

**Report to / Rapport au:**

**Ottawa Public Library Board  
Conseil d'administration de la Bibliothèque publique d'Ottawa**

**April 10, 2018 / 10 avril 2018**

**Submitted by / Soumis par:**

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**File Number: OPLB-2018-0403**

**SUBJECT: ELECTION-RELATED RESOURCES POLICY**

**OBJET: POLITIQUE SUR LES RESSOURCES LIEÉS AUX ÉLECTIONS**

**REPORT RECOMMENDATION**

**That the Ottawa Public Library Board adopt the City of Ottawa's *Election-Related Resources Policy* as further described in this report.**

**RECOMMANDATION DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa adopte la Politique sur les ressources liées aux élections de la Ville d'Ottawa, tel que décrite dans le présent rapport.**

**BACKGROUND**

Following amendments made by Bill 181, being the *Municipal Elections Modernization Act, 2016* to the *Municipal Elections Act, 1996* (MEA), municipalities and local boards are required to establish rules and procedures with respect to the use of

municipal or board resources, as the case may be, during an election campaign period, by May 1, 2018.

Subsection 1(1) of the *Municipal Affairs Act* provides the following definition of the term “local board”:

“local board” means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;

As the Ottawa Public Library Board is subject to the MEA and encompassed by the definition of “local board” in the *Municipal Affairs Act*, it is required to establish rules and procedures with respect to the use of board resources by May 1, 2018.

## DISCUSSION

The City of Ottawa has an *Election-Related Resources Policy* that applies to all Members of Council and City staff. The Board has the option of producing its own separate policy for the use of board resources during a municipal election campaign period or adopting the City’s existing policy. Given that the OPL Board is appointed via the City’s Appointment Policy, and that the term and composition of the Board is tied to municipal elections, it is recommended that the Board adopt the City’s Election-Related Resources Policy.

The City’s policy is comprehensive and includes five elements: Definition, Campaign-Related Materials, Staff Involvement in Elections, Budget Administration, and Enforcement.

Should the Board approve that the City’s Election-Related Resources Policy apply to its resources, those Councillors and Trustees serving on the Ottawa Public Library Board, and staff of the Ottawa Public Library, would follow the Policy as it relates to their office budgets and any OPL and City resources that are used.

By adopting the *Policy* it is understood that references made therein to “Members of Council”, “City staff”, “corporate resources”, “Member budgets”, apply to OPL staff, OPL and City resources, and OPL budgets. In Section 3, the reference to the City’s Employee Code of Conduct is recognized as the OPL Employee Code of Conduct for

OPL employees. In addition, parts of section 2 and the entirety of section 4, Budget Administration, are not applicable as OPL Board members do not have independent budgets.

## **CONSULTATION**

The Office of the City Clerk and Solicitor was consulted.

## **LEGAL IMPLICATIONS**

There are no legal impediments to receiving this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this information report.

## **ACCESSIBILITY IMPACTS**

There are no direct accessibility implications associated with this information report.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

## **BOARD PRIORITIES**

This report is prepared in adherence with OPL Board Policy OPLB-004 Trustee Conduct.

## **SUPPORTING DOCUMENTATION**

Document 1 – City of Ottawa *Election-Related Resources Policy*

## **DISPOSITION**

Upon receipt by the OPL Board, staff will work with the Office of the City Clerk and Solicitor to fulfill the requirement and adhere to the City of Ottawa's *Election-Related Resource Policy* as per the *Municipal Elections Act, 1996*.