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ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

ELECTION CAMPAIGN ACTIVITIES AND USE OF BOARD RESOURCES DURING ELECTION CAMPAIGNS

Purpose

To establish instructions for Trustee candidates during election campaigns regarding activities and use of Board resources.

References

Education Act and Regulations
Municipal Conflict of Interest Act
Municipal Elections Act, 1996
Municipal Modernization Act, 2016 (Bill 181)
Municipal Freedom of Information and Protection of Privacy Act
Trustee By-Laws
Trustee Code of Conduct

Procedures

1. **Definitions:**

Board is the Algonquin and Lakeshore Catholic District School Board.

Board Property is all sites owned, operated and/or leased by the Board.

Board Resources includes, but is not limited to, facilities, equipment, supplies, services, staff, funds, branding, email, websites, or other resources owned and operated by the Board.

By-Election means an election other than a regular election that is conducted in accordance with governing legislation.

Candidate means any person who has filed and not withdrawn a nomination for Trustee at the Board.

Constituent means a ratepayer who is defined as a supporter of the Algonquin and Lakeshore Catholic District School Board under the *Education Act and Municipal Elections Act*.

Election Activity refers to activities related to campaigning for the position of School Board Trustee, including the seeking of a nomination in an election.

Election Period is the official campaign period of an election. For a school board and municipal council election, the election period commences on May 1 of an election year and ends on voting day.

Official Business is defined as the duties and responsibilities as prescribed by the *Education Act* and further explained in the Board's Policies and Procedures relating to School Board Trustees and the operations of the Board.

Regular Election means a general election for a school board, municipal council, provincial and federal office.

Social Media includes any freely accessible third-party hosted interactive web technology used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network. (for example: Twitter, FaceBook, Instagram).

Trustee means a person elected, acclaimed or appointed to the role of Trustee for the Board, pursuant to the provisions of the *Municipal Elections Act* and the *Education Act*.

Voting Day means the day the final vote is to be taken in an election.

2. Responsibilities of Current Trustees

- a. This procedure recognizes that Trustees currently holding office until the end of their term will continue to be supported on the fulfillment of their responsibilities as Trustees and will not be inhibited from representing the interests of their constituents during the election period.
- b. Trustees are required to observe the terms of all policies and procedures established by the Board that apply to Trustees, including the Trustee Code of Conduct.

3. Use of Board Resources During an Election Campaign

- a. Trustees or Trustee Candidates will not use the services of any staff of the Board to assist in any communication activity related to the preparation or distribution of campaign-related materials or events, including media releases, videos or photographic materials.

- b. No advertising paid by the Board will contain the name of a Trustee candidate, unless the name of the Trustee is consistent with their duties and responsibilities as a current Trustee.
- c. The Board logo and the Board contact numbers will not be used in any campaign-related materials.
- d. Trustees will not use their Board supplied technology for any election-related purposes.
- e. Trustees will not use Board-managed social media accounts or websites to distribute campaign-related materials, promote events or have links to campaign sites.
- f. Trustees will not use any social media account created for their campaign purposes for any activity related to their current position of Trustee. Campaign-related social media accounts will include a clear statement that the account is for campaign purposes only and not related to their current position of Trustee.
- g. Trustees will not use their Board email to distribute or promote election-related campaign materials, messages, campaign sites or social media accounts.

4. Activities During an Election Campaign

- a. Politicians, in performance of their duties, are welcome in schools when their visit is at the invitation of the Principal and for the benefit of the students when the visit is of a non-partisan nature and serves an educational purpose. Requests for visits by politicians should be made through the Board's Communications Office and politicians may not campaign in a school.
- b. Current Trustees may partake in school visits if related to fulfilling their official business and not for campaign-related business.
- c. Requests to visit schools by candidates during an election campaign with no official duties and for the purpose of campaigning will be denied.
- d. School councils, Board and/or school committees, including individual members when acting in their official capacity, must not endorse a specific candidate or campaign and must not distribute information on behalf of, or relating to, a specific candidate.
- e. Students are not to be involved in a candidate's election activity during school hours or on Board property.

- f. Board staff must not engage in election or campaign-related activities of any kind during work hours or on Board property. It is recommended that school administrators and other senior staff avoid campaigning on behalf of a Trustee candidate.
- g. Campaign signage, pamphlets or other campaign-related materials are not to be posted or distributed on Board property. No campaign materials shall be given to students or distributed to students to take home and no candidates may take pictures or record audio or video on Board property.
- h. Board staff must not provide any personal information of students, parents/guardians or other staff members to any candidates or their campaign staff. Board staff must not distribute any election related materials to students or their parents/guardians.

5. Automatic Recount of Ballots

- a. The Board will refer to governing legislation regarding recount of ballots.

6. Review of Procedure

- a. This procedure will be reviewed during each Municipal and Trustee Election Campaign.

Approved: April, 2018