


**Windsor-Essex Catholic District School Board**



Section: Trustees

**ADMINISTRATIVE PROCEDURE:  
PR T: 08 Use of Board Resources  
by Board of Trustees Seeking  
Re-Election**

<b>NUMBER:</b>	PR T:08
<b>EFFECTIVE:</b>	Feb. 28/18 Apr.26/22
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2026

**1.0 OBJECTIVE:**

1.1 To establish guidelines on the appropriate use of board resources by incumbent Board of Trustees (Trustees) seeking re-election for the 2022 Municipal Election to ensure clarity with respect to what constitutes campaign contributions from the Windsor-Essex Catholic District School Board (Board). It is the intent that the policy and this procedure will protect the interests of both the Trustees and the Board.

**2.0 PROCEDURES:**

*As per the Municipal Elections Act, Section 88.18: Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period. 2016, c. 15, s. 56.*

**2.1 The Use of Formal Regular Board Meetings**

Trustees seeking re-election and registered as nominated candidates for the 2022 Municipal Election may not use Regular Board meetings and Committee meetings for campaigning purposes.

**2.2 The Use of Board Equipment and Supplies**

Trustees seeking re-election and registered as nominated candidates for the 2022 Municipal Election shall not use board property for election campaigning purposes including but not limited to board computers, email system, printers, telephones, voicemail system, and stationery supplies. This also includes posting links on the board’s website and the board’s social media networks.

**2.3 a) The Use of Board-owned Facilities**

Subject to subsection 2.3(c), all registered candidates for the 2022 Municipal Election may rent a room(s) in a board-owned facility for election related purposes using the established rental payment process that is available to the public. This will ensure that all candidates running in the election are treated fairly and equitably by the board.

**b) The Use of Board-owned Properties**

Subject to subsection 2.3(c), registered candidates for the 2022 Municipal Election are not allowed to use board-owned properties for election-related activities such as fundraising functions, gatherings, media events, and signage, save and except areas that are for public use which are not subject to a rental fee.

**c) The Use of the Catholic Education Centre (CEC), 1325 California Ave.**

No candidate shall use the actual administrative building for any campaigning purposes relating to a municipal election.

**2.4 The Use of Board Employees**

Trustees seeking re-election and registered as nominated candidates for the 2022 Municipal Election may not use board staff to canvass or actively work in support of a candidate during normal working hours unless they are on a leave of absence without pay, lieu time, or vacation leave.

**2.5 The Use of Election Signs**

Trustees seeking re-election and registered as nominated candidates for the 2022 Municipal Election should make reference to the City of Windsor's Sign By-law 250-2004, Guidelines from the Chief Building Official, and the Public Works By-law 25-2010 with respect to the allowable placement of election signs. These documents are contained in the Candidate's Package distributed to all registered candidates at the time of filing the nomination paper.

**2.6 The Use of Trustee Funding Sources**

Trustees seeking re-election and registered as nominated candidates for the 2022 Municipal Election may not use board funding sources for any election-related purpose.

Incumbent candidates may not print or distribute any material paid by board funds that illustrates that they or any other individual is registered as a candidate in an election.

It is the responsibility of the incumbent candidate to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc., funded by the board in supporting the incumbent in their role as Trustee is not election-related.

**2.7 The Distribution of Candidate Election Campaign Material**

Trustees seeking re-election and registered as nominated candidates for the 2022 Municipal Election are not allowed to distribute their campaign-related material in any board-owned facility.

Incumbents are not allowed to distribute their campaign material to board employees while the employee is being paid by the board.

**2.8 The Discontinuation of Select Board Resources**

The following will be discontinued for Trustees from the day prior to Nomination Day, Thursday, August 18, 2022 to October 24, 2022:

- All forms of advertising, including in-house board publications;
- All printing and distribution of newsletters, unless directed by the Board of Trustees; and
- No ordering of stationery and office supplies.