



## Carleton Place Public Library

Policy Number: OP-03

Policy Type: **Operational**

Initial Policy Approval Date: Jan. 21, 2015.

Last Review/Revision Date: May 16, 2018

April 20, 2022

Feb. 19, 2025

Policy Title: The Library and Political Elections

Year of next review: 2026

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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.”

This policy applies to Board members, employees and volunteers of the library in their dealings with candidates and political parties and the use of library resources during the campaign periods for municipal, provincial and federal elections.

### **Section 1: Campaign Contributions**

1. 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 which reads:

#### **“Contributions to candidates**

88.8 (1) A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate. 2016, c. 15, s. 51.

#### **Only during election campaign**

(2) A contribution shall not be made to or accepted by a candidate or an individual acting under the candidate's direction outside the candidate's election campaign period described in section 88.24. 2016, c. 15, s. 51.

#### **Who may contribute**

(3) Only the following persons may make contributions:

1. An individual who is normally resident in Ontario.
2. Subject to subsection (5), the candidate and his or her spouse. 2016, c. 15, s. 51.

#### **Who cannot contribute**

(4) For greater certainty, and without limiting the generality of subsection (3), the following persons and entities shall not make a contribution:

1. A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
2. A provincial political party, constituency association, registered candidate or leadership contestant



registered under the Election Finances Act.

3. A corporation that carries on business in Ontario.

4. A trade union that holds bargaining rights for employees in Ontario.

5. The Crown in right of Canada or Ontario, a municipality or a local board. 2016, c. 15, s. 51.”

And in accordance with the Ontario Elections Finances Act, Section 16(1) which reads:

“16 (1) Contributions to parties, constituency associations, nomination contestants, candidates and leadership contestants registered under this Act may be made only by persons individually. 2016, c. 22, s. 10 (1).”

## **Section 2: Use of Library Resources and Property**

1. All candidates and political parties have equal access to publicly available resources and services of the library.
2. Renting library space for partisan events, election or campaign activities is not permitted.
3. 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.
4. '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.
5. 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.
6. During an election the library may promote awareness of the election and provide general information on elections.
7. 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: Employee and Volunteer Participation in Election Campaigns**

1. Any library employee running as a candidate in the municipal election will comply with Corporation of the Town of Carleton Place Human Resources Policy Section 4e) Political Activity and Involvement, and Section 30 of the *Municipal Elections Act*.
2. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her library duties during and must not participate in campaign activities during his or her working hours.

## **Section 4: Library Board Members as Candidates**

1. Board members may continue their library board responsibilities when they are running for office.



### **Section 5: Requests for information about the library**

1. The CEO will coordinate 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 will be 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 tour of the library.

### **Related Documents**

Carleton Place Public Library Barbara Walsh Room Usage Policy  
Corporation of the Town of Carleton Place Human Resources Policy  
Municipal Elections Act  
Elections Finances Act  
Canada Elections Act  
Town of Carleton Place Use of Corporate Resources for Election Purposes Policy