



020 - OPLB Election-Related Resources Policy

Guiding Principles

The Ottawa Public Library (OPL) is a local board of the City of Ottawa (the City) established under the authority of the *Public Libraries Act (the Act)*. It is governed by a Council-appointed Board. As per the *Municipal Elections Act, 1996 (the MEA)*, OPL is required to establish rules and procedures with respect to the use of municipal or board resources during an election campaign period. This policy adheres to the *Canada Elections Act (S.C. 2000, c. 9)* *Election Finances Act, R.S.O. 1990, c. E.7* *Municipal Affairs Act, R.S.O. 1990, c. M.46* *Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.*

Practices

In keeping with a core value of public libraries, OPL remains non-partisan. To accomplish this, OPL does not:

1. Support, endorse, feature, promote, or advocate the viewpoints or beliefs of any one candidate, political party, organization or group;
2. Provide any candidate, political party, organization or group with an unfair advantage in the use of library resources at any time; or,
3. Allow the distribution of election or campaign material inside library facilities. All notices for posting must align OPL's [Notice Board Policy](#).

The OPL Board has adopted the City's [Election-Related Resources Policy](#) (the Policy) and the City's [Election-Related Blackout Period Procedures](#).

Councillors and citizens serving on the OPL Board, as well as OPL employees, will follow the Policy and Procedures as it relates to using any OPL or City resources both before and leading up to the Blackout Period, i.e., the 60-day period up to and including Voting Day.

By adopting the Policy, it is understood that:

- References made therein to "Members of Council" apply to OPL Board members, and that "City resources," (including City employees/City staff, City

events, City facilities, City funds, City information and City infrastructure) apply to OPL resources;

- In Section 3, the reference to booking space in City facilities is recognized as “Booking space in OPL facilities” and is subject to applicable regulations, including City by-laws and the OPL Meeting Room Policy and Meeting Room Terms and Conditions; and,
- In Section 3, the reference to the City’s Employee Code of Conduct is recognized as the OPL Employee Code of Conduct.

Approval Date: April 2018	Revision Date: April 2026	Next Review: 2030
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