

Title	The Library and Political Elections
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Purpose

The Caledon Public Library must act and appear to act in a non-partisan way at all times, while supporting the democratic process, freedom of expression and informed discussion on political issues. This is of particular importance during elections. As per the requirements of the Municipal Elections Act, rules and procedures have been established regarding the use of board resources during a municipal election campaign.

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 election campaigns and shall be applied more broadly to elections at any level of government.

Guidelines

The Board shall align with the Town's Corporate Policy as it relates to *the Use of Corporate Resources for Election Campaign Purposes*. The Town's policy "provides a fair and consistent approach on how municipal corporate resources can and cannot be used during a municipal election".

The following additional guidelines reflect the unique governance and role of the Caledon Public Library and its Board.

Use of Library Resources and Property

1. The Board may not make or direct a contribution to the campaign of any candidate or political party in the form of money, goods or services.
2. All candidates and political parties have equal access to publicly available resources and services provided by the Library.
3. Candidates or political parties cannot use equipment, supplies, staff or other operational resources of the Library not readily available to the public, nor may they use the Library's logo in any campaign material.
4. 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. This provision shall also be extended to provincial election candidates.
5. No campaign materials, including signs, posters or brochures, specific to a candidate or political party can be posted or made available in Library spaces.

6. The Library's website, social media channels and promotional screens shall not be used to display any campaign-related materials specific to a candidate or political party.
7. The Library will consult with the Clerk regarding the planning of any "all-candidates" meetings hosted by the Library in Town facilities. "All-candidates" meetings hosted by the Library at branches or other spaces that are not in Town facilities, shall be held at the discretion of the Board. Regardless of location, such meetings may be offered as a library program or in conjunction with a community partner, provided that all candidates are invited to participate.

Library Board Members as Candidates

1. Board members may continue their Library Board responsibilities while running for office.

Employee and Volunteer Participation in Election Campaigns

1. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her library duties throughout the campaign and must not participate in campaign activities during his or her working hours.
2. 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 Municipal Elections Act 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)."

Information Sharing During Elections

1. The CEO/Chief Librarian will coordinate requests for information about the Library received from candidates and political parties.
2. Any candidate or political party may request a meeting or tour of the Library with the CEO/Chief Librarian.
3. As per the terms of the Caledon Public Library Advocacy Policy (CPL-17-17), the Library Board may coordinate outreach to candidates or raise questions at all-candidate meetings, bringing awareness to the Library's role and value. Where appropriate, the Library will participate in advocacy efforts with provincial and national library organizations. The timing and nature of advocacy efforts will be careful to avoid the appearance that the Board or Library is endorsing a specific candidate or political party.
4. Any information that is made available by the Library to one candidate or political party during an election will be made available to all other candidates and political parties.

Related Documents:

- [Canada Elections Act](#), S.C. 2000, c. 9
- [Municipal Elections Act](#), 1996, S.O. 1996, c. 32
- CPL-17-17 Caledon Public Library Advocacy Policy