



YORK REGION DISTRICT SCHOOL BOARD

Policy #530.0, Staff Members who are Candidates for, or Elected to, Public Office

Executive Summary

The Staff Members who are Candidates for, or Elected to, Public Office policy outlines the responsibilities of individuals who are employed by the school board and wish to stand for election to public office at the municipal, provincial or federal level.

What has Changed?

Major changes to the document: Updates to responsibilities and campaign activities.

Reason for review: Four-year cyclical review.

Who is affected by these changes and what is the impact on current practice? Executive Council and staff members who are candidates for school board trustees.

Implementation timelines: Immediate.

Lead Superintendent(s)/Subject Matter Expert(s): Corporate Communications, Administrative, Legal, and Trustee Services.

Stakeholder Groups with Responsibilities under this Policy

- Board of Trustees
- Director of Education
- Associate Directors of Education
- Executive Council
- Staff members who are running for, or elected to, public office

Relationship to Board Priorities

The Staff Members who are Candidates for, or Elected to, Public Office policy supports the stewardship of Board resources by demonstrating professionalism and accountability for high standards of practice in all Board operations and enhancing confidence in public education.

Timelines and Next Steps

This policy was scheduled for second review at the June 7, 2022 Policy and By-Law Standing Committee meeting.

Providing Feedback

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert through Trustee Services.

In accordance with Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the on-line form. In your response please;

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the on-line form or sent to the Policy Officer via email at policy.committee@yrdsb.ca, or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

Legislative Context

[Education Act](#)

[Municipal Elections Act](#)

[Federal Conflict of Interest Act](#)

[Conflict of Interest Code for Members of the House of Commons](#)

[Members' Integrity Act](#)

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board.



Board Policy #530.0 Staff Members Who Are Candidates For, or Elected to, Public Office

1. Policy Statement

York Region District School Board supports staff members who wish to stand for election to public office. The Board is committed to balancing staff members' participation in the democratic process with its responsibility to provide classroom environments that are conducive to student learning.

2. Responsibilities

2.1 The Board of Trustees is responsible for:

- a) reviewing the Staff Members Who Are Candidates for, or Elected to, Public Office policy in accordance with the approved policy review cycle; and
- b) understanding and communicating with members of the community about the Staff Members Who Are Candidates for, or Elected to, Public Office policy, as required.

2.2 The Director of Education is responsible for:

- a) implementing the Staff Members Who Are Candidates for, or Elected to, Public Office policy; and
- b) accepting the unpaid leave of absence and/or resignation of any staff member who is required to do so under the provisions of this policy or relevant legislation.

2.3 The Associate Directors of Education are responsible for:

- a) upon request, providing direction and information to staff members regarding any additional accommodations or restrictions associated with campaigning for public office;
- b) facilitating an unpaid leave of absence for Board staff, as required under the provisions of this policy or relevant legislation; and
- c) considering and making recommendations regarding special cases to the Director of Education.

2.4 Human Resource Services is responsible for:

- a) granting an unpaid leave of absence should it be requested by any staff member seeking election as a school board trustee; and

- b) considering requests for an unpaid leave of absence for any staff member who is elected to the office of municipal councilor, municipal mayor or member of parliament for the provincial or federal government as authorized by relevant legislation.
- c) Forwarding any special requests for unpaid leave of absence to Executive Council as required.

2.5 Staff members who are running for an elected position are responsible for:

- a) understanding and complying with appropriate legislation with regard to their employment status during and after a municipal, provincial or federal election.

2.6 School Board Trustee Elections

2.6.1 Staff members who are candidates for the position of school board trustee are responsible for:

- a) requesting an unpaid leave of absence in writing prior to being nominated;
- b) taking an unpaid leave of absence beginning on the day the staff member is nominated and ending on voting day; and
- c) if elected to the position of school board trustee at any district school board, resigning before taking the declaration of office, or such period of time as authorized by relevant legislation.

3. Contact

Corporate Communications

Administrative, Legal, and Trustee Services.

4. History

Approved: 1996

Revised: 2002, 2005, 2006, 2012, 2016, 2017

Working Document: October 2021

Revised: June 2022