

Humber College Elections Guidelines

Introduction

Humber College Institute of Technology and Advanced Learning (Humber/Humber College) is pleased to support the democratic process in all municipal, provincial and federal elections.

Because Humber College is a publicly funded institution and our mission is to develop global citizens with the knowledge and skills to lead and innovate, Humber continues to look for opportunities to encourage and facilitate the democratic process. Humber does not, however, endorse or support any candidate or party in the Pre-Election or Election period. Humber is committed to welcoming democratic debate and discussion, while ensuring the integrity of its campuses and prioritizing the safety and well-being of its students.

Non-Partisan Agreements

As part of Humber's commitment to facilitating the democratic process, the college has had numerous agreements with Elections Canada to provide space for polling stations at Humber's North and Lakeshore campuses during federal elections and to distribute Elections Canada materials that raise awareness about voting in federal elections. Humber has also worked with Elections Ontario to distribute informational materials. Because of the non-partisan nature of the work done by Elections Canada and Elections Ontario, they have been permitted to post election-related information on Humber campus and/or hold information sessions with the purpose of informing students, faculty and staff of key information related to voting in advance polls or on Election Day.

1. Elections Guidelines – Context and Purpose

As a publicly assisted institution, Humber College must remain impartial during federal, provincial and municipal elections while still supporting the democratic process.

The purpose of this document is to establish guidelines that Humber faculty and staff may refer to for elections-related involvement and activities at Humber College during federal, provincial and municipal elections.

Foundational principles for these guidelines are as follows:

- Humber College does not endorse any particular candidate or party.
- Despite this, as an academic institution, Humber College encourages and facilitates debate and discussion related to many different topics, including those of a political nature.
- Humber College recognizes and respects the rights of any individual affiliated with the College, including those currently employed by Humber, to participate in the political process as a volunteer or candidate. However, an individual who participates in a political party or organization must take precaution to ensure that such participation does not imply or infer an endorsement by, or support from, Humber College.
- Any political activity undertaken by IGNITE, Humber College's student union, should not be implied or inferred as being endorsed or supported by Humber College.

2. Scope and Authority for Decision Making

2.1 These guidelines apply to all three of Humber's campuses (North campus, including Carrier Drive facilities, Lakeshore campus and the International Graduate School), the University of Guelph-Humber located at Humber's North campus and the Humber College Employment Centres.

2.2 Authorizations and arrangements under these guidelines require written approval by the Vice President, External Affairs and Professional Learning.

3. Definitions

3.1 Candidate: For the purposes of any election, a candidate is a person seeking elected office, who has been issued a Certificate of Nomination from a returning officer or the Chief Electoral Officer or its equivalent during any municipal, regional, provincial or federal election period.

3.2 Election Period: The election period begins the day the writ is issued (formal legal document that starts an election) and ends on Election Day.

3.3 Pre-Election Period: 90 days prior to the established Election Day is considered to fall within the Pre-Election period. Because the writ issue date is not public knowledge, the Pre-Election Period may overlap with the Election Period. Once the writ is issued, for the purpose of these guidelines, the Election Period has started.

4. Guidelines on Political Involvement, Distribution of Materials, Events and Canvassing

4.1 Election-Related Political Involvement

- All Humber College faculty and/or staff who are subject to *Ontario's Lobbyists Registration Act, 1998* must refer to the Act and any subsequent Bulletins or Guidance from the Integrity Commissioner's Office to guide their political activity and involvement during an election.
- All Humber College faculty and/or staff who are engaging in significant political election activity including but not limited to, managing election campaigns and/or seeking elected office, are encouraged to notify the Vice President, External Affairs and Professional Learning.
- Any faculty and/or staff engaging in significant political activity should not use Humber College resources for such activity, nor should they be conducting political activity during their established work hours. Faculty and/or staff should also consult Humber's Acceptable Use Guidelines to ensure any activity remains within the guidelines: <https://humber.ca/legal-and-risk-management/policies/general-administration/acceptable-use-policy-for-technical-services.html>

4.2 Display and Distribution of Campaign Material

- During the Pre-Election and Election Periods, no campaign signs or promotional materials are permitted to be displayed, installed, or distributed on Humber College property without prior written permission from the Vice President, External Affairs and Professional Learning.



4.3 Use of Humber College Space

- During the Pre-Election and Election Periods, requests for the use of Humber College space for any election-related activity must receive approval from the Vice President, External Affairs and Professional Learning.
- During the Pre-Election and Election Periods, if elected officials or candidates from any political party seek to make an announcement or hold an event on any Humber College campus, the Vice President, External Affairs and Professional Learning or their designate will determine whether space will be made available, with consideration for general policies related to external groups as well as the safety of students, faculty and staff.
 - » This does not apply to elected officials and/or Ministers of the Crown from making announcements on behalf of Provincial or Federal Governments during the Pre-Election Period before the writ has been issued.
- Humber College logos or other branding are not permitted to be used in support of partisan political activity at any point in time.

4.4 Canvassing on Humber College Property

- Candidates are not allowed to canvass, or attempt to solicit students, faculty and/or staff to run as candidates or work on campaigns on Humber College campuses or through online classes, without prior written permission from the Vice President, External Affairs and Professional Learning. For the personal safety and privacy of students, candidates are not allowed to canvass Humber College residences under any circumstances.
- Humber College reserves the right to deny entry to or remove any candidate who may pose a threat to the privacy and safety Humber College students, faculty and staff.

4.5 Candidate Meetings or Visits

- The Vice President, External Affairs and Professional Learning should be notified a minimum of 72 hours in advance of any meetings or arranged visits to Humber locations in which candidates will be participating, including classroom visits and/or meetings for academic purposes.