



**Candidate
Information Guide
for
Out-of-City
School Board Election**

to be held

Wednesday, November 13, 2024

The Saskatchewan Rivers Public School Division is divided into FIVE RURAL SUBDIVISIONS in which ONE BOARD MEMBER from each subdivision is to be elected and ONE CITY SUBDIVISION in which FIVE BOARD MEMBERS are to be elected.

All references in this document pertain to *The Local Government Election Act, 2015* (hereinafter to be called the Act).

QUALIFICATIONS OF VOTERS IN A PUBLIC SCHOOL DIVISION

A person is eligible to vote in a school division who, on election day:

1.
 - (a) is a Canadian citizen;
 - (b) is at least 18 years of age;
 - (c) has resided in Saskatchewan for at least six consecutive months immediately preceding the day of the election; and
 - (d) has resided in the school division, or land now in the school division, for at least three consecutive months immediately preceding the day of the election.
2. A person who is registered as a voter in a public school division is not eligible to vote in any other school division.

QUALIFICATIONS OF CANDIDATES

A person is eligible to be nominated as a candidate for and hold office as a **BOARD MEMBER** for a school division if the person:

- (a) is a voter of the school division on the day of the election;
- (b) is a Canadian citizen at the time that he or she submits his or her nomination paper; and
- (c) has resided:
 - (i) in the school division for at least three consecutive months immediately preceding the date on which he or she submitted the nomination paper; and
 - (ii) in Saskatchewan for at least six consecutive months immediately preceding the date on which he or she submitted the nomination paper.

RESTRICTION ON NOMINATIONS

1. No person is eligible to be nominated as a candidate to hold office as a board member in more than one subdivision of a school division.
2. A person who is eligible to be nominated as a candidate and hold office in a municipality and a board member in a school division is eligible to be nominated and hold office in both capacities.

DISQUALIFICATION

An employee of a board of education or joint board may seek nomination to the board or joint board as defined in the Education Act, 1995 with which the person is employed if the person has first obtained a leave of absence in accordance with 2-54 (1) (a) of the *Saskatchewan Employment Act*.

NOMINATION PAPER

A person may be nominated as a candidate for election by submitting a nomination paper in the prescribed form to the returning officer or nomination officer, on the day and during the hours specified. Subject to the requirements of this section nomination papers may be submitted personally or by agent by personal service, by registered mail, by ordinary mail, by fax, by email or as otherwise specified by the returning officer.

A nomination paper for the office of BOARD MEMBER FOR A SUBDIVISION must be signed by ten (10) voters of the subdivision.

1. Every nomination paper must include:
 - (a) the name and occupation of the nominee;
 - (b) the nominee's street address or the legal description of the land located within the municipality on which the nominator's eligibility to vote is based;
 - (c) the nominator's street address or the legal description of the land located within the municipality on which the nominator's eligibility to vote is based;
 - (d) a statement that each nominator is a voter of the school division, for which the person is nominated; and
 - (e) contain the nominee's acceptance, in the prescribed form, of the nomination statement.
2. No nomination is complete or shall be accepted by the returning officer unless the candidate's acceptance of nomination statement is:
 - (a) **signed by the person nominated;**
 - (b) **witnessed by two people;**
 - (c) **accompanied by a deposit of \$100.00.**

3. A returning officer or nomination officer shall:
 - (a) post in an area to which members of the public have access in the school board office, as the case may be copies of the nomination papers received;
 - (b) ensure that the copies remain posted until close of polls on election day; and
 - (c) provide any information on any nomination paper submitted or a copy of the nomination paper, to any person on request.

Additionally, *The Local Government Election Act, 2015* states that:

1. the nomination paper for every candidate for the office of board member in a school division that is situated wholly or substantially within a municipality with a population of 20,000 or more, must, when filed with the returning officer or nomination officer, be accompanied by a deposit of \$100.00 or by certified cheque or money order in that amount made payable to the Saskatchewan Rivers Public School Division.
2. the returning officer or nomination officer shall not accept a person's deposit until she or he is satisfied that the person's nomination is complete.
3. on being accepted by the returning officer or nomination officer, the deposit becomes the property of the board.
4. the amount of the candidate's deposit shall be returned to the candidate following election day.

