



# HURON-PERTH CATHOLIC

## District School Board

### **Election of Catholic School Board Trustees**

<b>Adopted:</b>	<b>March 26, 2018</b>	<b>Policy #:</b>	<b>P 1.2.1.</b>
<b>Revised:</b>	<b>September 23, 2024</b>	<b>Policy Category:</b>	<b>2.1. Trustees</b>

#### **BELIEF STATEMENT:**

The Huron-Perth Catholic District School Board (the Board) values responsible stewardship to model that we are a learning organization that is rooted in high standards for faith formation and student achievement. The Board of Trustees provides leadership to our Catholic community with governance that guides the conduct and responsibilities of trustee candidates during school board elections.

The Board values ethical, equitable, and accountable practices by all representatives and those who seek to become trustees of the school board. Trustee members hold positions of public trust and are expected to fulfill their duties and responsibilities in a professional and ethical manner, consistent with the values and teachings of the Catholic Church, policies of the Board, the Municipal Elections Act, Education Act, Municipal Freedom of Information and Protection of Privacy Act, and other applicable federal, provincial, and municipal laws.

#### **POLICY STATEMENT:**

It is the policy of the Board to support the appropriate municipality in conducting elections of Catholic school board trustees in accordance with the Municipal Elections Act, the Education Act and any other applicable legislation.

#### **PROCEDURE:**

The purpose of this policy is to provide trustee candidates with direction and guidelines for their conduct and responsibilities during school board elections. The policy reflects the applicable provisions in the Education Act, Municipal Elections Act, 1996 (“the Municipal Elections Act”) and Municipal Freedom of Protection of Personal Information Act, and other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

#### Application and Scope

This policy applies to all elected trustees and trustee candidates seeking election to the Board.

#### Principles

The Municipal Elections Act covers administration of the election process. The person responsible for conducting the election of school board trustee members is the election clerk of the municipality having the largest population of the Board’s electoral group.

Consistent with the Municipal Elections Act, school board elections are held every four years, congruent with Municipal elections, to elect trustees to represent the geographical regions as determined by the Board for the area of jurisdiction of the Board.

### Requirements

The Municipal Elections Act covers administration of the election process and under this Act, the school board election clerk of the municipality is responsible for conducting the election of members of the board. The Superintendent of Business and/or delegate is responsible for carrying out duties relating to the election process for the school board. All trustee candidates seeking election are responsible for ensuring their compliance with the requirements under the Acts and Regulations, local municipal by-laws and policies of the Board.

### Candidate Nomination

A candidate for school board trustee must be eligible to be nominated as a candidate for election under section 219 of the Education Act, and meet the requirements of the Municipal Elections Act.

### Campaign Finances

Trustee candidates will conduct ethical and transparent financial practices throughout the campaign and keep accurate financial records.

Trustee candidates shall not use their position for improper gain or benefit, and will respect the campaign finance rules and spending limit as outlined in the Municipal Elections Act and as determined by the board and must ensure transparent, accountable and fair finance practices.

### Campaign Timeline

Trustee candidates will adhere to the campaign timelines and deadlines as outlined in the Municipal Elections Act and the Ontario Catholic School Trustees' Association guidelines, and the policies of the Board.

### Code of Conduct

All Trustees are expected to fulfill their duties as board members in compliance with the Education Act. In accordance with the Board's Trustee Code of Conduct, all members of the school community, including trustees, have an obligation to comply with the standards of behavior as outlined.

### Election Calendar

The election calendar is established based on the Municipal Elections Act and O. Reg. 412/00. It is the responsibility of the candidates to verify specific dates for the election process with the municipality according to the regulations.

### Election Campaign Protocols

Trustee candidates shall run their election campaign in accordance with the requirements under the Municipal Elections Act, local municipal by-laws, and policies and procedures of the board and follow appropriate protocols during an election campaign. School administrators and School Board executives should be aware of appropriate protocols during the time leading up to an election and report any concerns to the board.

### Advertising

Candidates shall adhere to the local municipal by-laws for campaign signage. Candidates' political information or campaign material is not to be distributed via schools. No advertising, materials, letters etc. should be distributed or used in a school, and staff, students and school councils may not be used to endorse candidates or to distribute any material related to the election.

### Trustee Determination and Distribution

The provisions under section 58.1 of the Education Act and in O. Reg. 412/00 govern the number of elected trustees on a school board and their distribution over a board's jurisdiction. Before each regular election, the board must allocate their determined elected trustee positions over their area of jurisdiction based on the steps and formula set out in O. Reg. 412/00 for trustee distribution.

The board must submit a report on trustee determination and distribution to the election clerk of all municipalities and the secretary of all other school boards within their jurisdiction, and the Minister of Education.

### Election Results

In accordance with the Municipal Elections Act, the election clerk shall declare the results of the election, including candidates elected by acclamation.

### Trustee Vacancies

The following highlights parameters and options available to the Board when filling a trustee vacancy before the end of Term under the Education Act and the Municipal Elections Act.

Upon a vacancy (subject to timing close to the election as set out below), the remaining members "shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant, if a majority of the elected members remain in office" or,

"A by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office." (s. 221)(1) Ed Act).

### Optional Election -

When a vacancy occurs and the trustees are elected under the Municipal Elections Act, (again subject to timing close to the election set out below), if the remaining members "may by resolution require that an election be held in accordance with that Act to fill the vacancy if the vacancy occurs,

- (a) In a year in which no regular election is held under that Act;
- (b) Before April 1 in the year of a regular election; or
- (c) After the new board is organized in the year of a regular election." (s. 221(2) Ed Act)

Where a vacancy occurs on a board,

- (a) within one month before the next election, it shall not be filled, or
- (b) after the election, but before the new board is organized, it shall be filled immediately after the new board is organized in the same manner as for a vacancy that occurs after the board is organized." (s. 224, Ed Act)

The procedures set out in the Education Act and the Municipal Elections Act for filling a vacancy apply.

### **DEFINITIONS:**

- N/A

**REFERENCES:**

- Municipal Elections Act, 1996
- Education Act (R.S.O. 1990)
- Ontario Regulations 412/00
- Assessment Act, 1990
- Municipal Freedom of Information and Protection of Privacy Act (R.S.O 1990)

**RESOURCES, APPENDICES AND FORMS:**

- N/A