



Use of Library Resources During an Election

Policy Statement

As campaign contributions may take the form of money, goods or services, any use of corporate resources for election related purposes, by candidates or Library staff, is not permitted.

Purpose

The purpose of this policy is to ensure compliance with the Municipal Elections Act, the Election Finance Act and the Canada Elections Act.

The provisions identified in this policy are in effect throughout the duration of the campaign period in a municipal election year or in the event of a by-election and from the dropping of the writ to Voting Day in a provincial or federal election.

1 Guelph Public Library Facilities and Property

- 1.1 In its role as a community information hub, the Guelph Public Library facilities may be used for all-candidate meetings that are hosted by a recognized third party, provided the facilities have been rented in accordance with standard Guelph Public Library rental procedures.
- 1.2 Candidates may not use the interior of any Library facilities for any election related purposes unless they have rented a room in accordance with the Library's Room Rental Policy. In such case, any activity shall be limited to that rented room.
- 1.3 No election related promotion, including campaigning and the distribution of campaign literature, are permitted to take place inside any Guelph Public Library facility.

- 1.4 Members and candidates may not campaign, distribute campaign literature, or engage in election related activities at any function hosted by the Guelph Public Library.
- 1.5 Members and candidates may engage in election related activities, such as the distribution of campaign literature, outside, but not on the property of, Guelph Public Library facilities.
- 1.6 Election signs, or other election material, may not be displayed in, or on the property of, any Guelph Public Library facility.

2 Technology

- 2.1 Library resources dedicated to staff use only, such as staff assigned computers, cell phones, smart phones, telephones, laptops, tablets, printers, scanners, copiers, email, file storage, voicemail, or any other equipment or technology owned by the Guelph Public Library, may not be used for election purposes.
- 2.2 The Guelph Public Library website, should it provide a list of candidates, may include one link per candidate to a website which features election related campaign material.

3 Employees of the Guelph Public Library

The following applies to all Guelph Public Library employees:

- a. Employees may not engage in election related activities during their normal working hours or anytime they are receiving remuneration for their work for the Guelph Public Library. This includes providing administrative support to candidates such as photocopying campaign literature or providing technical assistance.
- b. Employees may engage in election related activities as long as those activities are separate from their official positions and duties. Employees must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work.
- c. While engaging in election related activities, Guelph Public Library employees shall not wear any clothing, such as a uniform or badge, which identifies them as a Guelph Public Library employee.
- d. While engaging in election related activities, Guelph Public Library employees shall not use any vehicles, staff assigned technology tools, or other staff resources, owned by the Guelph Public Library.