

## **207 Campaign Contributions and Campaign Expense Disclosure**

### **Policy**

All Board of Trustee campaign contributions and campaign expenses shall be documented in a manner that maintains openness and accountability to members of the public.

### **Regulations**

#### Election Statements

1. Each candidate is responsible to keep:
  - 1.1. proper records of all campaign contributions and campaign expenses incurred during the campaign period; and
  - 1.2. a record of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor.
2. On or before the last working day in December in the election year that the candidate ran for office, (or the 90<sup>th</sup> day following a by-election) each candidate must disclose to the public, by filing with the Associate Superintendent Business Affairs:
  - 2.1. a statutory declaration as required by Schedule "A" stating their campaign contributions and expenses;
  - 2.2. an itemized list of campaign contributions as required by Schedule "B"; and
  - 2.3. an itemized list of campaign expenses as required by Schedule "C".
3. On or before December 1<sup>st</sup> in the election year that the candidate ran for office (Or the 60<sup>th</sup> day following a by-election) all anonymous contributions received by the candidate which individually exceeds the amount or value of \$500.00:
  - 3.1. must be returned by the candidate to the contributor if the contributor's identity can be established; or
  - 3.2. if the contributor's identity cannot be established, the candidate must deposit all such contributions with the Associate Superintendent Business Affairs for deposit with a registered Canadian charitable organization(s) of the candidate's choice as defined in the Income Tax Act (Canada).

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### Surplus Contributions

4. Any surplus identified in the Statutory Declaration (Schedule "A") must be deposited with the Associate Superintendent Business Affairs for deposit with a registered Canadian charitable organization(s) of the candidate's choice as defined in the Income Tax Act (Canada) on or before the last working day in December in the election year that the candidate ran for office, (or the 90<sup>th</sup> day following a by-election).

### Associate Superintendent Business Affairs Duties

5. The Associate Superintendent Business Affairs must keep a register of all statements.

### Penalties

6. Any candidate who contravenes a provision of this policy must forfeit and pay a penalty which shall belong to Lethbridge School Division. The penalties are as follows:
  - 6.1. Filing an incomplete or inaccurate statement: \$500.00 fine
  - 6.2. Failing to file a statement: \$500.00 fine



SCHEDULE "A"

STATUTORY DECLARATION OF CANDIDATES FOR TRUSTEE WITH LETHBRIDGE SCHOOL DIVISION

I, \_\_\_\_\_ (name)

of \_\_\_\_\_ (address)

In the Province of Alberta, do solemnly declare:

- 1. That I was a candidate for the position of Trustee for Lethbridge School Division, in the election held on the \_\_\_ day of \_\_\_, \_\_\_\_\_.
2. That the following is a true account of all the campaign expenses and campaign contributions incurred by me or by my agent on my behalf in respect of the aforesaid election:
a) Campaign Contributions Received: \$ \_\_\_\_\_
b) Campaign Expenses Incurred: \$ \_\_\_\_\_
c) Total Surplus (Deficit): \$ \_\_\_\_\_

All as shown on the attached Schedules "B" and "C".

- 3. That I have no reason to believe that any monies other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.
4. That I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at \_\_\_\_\_ )
in the Province of Alberta )
This \_\_\_\_\_ day of \_\_\_\_\_ ) Signature of Candidate
)

(To be declared before a Justice of the Peace, Notary Public, or a Commissioner of Oaths in and for the Province of Alberta)

The personal information required on this form is being collected under Policy 207. The information will only be used to fulfill the requirements of Policy 207 Campaign Contributions and Campaign Expense Disclosure. If you have any questions about the use of this form, contact the Associate Superintendent Business Affairs, 433 – 15th Street South, Lethbridge, Alberta, T1J 2Z5.



**Schedule “B”**

**LISTING OF CUMULATIVE CAMPAIGN CONTRIBUTIONS FROM CONTRIBUTORS EQUAL TO OR GREATER THAN \$500.00 (INCLUDING ANONYMOUS CONTRIBUTIONS)**

I have accepted campaign contributions equal to or greater than \$500.00 towards my campaign expenses from the following contributors and in the following cumulative amounts:  
(use additional copies of this page if required)

CONTRIBUTOR	AMOUNT
<b>SUB TOTAL</b>	
VALUE OF CONTRIBUTIONS (the identity of the Donor not being required to be disclosed, i.e., less than \$500)	
<b>TOTAL CONTRIBUTIONS RECEIVED</b>	

I declare the above statement is a true account of all the campaign contributions received by me or my agent on my behalf.

\_\_\_\_\_ (Signature of Candidate)

