



School Guidelines for Elections: 2022 Municipal Elections

Schools are encouraged to promote positive, active citizenship on the part of students. Elections provide a valuable opportunity for schools to engage students in the democratic process. These school guidelines have been provided to schools to help support decisions at the school and as a reference document.

Municipal elections in Kingston, Frontenac, Lennox & Addington will be held on **Monday, October 24, 2022**.

The following guidelines are designed to assist school administrators during the months leading up to the municipal elections. In the event staff or families in your school community are seeking information about Trustee candidates' additional information may be found on the board's website at [School Board Elections 2022](#). The guidelines outlined in this memo pertain to school visits by incumbents and candidates for Trustee and municipal councils.

School Visits by Candidates

In intermediate and secondary classes, the elections may be an ideal time to help students learn more about municipal government. The school board encourages all-candidate meetings and other learning activities that are part of the classroom program.

For example, the [Student Vote Ontario 2022](#) program offers curriculum resources, and all the materials needed to allow students to learn about the election by participating in Student Votes.

Requests by individual candidates to visit a school **are not considered appropriate** during an election campaign. This restriction includes informal visits to classrooms and meetings with school council, staff, and school administrators.

If a candidate contacts you asking to visit your school, explain that the Limestone District School Board election guidelines do not permit visits from individual candidates running for public office.

Distribution of Materials by Candidates

Information about [Requests for Distribution](#) may be found on the board website, and [Administrative Procedure 149](#) speaks directly to what is and what is not appropriate for distribution. Political information is not to be distributed through schools. For this reason, **no campaign material may be distributed to staff, students, or parents/guardians via schools**. It also precludes material distributed indirectly on behalf of a candidate.

For example, the school council cannot choose to distribute information about a particular candidate for either Trustee candidates, including incumbents or municipal candidates.

From time-to-time employee unions, federations, and associations have endorsed candidates. What they may include as part of their regular communication (newsletters, e-mails, or federation flyers in staff mailboxes) to their members rests outside the guidelines outlined in this memorandum. They cannot, however, post posters or brochures in common spaces in the school or campaign within school hours.

Schools do not have control over what happens off school property. If a candidate stands off school property and distributes campaign material to staff/parents/guardians, there is no action the school can or should take unless student safety is at risk.

It is appropriate for schools to distribute or post information about elections in general. For example, information from the municipality about the date of the election or materials that promote a school as a polling place is permitted.

Role of Current Trustees

The current members of the Board of Trustees are still serving their term of office and continue to fulfill their usual roles. It is appropriate for schools to involve their local Trustee in events and activities at the school in a way they would have prior to the beginning of the municipal election campaigns.

For example, if it is the previous practice of a school to have the local Trustee attend a regular School Council meeting or attend an open house at the school, this practice should continue during the election campaign.

However, schools cannot send out any campaign material on behalf of the current Trustee, whether they are running for Trustee again or for other elected office.

School Events (e.g., Open House, Assemblies, etc.)

Open houses and other school-related events are intended for families of students at the school. They are not open to the public, and certainly not for candidates to use to campaign. If the candidate is a parent at the school, they can attend events in that capacity. However, they are not permitted to campaign during the visit or distribute materials.

Candidates who have traditionally attended school-related events (e.g., graduation) at a specific school are still welcome to attend and perform duties they would normally perform in a non-election year. However, they may not use the opportunity to campaign while assuming their usual role in handing out awards/certificates or addressing the audience.

Role of School Councils

School councils represent the broader parent community for each school. Each council also includes school staff as members. Accordingly, it is not appropriate for the School Council as a group to endorse a specific Trustee candidate or endorse a campaign on behalf of a specific candidate in a municipal election. The council could, however, host an all-candidates meeting after school hours to assist staff/parents/guardians in learning more about all the candidates. The Ontario Public School Boards' Association has an excellent resource a [Guide to Hosting a School Board Trustee All Candidates Meeting](#) to assist schools if school councils wish to pursue this activity. Please let [Communications](#) know if your school will be hosting a Trustee Candidates Meeting.

Based on [Administrative Procedure 149](#), the council cannot distribute campaign material on behalf of, or about, a specific candidate on school property or through students. If it is the normal practice of the school council to meet regularly with the local Trustee(s), those meetings can continue as they usually would. Otherwise, individual candidates should not meet with the council during the campaign period.

A School Council chair or member who is also a candidate for election as Trustee may continue in their elected role for the remainder of the term. However, they cannot use their role to promote their campaign or distribute campaign material at the school while they are serving in the role of School Council member. Given school Council meetings are public, a candidate may choose to attend a council meeting but not in a formal capacity or as part of their campaign.

These guidelines apply to the school council as a group. Individual parent members of a school council, including the chair of the council, are not limited in any way in terms of their ability to campaign for specific candidates. They may support a candidate as an individual citizen but not as a representative of the council.

Requests for Information

The Limestone District School Board is committed to public accountability and service when responding to any information request. If a candidate contacts the school office for information about your school, provide that information as promptly as possible—as you would if the request came from a parent/guardian or other member of your community.

All information about schools and the Limestone Board is public and can be found on the Board's website limestone.on.ca. If you are asked for information that you do not have, refer the request to Communications at 613-544-6925, ext. 311.

Advice Regarding Campaigning for Candidates

It is not appropriate for any staff member to campaign for or endorse a specific candidate while in the workplace. While it is not an issue for most staff to campaign outside of work hours for a Trustee or municipal candidate, it is not recommended that school administrators or other senior staff campaign on behalf of a Trustee.



Where to Find Candidates' Lists

Acclaimed Trustees for 2022–2026 term of office include:

Karen McGregor - Central Frontenac/Addington Highlands & North Frontenac Townships (incumbent),

Joy Morning City of Kingston Portsmouth & Sydenham Districts (incumbent),

Suzanne Ruttan - South Frontenac (incumbent), and

Tiffany Lloyd - Town of Greater Napanee.

City of Kingston Candidate List: <https://www.cityofkingston.ca/city-hall/elections/candidates/list#Trustees>

Napanee Candidate List: <https://www.greaternapanee.com/en/resourcesGeneral/Form-EL07---List-of-Certified-Candidates-2022.pdf>

Loyalist Township Candidate List: <https://www.loyalist.ca/en/council-and-administration/elections.aspx#English-Public-School-Board-Trustee-Limestone-District-School-Board->

Learn More

If you have questions or if situations arise that are not covered by these guidelines, please contact:

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