



INFORMATION MANUAL FOR CANDIDATES

2020 School Board Election

For the Offices of:

Trustee: North East School Division No. 200

Number to be Elected:

Subdivision No. 1:	1 Member
Subdivision No. 2:	1 Member
Subdivision No. 3:	1 Member
Subdivision No. 4:	1 Member
Subdivision No. 5:	1 Member
Subdivision No. 6:	1 Member
Subdivision No. 7:	1 Member
Town of Nipawin:	1 Member at Large

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Foreword

The next municipal/school board election will be held on **Monday, November 9, 2020** for a term of office of four (4) years. This manual is intended to assist persons interested in being candidates in the 2020 school board general elections. The municipal general election includes races for the positions of Mayor and Councillors. The school board general elections are for trustees on the Public and Separate School Boards.

In Saskatchewan, municipal and school board elections are governed by *The Local Government Election Act, 2015*. This manual reviews the provisions of *The Local Government Election Act, 2015* that directly impact the activities of candidates. However, this manual should not be relied on to interpret or administer the law. Persons wishing to interpret or administer the law should consult the original Act and Regulations.

For further information regarding the school board elections, please contact Tanya Biesenthal, Returning Officer for the North East School Division No. 200 at 306-752-5741 or 306-920-7546.

About North East Schools

North East School Division is comprised of 22 schools located in 13 communities serving the pre-K to grade 12 learning needs of approximately 5000 students across 11,000 Sq. miles of northern Saskatchewan. Our school division's mission is to ensure every student has the opportunity to succeed and our vision is education in a culture of excellence.

More information can be obtained from the NESD annual report on our website: [2018-2019 NESD Annual Report](#)

Elected Offices

The Board of Education for North East School Division No. 200 is comprised of eight (8) elected members. The school division is divided into seven (7) subdivisions. One (1) Board Member at Large to be elected from the Town of Nipawin (1) and one from each of the seven (7) subdivisions. The subdivisions are outlined on the Division Map on the website - [NESD Division Map](#)

Subdivisions are divided as follows: (1 Member is needed in each subdivision)

- Subdivision No. 1: Includes the community of Hudson Bay and area.
- Subdivision No. 2: Includes the communities of Carrot River, Arborfield and areas.
- Subdivision No. 3: Includes the communities of Choiceland, White Fox and areas, and rural Nipawin.
- Subdivision No. 4: Includes the community of Melfort and area.
- Subdivision No. 5: Includes the communities of Gronlid, Star City, Naicam and areas.
- Subdivision No. 6: Includes the community of Tisdale and area.
- Subdivision No.7: Includes the communities of Bjorkdale, Porcupine Plain and areas.
- Town of Nipawin: 1 Member at Large.

The Board uses a policy governance model, setting the strategic vision for the division and delegating daily operations and decision-making to administration, led by the Director. The Board has an obligation to provide educational services and operate schools. Boards involve their communities by informing, listening and considering the communities' values when making decisions. *The Education Act, 1995 – 85 and 87.*

Currently the Board attends a Committee of the Whole meeting and a Regular Board Meeting on the same day, once a month. Trustees may also participate in other meetings as required and Saskatchewan School Boards Association (SSBA) events. Trustees spend an average of four to six hours per week on school board-related business.

During the COVID-19 pandemic, the Board has been holding virtual meetings using Microsoft Teams. The current board has found that the virtual meetings have proven effective and the 2020-24 board may decide to hold some virtual meetings.

An organizational meeting is held every year where the board elects a Chair and Vice-Chair. This meeting is to be held before November 30 of each year. The board develops an annual schedule of meetings and continuous agenda prior to May 31 each year for the period August 1-July 31.

Trustees remuneration will depend on the per diems set by the board and the number of meetings and professional development days attended. The 2019-20 per diem rate per meeting is \$226 (\$275 for board chair) and a monthly preparation time remuneration of \$226 (\$339 for board chair) plus travel time and kilometer reimbursement.

