

POLICY 25 - BOARD ELECTIONS, CAMPAIGN CONTRIBUTIONS AND EXPENSES

Members of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan are elected pursuant to *The Local Government Election Act, 2015, The Education Act, 1995 and The School Division Regulations.*

Definitions

1. **“candidate”** means a person nominated in accordance with *The Local Government Election Act, 2015* for election to the Board.
2. **“contributions”** means money paid, loans given and the value of donations in kind provided, to or for the benefit of a candidate during the election campaign contribution period for the purpose of financing an election campaign, including revenue raised from a fund-raising event by the sale of tickets or otherwise;
3. **“direct costs”** shall include both monies paid for goods and services and the market value, to the best of the candidate’s knowledge, of goods and services provided without cost or at reduced cost to the candidate, except for volunteer services.
4. **“election”** means any election held to elect members of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan.
5. **“election expenses”** shall mean all direct costs incurred by or on behalf of candidates to promote their election.
6. **“volunteer services”** shall include voluntary labour provided by an individual person to a candidate, where the individual cost does not receive any compensation for time provided from the candidate or any other person for that time.

Elections

School board elections must be conducted on the dates indicated in *The Local Government Election Act, 2015.*

7. Notices required for elections are to be posted in the following manner.
 - 7.1. In a conspicuous public location in the main office building of The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan.
 - 7.2. In the office of the returning officer, if that office is different from the location described in 7.1.
 - 7.3. In all schools in the school division.
 - 7.4. In at least one issue of one or more newspapers having general circulation in the school division.

- 7.5. In one or more conspicuous locations in each electoral subdivision within which an election is to be held.
- 7.6. In one or more additional conspicuous locations within the school division that is different than the main office building.
8. At the discretion of the returning officer, the notice may be published in the form of an announcement on a radio or television station received in the area or on a website or by other electronic means.
9. The contents of a notice that is distributed or delivered need not be published in a newspaper if:
 - 9.1. In the opinion of the board, it is not feasible or practicable to do so; and
 - 9.2. All or part of the contents of the notice are:
 - 9.2.1. Distributed by mail to all voters of the school division;
 - 9.2.2. Published on a website or publicly distributed by other electronic means; or
 - 9.2.3. Distributed by any other means or publishing or otherwise providing notice as long as notice is given within the same time frame and frequency required by *The Local Government Election Act, 2015*.
10. School board elections will be conducted by the municipality, unless otherwise directed by the Ministry of Education, in accordance with *The Local Government Election Act, 2015*.
 - 10.1. School divisions will advise the municipality of the number of vacancies being filled.
 - 10.2. School divisions are responsible for the costs of school board elections.
11. The board may prescribe guidelines for the contribution of expenses and election spending limits.
12. To hold office as a school board trustee requires that the candidate:
 - 12.1. Is a voter of the school division on the day of election;
 - 12.2. Is a Canadian citizen at the time when nomination papers are submitted (nominations must follow process outlined by the returning officer);
 - 12.3. Has resided in Saskatchewan for at least six consecutive months and in the school division for at least three consecutive months immediately preceding the date on which nomination papers are submitted; and
 - 12.4. Has not been convicted of an indictable offence.
13. If an employee of the board is elected to hold office, the employee is deemed to have resigned from their position of employment of the day before the day on which they are declared elected unless, for any reason, the election results are overturned.
14. No person is eligible to be nominated as a candidate to hold office as a board member in more than one subdivision of the school division.
15. Candidates can run and hold office on both the school board and city council.

16. No person is eligible for election for a period of 4 years after the date of his or her ouster or removal from office as a trustee pursuant to legislation.
17. During an election campaign:
 - 17.1. All candidate meetings (for all or one subdivision) that are hosted and promoted by the City or student groups are permitted in division facilities.
 - 17.2. Signs, billboards, and other election promotion items cannot be displayed or presented on school board property.
 - 17.3. Any board or school division advertising or event that features or names the trustees should be curtailed (trustees may advertise on their own behalf).
 - 17.4. The following trustee activities should be curtailed during a civic election campaign:
 - 17.4.1. Visits to schools;
 - 17.4.2. Participation in any school-based or school community council-based activity;
 - 17.4.3. School, school division or non-board business Board meetings where any kind of campaigning takes place;
 - 17.4.4. Speeches on behalf of school division or board; and
 - 17.4.5. Social media posts on behalf of the school division or board. Any social media posts by trustees should reference the election and/or that the trustee is an incumbent.
18. Trustee terms begin upon the first division board meeting after an election (inaugural meeting).

