

**CANADORE COLLEGE**  
**CORPORATE POLICY MANUAL**

**TITLE:** **Third Party Use of Space for Political Purposes Policy**

**EFFECTIVE DATE:** **April 28, 2026**

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**1. SCOPE**

1.1 Authority

This Policy is issued under the authority of President.

1.2 Application

This Policy applies to all third parties wishing to engage in Political Purposes on property of The Canadore College of Applied Arts and Technology (“Canadore” or “the College”).

Notwithstanding any other provision in this Policy, in accordance with section 81.1 of the *Canada Elections Act*, the College may not prevent a candidate, as that term is defined in the *Canada Elections Act*, or their representative from campaigning in or on any part of the College Property that is a building, land, street or any other place, any part of which is open without charge to members of the public, whether on a continuous, periodic or occasional basis including any commercial, business, cultural, historical, educational, religious, governmental, entertainment or recreational place when it is open without charge to members of the public, unless such campaigning would be incompatible with the function and purpose of that part of the College Property or inconsistent with public safety. This Policy shall not apply to the use of College Property as described in this paragraph.

**2. PURPOSE AND PRINCIPLES**

2.1 The purpose of this Policy is to establish the terms and conditions under which Third Parties may use College Property for Political Purposes.

2.2 As an institution of higher learning, the College upholds the principles of open discourse and debate as integral components of the educational experience. Concurrently, as a registered charity and publicly supported institution, the College has a duty to maintain, and to be perceived as maintaining, strict non-partisanship in all political matters, including municipal, provincial, and federal election campaigns.

2.3 This Policy governs the use of College Property for Political Purposes to ensure alignment with the College’s academic mission, operational priorities, and core values of neutrality, safety, and

inclusivity, while avoiding disruption to academic or administrative activities. It also ensures compliance with applicable legislative requirements governing political activity as it relates to colleges, including access rights under the *Canada Elections Act*, the *Ontario Election Act* and *Election Finances Act*, and the Canada Revenue Agency’s guidance on public policy dialogue and development activities by charities.

### **3. DEFINITIONS**

- 3.1 “**College Property**” means all buildings and grounds, including athletic and recreational fields, owned, leased, or operated by the College.
- 3.2 “**Policy**” means this Third Party Use of Space for Political Purposes Policy.
- 3.3 “**Political Purposes**” means any activity conducted by or on behalf of a political party, candidate, or advocacy group including but not limited to: (a) canvassing or soliciting support; (b) distributing campaign literature or promotional materials including campaign signage; (c) hosting campaign-related events, speaking engagements, or information booths; and (d) engaging with students, staff, or faculty to influence voting behavior or political opinion.
- 3.4 “**Prohibited Conduct**” means any of the following:
- (a) conduct prohibited by law, including but not limited to criminal conduct (e.g., hate propaganda, the use of force or violence, threats, intimidation, or property damage);
  - (b) conduct that compromises the College’s ability to maintain a safe and secure environment for all members of its community;
  - (c) conduct that impedes the conduct of the College’s academic activities, including teaching, research, support services, administration, or other meetings authorized by the College;
  - (d) conduct that threatens the safety of the College community and its members;
  - (e) conduct that obstructs access to, or exit from, buildings or interior spaces that are generally open to members of the College community;
  - (f) conduct that risks damage or defacement of College Property;
  - (g) conduct that incites, aids, or encourages others to engage in Prohibited Conduct; and
  - (h) any conduct that is contrary to College policy or specific college direction.
- 3.5 “**Third Party**” means an individual or organization external to the College, including but not limited to a candidate, their representative, or political party.
- 3.6 “**Responsible Administrator**” is an executive of the College or an administrator responsible for the operations of a college department, faculty, or service area (e.g., Dean, Director, Chief Information Officer, Registrar).

### **4. POLICY**

- 4.1 The use of College Property for Political Purposes must be approved in advance by the Office of the President. A formal request must be submitted in writing at least 10 business days prior to

the proposed activity. The request must include all relevant details, including the nature of the campaign activity, proposed location, date, time, and estimated number of participants. Approval does not imply the College's endorsement or approval of any person, speaker, group, or organization using the space, nor of any ideas or positions they express.

