



ADMINISTRATIVE PROCEDURE	
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<i>Contact</i> <i>Person/Department</i> Director of Education	<i>Identification</i> BD-2111

TRUSTEE USE OF SCHOOL BOARD RESOURCES DURING MUNICIPAL AND SCHOOL BOARD ELECTION CAMPAIGN

1.0 PURPOSE

Trustees play an important role as they are the only publicly elected official with the direct responsibility for the education of our children. Trillium Lakelands District School Board actively promotes and supports the role of the local democratically elected trustee.

The purpose of this procedure is to establish instructions for the use of school board resources by trustees during the Municipal and School Board Election campaign period. Nothing in this policy prevents current elected trustees from performing their role and duties during their term of office. Boards can also consider providing guidelines for activities involving trustees and candidates during the campaign.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Municipal Elections Modernization Act, 2016
- 2.2 Education Act
- 2.3 TLDSB Trustee Code of Conduct

3.0 TERMS AND DEFINITIONS

3.1 SCHOOL BOARD RESOURCES

School Board resources may include: staff time, computer, fax, telephone, cellphone, laptop, tablet, website, newsletter, email, board or school social media accounts. This includes any board-issued resource and any other information technology devices given to a trustee for their work use as a trustee of the board.

4.0 ADMINISTRATIVE PROCEDURE

4.1 DURING THE CAMPAIGN:

- 4.1.1 Trustees will not use their school board-issued resources for any campaign-related purposes. This includes displaying election-related materials in education centres, board meetings, board events or school-related events.
- 4.1.2 Trustees will not distribute or use the Board logo or Board telephone number or other contact information, including any Board branding in any campaign-related material.
- 4.1.3 Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.
- 4.1.4 Trustees will not use the Board's email system to distribute election-related electronic messages and will not use the board's voicemail system to record election-related messages.
- 4.1.5 Trustee webpages on the Board website, are not to include campaign-related material.
- 4.1.6 Trustees will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a trustee.
- 4.1.7 Trustees will not use the services of Board staff to assist or advise in the preparation, distribution or communication of any election-related material.

4.2 OTHER ACTIVITIES DURING THE CAMPAIGN PERIOD

4.2.1 School Visits – by Trustees

Trustees who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could be perceived as campaigning.

4.2.2 School Visits – by Candidates

Requests for visits by candidates, for the purposes of campaigning, are not considered appropriate. *All Candidates Meetings* are encouraged and may occur on school property. These are sometimes arranged by school councils and community groups and usually held at night during non-school hours.

Consider a minimum of two confirmed candidates before proceeding with the meeting.

4.2.3 School-Related Events

Candidates are not permitted to campaign at school-related events intended for the students and parents/guardians of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may be perceived as campaigning.