

Standard Operating Procedure



Facility Booking for Campaign Related Events

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	CAM – Campaigning
SOP Number:	025
Effective Date:	January 1, 2022
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Purpose

The purpose of this document is to establish procedures for Candidates and Third-party advertisers who may book and use City Facilities for campaign-related events. As well as define the behaviours that are expected of all City Employees, Candidates, and third-party advertisers in promoting a vibrant, healthy, safe and compassionate environment during campaign-related events.

Application and Scope

This procedure applies to any individual, organization or group(s), including Candidates and third-party advertisers who book and use a City facility which has been made available to the public for campaign related events.

Procedure

Adhering to City policies and values

- a) Campaign related facility bookings must maintain and uphold the values identified in the City's Community Plan and the Strategic Plan, including the values and principles listed in this SOP.
- b) The City will not approve requests to rent or book facilities for individuals or organization groups that promote hatred, violence, racism, or discrimination of any kind.
- c) Use of facilities for campaign related events adheres to the principle of public access and provides a safe and welcoming environment for all while ensuring event participants, patrons and city assets are safeguarded.
- d) Indoor spaces at facilities shall be used in a manner consistent with the City's mission, values and applicable legislation and policies, including the Use of Corporate Resources During an Election Policy.
- e) Campaign signs and/or distribution of materials at City facilities that include profane or disrespectful language, will not be tolerated.

- f) Failure to follow the criteria and uphold the principles and values outlined in this SOP may result in the refusal of a booking application.
- g) If contents and materials used during the scheduled booking time at a City facility are not consistent with the values and principles outlined in this SOP, City staff may:
 - Remove the display and/or;
 - Shut down the event and/or
 - Deny future booking applications.
- h) Where non-compliance events occur, City staff are required to inform the City Clerk and the GM of Culture and Recreation. If after hours, by-law/security may be involved.
- i) Any candidates or third-party advertiser using facilities who endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy will be asked to leave the venue to ensure the public's enjoyment and use of open public space.

Principles

- a) **Health and Wellbeing** – The City is committed to ensuring that health and safety of staff and attendees is always maintained. In alignment with the City's Workplace Harassment and Discrimination Policy and Workplace Violence Policy, City facilities are free from violence, harassment, discrimination or any disrespectful behaviour that a reasonable person would consider humiliating, demeaning, offensive or intimidating.
- b) **Inclusion** – Facility usage honouring the City of Guelph's diversity and important community events should be fair, inclusive and equitable. Diverse perspectives are welcome, included and shared.
- c) **Welcoming and respectful spaces** – The City strives to create positive, healthy, and safe City spaces in which every person is treated with respect and dignity. Civil discourse is open, and all voices are welcome and heard. Everyone has the right to expression and the right to have a say in decisions that affect them.

Campaign related bookings

- a) In accordance with City policies and procedures, members, candidates and registered third parties may use the interior of any City-owned or run facilities for election related purposes if it is rented in accordance with the City's rental procedures and full market rate is paid.
- b) Members, candidates or registered third-party advertisers requesting use of facilities for campaign related events are required to complete and submit a general facility rental request form.

- c) All facility rentals require a signed rental agreement and the payment of any applicable fees to complete a booking.
- d) City staff may impose additional requirements and guidance for booking and use of a facility as deemed necessary to protect the health, safety and/or welfare of the community through additional policies or SOPs.
- e) The City reserves the right to review and approve any public displays, speeches, videos, pamphlets and other related content in accordance with City's policies and procedures.
- f) Displaying election signs and/or distribution of election materials at City facilities shall comply with the City's by-laws and policies.

Definitions

"Booking" means the process and procedure of applying, reserving and scheduling space within a City facility for the purposes of holding an event, meeting, gathering, or use of public space.

"Candidate" means a person who has been nominated under section 33 of the Elections Act.

"Campaigning" means any action or effort to influence a person or persons' decision-making process for choosing a political representative in an election. This applies to municipal, provincial or federal elections, including party nomination proceedings.

"City Clerk" means the Clerk of the municipality, responsible for conducting election duties as outlined in the Elections Act.

"Display" means any signage, presentations, posters, bulletin, booth and/or exhibit (the showing or display or a series of connected items and may include paintings, pottery, drawings, sculpture or photography) including digital and mobile technology, displayed in the City's facilities.

"Facility" means [insert list of facilities]

"SOP" means Standard Operating Procedures that outlines guidelines, steps and/or requirements for a City process, program or service.

References

[Municipal Elections Act, 1996.](#)

[Use of Corporate Resources During an Election](#)