

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-19
Policy Title: The Library and Political Elections	Policy Approval Date: 04/12/22
Chairperson: V. Duke	Policy Review Date: 04/26

**Intent:**

While supporting the democratic process, freedom of expression and informed discussion on political issues, the Township of Muskoka Lakes Public Library (hereinafter referred to as the Library) must act and appear to act in a non-partisan way at all times, but especially during elections.

**Regulations:**

The Library must comply with legislation related to elections, including the *Municipal Elections Act*, Section 70(4), the *Elections Finances Act*, Section 16(1), and *Canada Elections Act*, Section 404(1). The Library is also be guided by the Corporation of the Township of Muskoka Lakes Use of Municipal Resources Policy(C-LS-13).

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

**Procedures:**

It is the responsibility of the Library CEO to ensure that the Library complies with legislation related to municipal, provincial and federal elections. At no time is a candidate, registered third-party advertiser or political party to be provided with an unfair advantage in the use of Library resources

**Section 1: Campaign Contributions**

1. The Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.

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

1. All candidates and political parties have equal access to the publicly available resources and services of the Library.
2. Other than the publicly available resources and services, candidates may not use equipment, supplies, staff or other operational resources of the Library for campaign purposes nor may they use the Library's logo in any campaign material.
3. Meeting rooms may be rented in accordance with the Library's Room Rental Policy (OP-11)
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. Candidates and political parties are permitted to distribute campaign materials on public right-of-ways at the Library, unless prohibited by a municipal by-law.
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. During municipal and provincial elections candidates will be granted the same right to campaign in the Library.
7. During an election, no campaign material for any candidates will be allowed to be displayed on the Library premises. However, the Library will promote awareness of the election and provide general information on elections in accordance with the Library's Community Information Policy (OP-14).
8. 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 must comply with 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 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. Any candidate or political party may request a meeting with the CEO or tour of the Library.
3. During an election, 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.

### **Related Documents**

- MLPL OP-11 Room Rental
- MLPL OP-14 Community Information
- The Corporation of the Township of Muskoka Lakes C-LS-13 Use of Municipal Resources