The procedures for nomination papers are as follows:

1. Only one person shall be nominated for election on each nomination paper.
2. A voter may sign the nomination papers of more than one person.
3. No candidate shall nominate himself or herself.
4. No proceedings taken under this *Act* with respect to the nomination of any candidate are invalid for informality where there has been substantial compliance with this *Act*.
5. **THE ONUS TO SUBMIT A COMPLETE AND TRUTHFUL NOMINATION PAPER IS ON THE PERSON NOMINATED FOR ELECTION TO AN OFFICE.**
6. After the election, the returning officer shall deliver all completed nomination forms in his or her possession to the administrator or to the person designated by the board, as the case may be, and the forms shall be retained by the board for the duration of the term of office for which the election is being held.

FILING NOMINATION PAPERS

Nominations for **Rural Subdivisions** will be received by election officials during regular office hours (8:00 a.m. to noon and 1:00 p.m. to 4:30 p.m.) at the Education Centre, Saskatchewan Rivers Public School Division No. 119 located at 545 - 11th Street East, Prince Albert, SK S6V 1B1 from September 23, 2024 until October 8th, 2024 and on

NOMINATION DAY - WEDNESDAY, OCTOBER 9, 2024

FROM 9:00 A.M. UNTIL 4:00 P.M.

NOMINATIONS WILL NOT BE ACCEPTED

AFTER 4:00 P.M. ON NOMINATION DAY

for **In-City Subdivisions**, at the City of Prince Albert, 1084 Central Avenue, Prince Albert, SK. S6V 7P3 during regular office hours (8:00 a.m. to 4:45 p.m.)

Nomination papers may be submitted personally or by agent by personal service, by registered mail, by ordinary mail, by fax, by email or as otherwise specified by the returning officer and must be accompanied by a deposit of \$100.00 or by a certified cheque or money order in that amount made payable to the Saskatchewan Rivers Public School Division.

Saskatchewan Rivers Public School Division
545—11 Street East, Prince Albert, SK S6V 1B1
Fax—(306) 763-4460
Email—elections@srsd119.ca

Please endeavor to file your nomination paper in advance of the October 9th Nomination Day, in order that you might have sufficient time to make any corrections that may be necessary and to re-submit the nomination paper prior to the 4:00 p.m. deadline.

WITHDRAWAL OF NOMINATION

1. A person who has been nominated in accordance with the call for nominations may withdraw his or her nomination by filing with the returning officer or nomination officer a written statement to that effect, signed by the person and two witnesses or by the returning officer or nomination officer at any time during normal office hours during the period from the receipt of the person's nomination until 24 hours after the close of nominations.
2. The name of a person who withdraws his or her nomination pursuant to subsection (1) must not appear on the ballot.

ADVERTISING

The Act provides that no person shall distribute or cause to be distributed any advertisement that promotes the candidacy of a particular person unless there is included in, or unless there appears on the face of the advertisement:

- (a) the name of the candidate on behalf of whom the advertisement is distributed; and
- (b) the name of the person who has authorized its printing, display and distribution;

Every person who distributes an advertisement in a manner that is not in accordance with the above is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000, to imprisonment for a term of not more than two years or to both.

ELECTION SIGNS

If you are posting signs within the City, please contact the Economic Development and Planning Department for information regarding the current Zoning Bylaw for election signs.

Economic Development & Planning
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3
(306) 953-4370

**If you are posting signs outside the City, please contact the
Municipal Office to determine what regulations may be in place.**

AGENT

Each candidate is allowed to appoint in writing not more than **two agents** to represent him or her at the polling place for each polling area.

