

Policy Number:	P22	Pages: 3
Date Originated: (m/d/y)	Approved by Board Motion: #32.18 Board approval is required under the Municipal Elections Act (88.18)	Review Frequency: Annually
Date Revised: (m/d/y)		Last Reviewed:
Point of Contact: Jackie Flowers, Chief Engagement Officer/Director of Public Libraries		

The Library and Political Elections Policy

Policy Statement

The City of Pickering Public 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. 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.

Policy Principles

1. Alignment with City Policies
 - 1.1. This policy aligns with City Procedure (ADM-170) Corporate Resources for Election Purposes.
2. Campaign Contributions
 - 2.1. In accordance with the Municipal Elections Act, the Elections Finances Act, and Canada Elections Act, the Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.
3. 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 Library's Meeting Rooms Policy.
 - 3.3. 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.
 - 3.4. 'All-candidates' meetings for provincial or federal elections 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. All Candidates meetings for municipal elections must abide by the City's "Corporate Resources for Election Purposes Procedure". This means that Library staff cannot organize or assist with such an event, and that the organizer must be neutral and non-affiliated with any candidate. Furthermore, room use for such an event must be subject to the usual rental charges and permit procedures.
 - 3.6. Candidates and political parties are not permitted to distribute campaign materials or to campaign on municipal property.
 - 3.7. In accordance with the City of Pickering Library Display of Promotional Material Policy, no campaign materials are allowed on Library premises except in rooms rented by a registered candidate or political party. Election literature and campaign materials may be displayed during an all-candidates meeting but must be removed from the facility no later than midnight on the day of the event.
 - 3.8. No election sign or poster specific to a candidate or political party can be posted on the grounds of a City of Pickering Public Library location or in a Library building.
4. 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.
5. Library Board Members as Candidates
 - 5.1. Board members may continue their Library Board responsibilities while they are running for office. The Board member must remain neutral while carrying out Board duties during a political campaign while running for office.
6. Requests for information about the Library
 - 6.1. The Director of Public Services will coordinate any 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 Chief Engagement Officer or a tour of any Library facility from the Director of Public Services.

Related Documents

- *Meeting Room Policy*
- *Display of Promotional Materials Policy*
- *City of Pickering Corporate Resources for Election Purposes Procedure*

For further information please contact: Jackie Flowers, Director of Public Services, Pickering Public Library at 905-831-6265 ext. 6222 or email jackieflowers@pickeringlibrary.ca.

Alternate formats of this document are available upon request.
Please speak to Library staff for assistance.