

**Policy Name: GOV-15 Governance Policy – Use of Election-Related Resources**

**Date Approved:** May 16, 2018

**Motion Number:** 18-30

**Review Date:**

**Date Amended:**

**Motion Number:**

This policy provides direction to Kitchener Public Library Board members and staff on the administration of non-public\* library resources and budgets during a municipal election or by-election campaign period as per Bill 181, being the *Municipal Elections Modernization Act, 2016* to the *Municipal Elections Act, 1996* (MEA).

1. Library resources and funding are not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office
2. At no time shall library resources and funding be used to sponsor or produce campaign-related materials that promote or oppose the candidacy of a person for elected office
3. In a municipal election year or in the event of a by-election, library resources and funding are not to be used to sponsor any advertisements, flyers, newsletters or householders for the 60-day period prior to, and including, Voting Day
4. Board members and staff engaged in political activities must separate those personal activities from their board/work activities. Board members and staff may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or utilizes library assets, resources, property or @KPL.ORG emails. Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed on library property
5. KPL Staff wishing to run for federal, provincial or municipal office must request, and obtain, a leave of absence without pay, and abide by the respective legislation governing such elections. The leave of absence will begin immediately upon certification of the nomination by the City Clerk or designate

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6. Resources offered to the public and in public spaces may be used by staff for personal election-related purposes, as long as the activities are performed outside of working hours and are at the full cost to the employee. These include public-access printers of any kind, public-access computers of any kind, and room rentals and equipment
7. Should a written complaint arise regarding the alleged use of library resources and funding in contravention of this policy, the Chief Executive Officer or designate, shall have the authority to investigate and resolve any complaints. If a breach of this policy is confirmed, the Board member or staff person will be required to repay any of the costs associated with the breach

\*Non-public resources include **all** resources used for the business of running Kitchener Public Library, such as: printers of any kind, computers of any kind, office supplies of any kind, any other equipment or supplies not specifically named.