



MANUAL: Board By-Laws	NUMBER: Governance-15
POLICY: Library and Political Elections	
APPROVED BY: Port Hope Public Library Board	DATE APPROVED: April 20, 2022 DATE REVISED:
REFERENCE: Public Relations: Program Room Rental Policy Trillium Public Library draft policy template	

Operational

Legal Framework and Scope

Port Hope Public Library (PHPL) must act and appear to act in a non-partisan manner at all times especially during municipal, provincial and federal elections. At the same time it supports the democratic process, freedom of expression and informed discussion of 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 Modernization Act, 2016*. *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 (Clause 88.18)*

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.

Section 1: Campaign Contributions

In accordance with the *Municipal Elections Act*, Section 70(4), the *Election Finances Act*, Section 16(1) and the *Canada Elections Act*, Section 404(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 (item highlighted should be considered in terms of the current PHPL program room rental policy attached as 4.5.1.2)

1. It is the responsibility of Port Hope Public Library to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage in the use of library resources at any time.
2. All candidates and political parties have equal access to publicly available resources and services of the library.
3. The program room may be rented in accordance with the Port Hope Public Library's room rental policy.
4. Candidates cannot use equipment, supplies, staff or other operational resources of the Port Hope Public Library with the exception of equipment that is provided in the room rental agreement.
5. Candidates may not use the PHPL logo in any campaign material.
6. 'All candidates' meetings may be held at either branch of Port Hope Public Library as a library program or as 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.
7. 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 provincial and municipal elections candidates will be granted the same right to campaign in the PHPL facilities. (*Subsection 1 does not apply in respect of a place if campaigning in or on it would be incompatible with the function and purpose of the place or inconsistent with public safety*)
8. No election sign or poster specific to a candidate or political party may be posted on the grounds of Port Hope Public Library or in the library building.

Section 3: Employees, volunteer and board member participation in election campaigns

1. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out his/her PHPL duties and must not participate in campaign activities during his/her working hours.
2. Any PHPL employee running as a candidate in the municipal election must comply with the entirety of Section 30 of the *Municipal Elections Act*.
"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/she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day. 1996, c32, Sched., S. 30 (1)
3. Board members may continue their library board responsibilities when they are running for office. They must not utilize Board meeting time to promote their campaign. They may not receive additional supports or services not available to any candidate.

Section 4:

1. The CEO will coordinate requests for information about PHPL received from candidates or political parties.

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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.