By-Elections

19. Subject to section 22, trustee vacancies require a by-election;
 - 19.1. With the election date determined at the next meeting after the vacancy occurs;
 - 19.2. The date of the election is required to be within six (6) months of the date of the vacancy; and
 - 19.3. The municipality must be notified and concur with the date.
20. By-elections shall be undertaken in the same fashion as elections.
21. For trustee vacancies that occur after January 1 of an election year, the board can decide to decline a by-election in favour of filling the vacancy at the upcoming election.

Contribution and Expenses

22. Pursuant to section 34 of *The Local Government Election Act, 2015*, the board requires candidates for the position of member of the Board of Education of the Saskatoon School

Division No. 13 of Saskatchewan to make public disclosure of details of all election campaign contributions and expenses.

23. All monies received by or on behalf of a candidate as campaign contributions shall:
 - 23.1. Be deposited in a bank account, exclusively established for that purpose; and
 - 23.2. Be spent only for the purpose of electing the candidate as a member of the board.
24. Limitation on Campaign Expenses
 - 24.1. The total campaign expenses of a candidate for a member of the Board shall not exceed \$10,000.00 for any election expenses period.
25. All candidates whose names appear on the ballot in an election shall, within 90 days after the election, complete and submit to the Chief Financial Officer the Appendix of this policy disclosing.
 - 25.1. The name, address and telephone number of every contributor who provided campaign contributions totaling \$250.00 or more; and
 - 25.2. A summary of all election expenses.
26. The Chief Financial Officer shall prepare a report to the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan.
 - 26.1. Listing the candidates: and
 - 26.2. Attaching the forms filed by the candidates.
27. All information provided by the Chief Financial Officer shall be made available to the public after the Board's receipt of the report.
28. The above requirements shall apply to all direct costs incurred, whether paid or not paid, and contributions, whether received or pledged, in the same year in which the election is held.
29. Any surplus monies received by or on behalf of a candidate as campaign contributions shall be donated to a registered charity.

Date Last Revised: May 2024

Reference: *The Education Act 1995*
The School Division Administration Regulations
The Local Government Election Act, 2015

The Evidence Act

APPENDIX

DISCLOSURE OF CONTRIBUTIONS AND DIRECT COSTS

1. Direct Costs

Total Direct Costs	\$
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Summary of Direct Costs

	A	B	A + B
Category of Direct Costs	Payments for Direct Costs	Value of Contributed Direct Costs	Total Direct Costs
Advertising			
Meetings, Social Functions and Rallies			
Office Supplies			
Salaries and Benefits			
Travel			
Other Categories (Describe) :			
TOTAL			

NOTE:

1. Includes all direct costs incurred in the time period as per policy, whether or not the direct costs were paid within that period.
2. Includes the market value, to the best of the candidate’s knowledge, of all goods and services donated to the campaign without cost, in the time period as per policy. The amount also includes, for the same period, all goods and services contributed at reduced cost, the difference between the market value of the good or service and the amount paid by the campaign for the good or service. The amount does not include volunteer services.

2. Contributions in Cash

Contributions in Cash	\$
Value of Direct Costs Contributed (Total of Column B from above)	\$
Total Contributions	\$

3. List of Contributions

List in the following table all contributions that total \$250.00 or more. Use additional pages if required.

Contributor (name, address, telephone number)	Cash Contribution? (Yes or No)	Amount (\$)
TOTAL		

4. Surplus Contributions

Contributions in Cash \$

Less: Payments for Direct Costs \$
(Total of Column A from above)

Amount of Surplus Contributions \$

Surplus Funds have been donated to:

5. Declaration

I, _____ (name of candidate), of the City of Saskatoon, do solemnly declare that I have read Policy 25: BOARD ELECTIONS, CAMPAIGN CONTRIBUTIONS AND EXPENSES and that the information provided by me in this Appendix is accurate and complete.

And 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 and by virtue of *The Evidence Act*.

Declared before me at the
_____ of _____,
In the Province of Saskatchewan,
this _____ day of _____.
A.D. 20_____.

(Signature of declarant)

(Signature of Notary Public/Commissioner of Oaths)

Being a Notary Public/Commissioner of Oaths in and for the Province of Saskatchewan.

My appointment expires _____, 20_____.