1. If a person presents to the deputy returning officer a written notice in the prescribed form and signed by a candidate, the person named in the notice shall:
 - (a) be recognized by the deputy returning officer as an agent of the candidate; and
 - (b) on making a declaration in the prescribed form, be permitted to exercise his or her duties and functions as an agent.
2. A candidate may be present at any place at which his or her agent is authorized to attend and may
 - (a) undertake the duties that his or her agent might have undertaken; or
 - (b) assist his or her agent in the performance of any duties.
3. The deputy returning officer may designate the location in a polling place from which an agent may observe the conduct of the election.

OATHS

1. Every candidate and candidate's agent authorized to attend at a polling place or at the counting of the votes shall, before entering the polling place, take an oath, affirmation or declaration of secrecy in the prescribed form.
2. An oath, affirmation or declaration required pursuant to this section may be taken before the returning officer, deputy returning officer or poll clerk or any other person authorized by law to administer an oath, affirmation or declaration.

If a candidate or his or her agent objects to the eligibility of any person intending to vote, the deputy returning officer shall:

- (a) require the person to complete a voters' registration form if the person has not already done so;
- (b) enter the objection in the poll book opposite the name of the person;
- (c) note in the poll book the name of the person who made the objection; and
- (d) initial the entry in the poll book.

Please also note that during the hours a poll is open, no candidate, no agent of any candidate nor any other person shall, **in the polling place or within 100 meters of the building in which the poll is held:**

- (a) canvass or solicit votes;
- (b) persuade or compel a person to vote or refrain from voting;
- (c) make any communication to a person regarding any matters relating to voting or to the election, other than through the deputy returning officer; or
- (c) display, distribute or post a campaign sign, a specimen ballot for a person whose name is on the ballot for election, or any other material purporting to explain how to vote, or leave any of the preceding materials in a voting compartment, except as provided by this Act.

CONCLUSION

When filing Nomination Papers please provide us with the following:

- 1. a half page biography (be prepared to have your photo taken)**
- 2. your telephone number/cell number**
- 3. email address or any other means by which we can easily reach you.**

Your photo and biography will be posted on the Saskatchewan Rivers Public School website and will also be printed in the Prince Albert Shopper.

If you have any questions, please visit our website at www.srsd119.ca

email us at elections@srsd119.ca or

call the Returning Office at (306) 922-3647

Candidate Contact Information

Please provide the contact information below that you wish to release to the public and media. This information will also be made available on the Saskatchewan Rivers Public School Board website - www.srsd119.ca

Candidates Name: _____

Address: _____

Postal Code: _____

Phone Number: _____

Mobile: _____

E-mail: _____

Candidate Profile Statement

A Candidate Profile statement must be:

- Submitted by 4:00 p.m. on October 9, 2024 - Nomination Day;
- Submitted in electronic format (Microsoft Word format is preferable); and,
- Signed by the candidate

Once submitted, the statement cannot be changed.

Statements must be confined to information about the candidate, the candidate's policies and the candidate's intentions, if elected.

Statements must be a maximum of 150 words. Statements in excess of 150 words will be reduced to end at the last complete sentence or phrase within the 150 word limit.

The Returning Officer will not edit any statements, except to reduce the length of 150 words. Incorrect spelling, grammar or other obvious errors will not be corrected.

Statements must be free of defamatory or vulgar language. The Returning Officer will have final decision on whether to accept the statement.

Candidate Photograph

By submitting a photograph, the candidate is granting permission to the Returning Officer to publish the photograph for election purposes. The candidate must be the sole owner of all copyrights of the photograph or have the full authority of the copyright owner(s) to grant to the Returning Officer the rights required to publish the photograph for election purposes.

Images must be:

- a recent head and shoulders shot of the candidate alone;
- approximately 2 inches wide and 2 ¾ inches high (portrait);
- in colour;
- jpeg image; and,
- minimum size of 1200 x 1800 pixel at 300 dpi images

The technology on which the photo is submitted (i.e. USB data key) must be clearly labelled with the candidate's first and last name and phone number.

If submitted by e-mail, the body of the e-mail must contain the aforementioned information.

The Returning Officer will not return photographs and cannot guarantee the quality of reproduced images.

If you do not submit a photograph, the notation "Photo not available" will appear in the photo area