- 4.2 The College reserves the right to deny requests if, in its sole discretion, the requesting Third Party is likely to engage in Prohibited Conduct. A risk assessment may be required prior to making a decision.
- 4.3 To ensure equitable access, the College may also limit the number or frequency of reservations granted to any one Third Party.
- 4.4 Fees
- 4.4.1 The College will charge the Third Party fair market value for the use of College Property for Political Purposes. For purposes of this Policy, "fair market value" shall be the highest price, expressed in dollars, that property would bring in an open and unrestricted market, between parties who are both knowledgeable, informed, and prudent, and who are acting independently of each other.
- 4.4.2 A deposit, as determined by the College, may be requested in advance of the scheduled use. The College reserves the right to deny booking requests from a Third Party with an outstanding payment balance. Additionally, Third Parties may be charged for any damages or failure to leave the area in good condition.
- 4.5 General Responsibilities and Conditions of Use  
Any Third Party using College Property for Political Purposes must:
- refrain from engaging in Prohibited Conduct;
  - comply with all terms and conditions set by the College;
  - confine activities to the specific location assigned by the College;
  - not interfere with the academic or operational activities of the College; and
  - adhere to the College's applicable policies, directions, guidelines, and codes of conduct.
- 4.6 Noise Restrictions  
Excessive noise that disrupts campus activities or neighboring communities is not permitted and may result in cancellation of the event. The College reserves the right to prohibit the use of loudspeakers, noisemakers, and sound amplification equipment.
- 4.7 Advertisements and Solicitation
- 4.7.1 Booking an event on College Property does not grant the Third Party the right to use the College's name, logo, or other registered marks in any advertisement, poster, or publication. No advertisements or signage may state or imply the endorsement or approval of the College for an event, speaker, or group. No Third Party advertisements may state or imply any affiliation or connection with the College.

- 4.7.2 Consistent with the College’s status as a non-partisan institution, election signage is not permitted on College Property, except within a student’s private residence room ensuring the sign is not public facing.
- 4.7.3 With respect to election canvassing in student residences, the College will provide access to student residences for candidates and representatives acting on their behalf in accordance with Section 81(1) of the *Canada Elections Act*. For dormitory-style residences, access to common areas such as lounges and building foyers will be permitted between 9:00 a.m. and 9:00 p.m. Candidates are expected to contact the residence administrator in advance to coordinate reasonable access. For apartment-style and suite-style residences, access to individual unit doors will be granted during the same hours, in accordance with the *Canada Elections Act*. Candidates should contact the residence administrator to facilitate this access.
- 4.8 Photography and Videography  
Still and motion photography or videography by Third Parties is prohibited on College Property without prior written approval from the College and without obtaining express written consent from all individuals whose image may be captured.
- 4.9 Insurance  
A Third Party seeking to use College Property for Political Purposes must provide proof of their ability to meet the College’s minimum insurance requirements. This includes submitting a valid certificate of insurance at their own expense and in a timely manner prior to the scheduled activity. Depending on the nature and scale of the event, the College may require additional insurance coverage to ensure adequate protection for all parties involved. Failure to provide satisfactory proof of insurance may result in the denial of the request to use College Property.
- 4.10 Cancellation  
Any scheduled use of College Property for Political Purposes is subject to change, relocation, or cancellation at the College’s discretion and without prior notice. In such cases, the Third Party agrees to waive any claims or recourse and must immediately cease all activities upon direction from the College.
- 4.11 Non-Compliance  
Any violation of this Policy may result in one or more sanctions, including removal from College Property, the imposition of service charges related to the violation, and/or denial of future permission to use College Property. Where appropriate, Third Parties found in breach of this Policy may also be subject to additional consequences under applicable College policies, collective agreements, and provincial or federal laws.

## 5. ROLES AND RESPONSIBILITIES

### 5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that this Policy is implemented and that compliance is monitored.

5.3 Responsible Administrator

The effective implementation of this Policy and resolution of any disputes arising over policy interpretation is assigned to the Responsible Administrator whose portfolio may include facilities management or campus security.

6. **EVALUATION**

This Policy will be evaluated every 5 years.