Carleton Place Public Library

Policy Type: **Operational**

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Policy Title: The Library and Political Elections

Year of next review: 2030, or next election year

The Carleton Place Public Library (the library) operates in a non-partisan manner and supports the democratic process, fundamental freedoms, and informed discussion on political issues. This policy applies to municipal, provincial, and federal election campaign periods.

Section 1: Scope and Responsibility

1. This policy applies to the library board, employees, and volunteers:
 - a. in dealing with candidates and political parties, and
 - b. the use of library resources during campaign periods for municipal elections
2. It is the responsibility of the CEO or designate to ensure that the library complies with legislation related to elections at all levels - municipal, provincial, and federal.

Section 2: Use of Library Resources and Property

1. 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.
2. For municipal elections, by May 1st in the election year, the library establishes the rules and procedures with respect to use of library resources during the period leading up to the municipal election. This requirement is found in the **Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.**, Section 88.18.
3. 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 library services.
 - b. Meeting rooms may be rented in accordance with OP-04 **Meeting Room Usage Policy**.
 - c. Library equipment, supplies, or personnel cannot be provided to candidates for campaign purposes.
 - d. The library's logo cannot be used in any campaign material.
 - e. All-candidates meetings may 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 shall not be featured or promoted in association with any other regular library program or event.

- f. 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.
- g. 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 are granted the same right to campaign in the library. Such activities must be coordinated with the CEO or designate to avoid any conflict with regular or planned library operational needs.
- h. 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.

Section 3: Campaign Contributions

The library complies with legislation on campaign contributions at all levels.

1. **Municipal Elections**

The board may not contribute to the campaign of any candidate or political party in the form of money, goods, or services. This is in accordance with the *Municipal Elections Act*, Section 88.8 (4).

2. **Provincial Elections**

The board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services. This is in accordance with the *Ontario Elections Finances Act*, Section 16(1).

3. **Federal Elections**

The board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, and leadership contestant of federal political parties in the form of money, goods or services. This is in accordance with the *Canada Elections Act*, Section 363(1).

Section 4: Participation in Election Campaigns

1. 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 working hours.
2. A library employee running as a candidate in a municipal election must comply with the *Municipal Elections Act*, Section 30.
3. Board members may continue their library board responsibilities running as a candidate in an election.



Section 5: Requests for Information about the Library

1. The CEO or designate coordinates requests for information about the library received from candidates or political parties.
2. Information that is provided by the library to one candidate or political party is also provided to all other candidates and political parties upon request during an election.
3. Any candidate or political party may request a meeting with the CEO or designate or make a tour of the library.

Related Documents

Carleton Place Public Library **FN-01 Intellectual Freedom**

Carleton Place Public Library **OP-04 Meeting Rooms**

Canada Elections Act (S.C. 2000, c. 9)

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

Municipal Affairs Act, R.S.O. 1990, c. M.46

Town of Carleton Place Use of Corporate Resources for Election Purposes Policy