



The City of Kawartha Lakes Public Library

Policy Number: LIB2025-05

Policy Name: POLITICAL ELECTIONS

Resolution #:	LIB2025-05	Date:	30 April 2022
Review Cycle:	Once per term	Adoption Date:	5 May 2022
		Effective:	5 May 2022
		Last Reviewed Date:	06 February 2025

POLICY STATEMENT AND RATIONALE

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.

SCOPE & LEGAL FRAMEWORK

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 Library 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.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply

“Candidate” means any person who has filed the prescribed nomination form to run in a Municipal, Regional, Provincial or Federal Election, or political party, or by-election.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“Chair” means the person presiding at the Library Board Meeting.

“City” means the Corporation of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 Responsibility for the implementation of this policy will lie with the CEO to ensure the library complies with legislation related to municipal, provincial and federal elections.

2.0 Campaign Contributions

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

3.0 Use of Library Resources and Property

- 3.1 All candidates and political parties have equal access to publicly available resources and services of the library.
- 3.2 Meeting rooms may be rented in accordance with the Kawartha Lakes Public Library Room Rental Policy, unless prohibited by a **City of Kawartha Lakes Council** policy.
- 3.3 Candidates cannot use office equipment, supplies, staff or other operational resources of the library nor may they use the library’s logo in any campaign material.
- 3.4 ‘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.
- 3.5 Candidates and political parties are not permitted to distribute campaign materials at the library, unless at an all-candidates meeting or booked event.
- 3.6 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.

- 3.7 No election signs or posters specific to a candidate or political party can be posted in library buildings.

4.0 Employee and Volunteer Participation in Election Campaigns

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

5.0 Library Board Members as Candidates

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

6.0 Use of Library Resources and Property

- 6.1 The CEO will coordinate requests for information about the library received from candidates or political parties.
- 6.2 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.
- 6.3 Any candidate or political party may request a meeting with the CEO or tour of the library.

See also:

Room Rental Policy