Qualifications of Candidates

School Board Candidates

The required qualifications for a candidate are as follows:

- (a) The candidate is a voter of the school division on the day of the election;
- (b) The candidate must be a Canadian citizen on the day they submit their nomination, and maintain their Canadian citizenship thereafter;
- (c) The candidate must have lived on land in the school division for at least three months preceding the day they submit their nomination; and
- (d) The candidate must have lived in Saskatchewan for at least six months, preceding they submit their nomination.

Local Government Election Act - 45

An employee of a board of education who wishes to be nominated for a position on the board must first obtain a leave of absence in accordance with clause 2-54(1)(a) of *The Saskatchewan Employment Act [Local Government Election Act – 43.3(c)]*. If an employee of a board is successfully elected, that person is deemed to have resigned from his or her position on the day before the day on which he or she is declared elected [*Local Government Election Act – 43.4*].

Nomination of Candidates

Obtaining Nomination Papers

Nomination papers for the 2020 school board general elections may be obtained at the North East School Division Office at 402 Main Street, Melfort, SK or on the NESD website [2020 Board Elections](#).

Please note: Due to COVID restrictions, individuals coming to the Division Office will need to make an appointment by calling 306-752-5741 (ext.1).

Content of Nomination Papers

A nomination paper must:

- (a) include the name, street address or legal land description and occupation of the nominee and the office for which they are being nominated;
- (b) include the name and street address or legal land description of each nominator;
- (c) include the signatures from at least ten voter in the sub-division or at-large area in which you plan to run; and
- (d) contain the candidate's acceptance of nomination witnessed by two (2) people.

Procedure for Nomination Papers

The following procedures for nomination papers should be noted:

- (a) only one person can be nominated for election on each nomination paper;
- (b) a voter may sign the nomination papers of more than one person;
- (c) candidates cannot nominate themselves; and
- (d) the onus to file a *bona fide* nomination paper is on the person being nominated.

Filing Nomination Papers – DEADLINE: October 7, 2020 at 4:00 p.m.

Nomination papers will be received by the Returning Officer or Nomination Officer t at the **North East School Division Office, 402 Main Street, Melfort, SK** during the following dates and times:

8:00 a.m. –12:00 p.m. and 1:00 p.m. - 4:30 p.m.
Tuesday, September 22, 2020 – Tuesday, October 6, 2020
(with the exception of Saturdays and Sundays)
and
9:00 a.m. – 4:00 p.m.
Wednesday, October 7, 2020.

Nomination forms may be submitted in person (by appointment), by regular mail, by registered mail, by fax (306.752.1933) or by email (elections@nesd.ca). Please ensure both sides of the nomination form are included in your submission, as well as a completed [Candidate Contact Information form](#).

Withdrawal of Nomination – DEADLINE: 4:00 p.m. on Thursday, October 8, 2020

A person may withdraw his or her nomination within twenty-four (24) hours of the close of nominations or at any time prior to then by filing a written statement to that effect at the office of the Returning Officer at 402 Main Street Melfort, SK signed by the nominated person and by two witnesses or the Returning Officer or Nomination Officer.

Candidate Profiles

In order to assist voters in the election process, all candidates may (optional) submit a candidate profile during the nomination period. Profiles will be posted on the School Division website [Election Nominees](#) and available during the nomination period.

The profiles will include a statement of up to 150 words, a recent photograph of the candidate and contact information. The text of the profile will be published exactly as submitted. The Returning Officer and the School Division are not responsible for verifying or investigating the accuracy of the information provided, or for the content or accuracy of contact information. The Returning Officer reserves the right to refuse to include any statement deemed to be obscene or offensive.

Campaigning/Advertising

Candidates who wish to put up signs or posters, or take out print advertising, must comply with the relevant bylaws. Please contact the relevant City/Town/Village Offices to access further information.

Candidates should also review the sections of *The Local Government Election Act, 2015 (Section 175 to 182)* applicable to canvassing, disclosure, secrecy and advertising.

