

	POLICY: KTPL and Political Elections		POLICY NO.: OP - 08
	CATEGORY: Operational	LAST REVIEW/ REVISION DATE: May 19, 2026	SCHEDULED REVIEW DATE: May 2030

1. Purpose

The King Township Public Library (KTPL) operates in a non-partisan manner and supports the democratic process, fundamental freedoms, and informed discussion on political issues. The purpose of this policy is to meet the legislative requirements under Section 88.18 of the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched (the Act) , as amended. KTPL is committed to a fair and transparent election process, and abiding by the principles of the Act, including but not limited to the principles that elections must be fair, unbiased and accessible to all voters, and that all candidates and voters should be treated fairly and consistently.

This policy applies to municipal, provincial, and federal election campaign periods.

2. Scope and Responsibility

1. This policy applies to the Library Board (all Board resources, Councilors and Trustees serving on the KTPL Board, and staff of KTPL):
 - a. in dealing with candidates and political parties, and
 - b. the use of resources owned by KTPL and/or the Township of King during campaign periods for municipal elections
2. It is the responsibility of the CEO or designate to ensure that the library complies with legislation related to elections at all levels - municipal, provincial, and federal.

3. Use of Library Resources, Property and Staff

1. All candidates and political parties have equal access to publicly available resources and library services. It is the responsibility of the KTPL Board, CEO and Staff 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. Rules for use of KTPL resources and property are per the Township of King's [COR-POL-106 Use of Corporate Resources for Election Purposes Policy](#). It is understood that the definitions and references made to "Members of Council", "Township of King staff", and "corporate resources", apply to the KTPL Board, Staff and KTPL resources respectively.



3. KTPL's logo cannot be used in any campaign material.
4. In accordance with the ***Canada Elections Act***, Section 81.1(1), only federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. Such activities must be coordinated with the CEO or designate to avoid any conflict with regular or planned library operational needs.

During municipal and provincial elections, candidates are NOT granted the same right to campaign in KTPL facilities.

5. Per Township of King By-Law Number 2018-03, Part #13, 62 a), no election signage, posters or brochures specific to a candidate or political party can be posted on the KTPL's grounds or in KTPL's buildings.

4. Campaign Contributions

The library complies with legislation on campaign contributions at all levels.

1. **Municipal Elections**

The Board may not contribute to the campaign of any candidate or political party in the form of money, goods, or services. This is in accordance with the *Municipal Elections Act*, Section 88.8 (4).

2. **Provincial Elections**

The Board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services. This is in accordance with the Ontario *Elections Finances Act*, Section 16(1).

3. **Federal Elections**

The Board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, and leadership contestant of federal political parties in the form of money, goods or services. This is in accordance with the *Canada Elections Act*, Section 363(1).

5. Participation in Election Campaigns

1. A KTPL employee or volunteer involved in a political campaign must be politically neutral in carrying out their library duties and must not participate in campaign activities during working hours.
2. A KTPL employee running as a candidate in a municipal election must comply with the *Municipal Elections Act*, Section 30.
3. Board members may continue their library board responsibilities running as a candidate in an election.



6. Requests for Information about the Library

1. The CEO or designate coordinates requests for information about KTPL received from candidates or political parties.
2. Information that is provided by KTPL to one candidate or political party is also provided to all other candidates and political parties upon request during an election.
3. Any candidate or political party may request a meeting with the CEO or designate or make a tour of the library.

Related Documents

KING TOWNSHIP CORPORATE POLICY #COR-POL-106: Use of Corporate Resources during an Election Period

KTPL Policy # FN-04 Intellectual Freedom

KTPL Policy # OP-09 Room Rentals

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.

The Township of King By-Law Number 2018-03 – A By-Law to Regulate Signs and Other Advertising Devices in the Township of King

York Region By-Law Number 2025-62 – Signs on Regional Roads By-Law

ORIGINAL DATE ADOPTED:	June 16, 2026	ORIGINAL MOTION NUMBER:	2026-06-07
DATE(S) AMENDED:		MOTION NUMBER(S):	