Qualifications of Voters

A person is qualified to vote in municipal and school board elections if that person:

- (a) is a Canadian citizen;
- (b) is at least eighteen (18) years of age on Election Day;
- (c) has resided in Saskatchewan for at least six (6) consecutive months immediately preceding Election Day; and
- (d) has resided in the school division for at least three (3) consecutive months immediately preceding Election Day.

Local Government Election Act - 36

Note:

Please consult Section 36 of The Local Government Election Act, 2015 for purposes of interpretation of these requirements.

Polling Areas and Places

North East School Division will work with municipalities in the subdivisions to determine polling areas. A regular poll will be situated within or near each polling area. All regular polls will be conveniently accessible to disabled persons. A map of the polling areas will be available on our website once finalized.

Regular Polls will be open from 9:00 a.m. to 8:00 p.m. on Election Day.

Advance Poll

An advance poll will be available for eligible electors to cast votes in advance of Election Day.

The advance poll locations and times will be available on our website and will also be posted in local newspapers and throughout the community once they have been determined.

Candidate's Agents

Every candidate and not more than two candidate's agents may be present in each polling place during the hours the poll is open. The candidate or one of his or her agents may be present while the ballots are counted.

An "Appointment of Candidate's Agent" form must be completed by a candidate for each of the candidate's agents. Copies of the form will be available from the office of the Returning Officer at 402 Main Street, Melfort beginning September 22, 2020. In order to attend at a poll, the agent must present the completed form to the Deputy Returning Officer (DRO) at the poll and then make a required declaration before the DRO. An agent who makes the declaration may remain at the poll in an area designated by the DRO to observe the conduct of the election.

While observing the election, an agent may object to the qualification of any person as an elector. A DRO will ask the person to confirm the information that he or she provided in the voter's registration form. If the person confirms the information, the objection and the agent's name will be noted in the poll book opposite the name of the person and initialled by the DRO. The person will be allowed to vote. If the person does not confirm the information, the failure to confirm will be noted in the poll book and the person will not be entitled to vote.

At the close of the poll, a candidate or his or her agent may observe the counting of the ballots but shall not assist or handle the ballots in any way.

Candidates and their agents must situate themselves and act in accordance with election officials' directions. They must not visit with voters while polls are open nor touch the ballots during counting.

Ballots

Information printed on the ballots is based on the Candidate's Acceptance form. It is the candidate's responsibility to accurately complete the form.

The ballot for all offices will contain the names and occupations of all duly nominated candidates. **The information printed on the ballots is based on the information provided to Election staff by the candidate (i.e. from the Candidate's Acceptance form). It is the candidate's responsibility to ensure this information is accurate and complete.**

Summary of Important Dates

Nomination Day – Wednesday, October 7, 2020

A notice calling for nominations will be published in local newspapers as well as in local communities and all North East Schools. Nomination papers will be available on the website [NESD 2020 Board Elections](#) or for pick up by appointment only at:

- *North East School Division Office, 402 Main Street, Melfort, SK*
- Nomination forms may be submitted in person by appointment, by regular mail, by registered mail, by fax (306.752.1933) or by email (elections@nesd.ca): 8:00 a.m. – 4:30 p.m. September 22 – October 6, 2020, and
- 9:00 a.m. – 4:00 p.m. on Nomination Day, Wednesday, October 7, 2020, at which time nominations close.

The deadline for filing nomination papers is Wednesday, October 7, 2020 at 4:00 p.m.

Advance Poll

An advance poll will be available for eligible electors.

In the City of Melfort, advance polls will be determined later.

For other subdivision areas, the dates will be determined and posted in local newspapers, on North East's website [2020 NESD Board Elections](#) and throughout the communities where they will be held.

Election Day – Monday, November 9, 2020

All regular polls will be open from 9:00 a.m. to 8:00 p.m. Electors must vote at the poll that is designated for their home address.