



REGINA

BOARD ELECTIONS, CONTRIBUTIONS AND EXPENSES

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1. Members of the Board of Education of the Regina School Division No. 4 of Saskatchewan are elected pursuant to *The Local Government Election Act, 2015*, *The Education Act, 1995* and *The School Division Administration Regulations*.
2. In addition, the Board of Education has developed policy guidance to require disclosure of candidate contributions and expenses.

Definitions

3. “Candidate” shall refer to any person nominated in accordance with *The Local Government Election Act, 2015* and whose nomination is accepted by the returning officer as a candidate for election as a Member of the Board of Education of the Regina School Division No. 4 of Saskatchewan.
4. “Contributions” shall include:
 - 4.1. All monies received by or on behalf of the candidate in support of the candidate’s election campaign; and
 - 4.2. The market value, to the best of the candidate’s knowledge, of any goods or services donated or provided at reduced cost to, or for the use of, the candidate in support of the candidate’s election campaign, except for volunteer services.
5. “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.
6. “Election” shall mean any election held to elect Members of the Board of Education of the Regina School Division No. 4 of Saskatchewan.
7. “Election expenses” shall mean all direct costs incurred by or on behalf of candidates to promote their election.
8. “Volunteer services” shall include voluntary labour provided by an individual person to a candidate, where the individual does not receive any compensation for time provided from the candidate or any other person for that time.

Elections

9. School Board elections will be conducted by the City of Regina, unless otherwise directed by the Ministry of Education, in accordance with *The Local Government Election Act, 2015*.

10. The School Division will advise the City of Regina election office of the subdivision boundaries.
11. The School Division is responsible for the costs of school board elections.
12. During an election campaign:
 - 12.1. All-candidate meetings (for all or one subdivision) that are hosted and promoted by the City or student group are permitted in division facilities.
 - 12.2. Signs, billboards, and other election promotion items cannot be displayed or presented on School Division property.
 - 12.3. Any Board or School Division advertising or event that features or names the Trustees should be curtailed. (Trustees may advertise on their own behalf.)
 - 12.4. The following Trustee activities should be curtailed during the election period:
 - 12.4.1. Visits to schools;
 - 12.4.2. Participation in any school-based or SCC-based activity;
 - 12.4.3. School, School Division or non-Board business meetings where any kind of campaigning takes place;
 - 12.4.4. Speeches on behalf of the School Division or Board; and
 - 12.4.5. 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.
13. Trustee terms begin upon the first Board meeting after the election with an organizational meeting.

Criminal Record Check

14. The Board of Education requires that all candidates submit a current (within 3 months) Criminal Record Check with vulnerable sector check with their nomination papers.

Contributions and Expenses

15. 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 Regina School Division No. 4 of Saskatchewan to make public disclosure of details of all election campaign contributions and expenses.
16. All monies received by or on behalf of a candidate as campaign contributions shall:
 - 16.1. be spent only for the purpose of electing the candidate as a member of the Board.
17. All candidates whose names appear on the ballot in an election shall, within 90 days after the election, complete and submit to the Returning Officer the [Appendix](#) of this policy, disclosing:

- 17.1. The name, address and telephone number of every contributor who provided campaign contributions totaling \$100.00 or more; and
 - 17.2. A summary of all election expenses.
18. The Returning Officer shall be requested to withhold candidate deposits for those candidates not submitting completed expense forms as per clause 17.
19. The Returning Officer shall prepare a report to the Board of Education of the Regina School Division:
- 19.1. Listing the candidates; and
 - 19.2. Attaching the forms filed by the candidates.
20. All information provided by the Returning Officer shall be posted on the division website and made available to the public after the Board's receipt of the report.
21. The above requirements shall apply to all direct costs incurred, whether paid or not paid, and contributions, whether received or pledged, for the calendar year from January 1 to the date of the election.

Reference: Sections 85, 87 *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

I. Direct Costs

Total Direct Costs \$ _____

Summary of Direct Costs

Category of Direct Costs	A Payments for Direct Costs	B Value of Contributed Direct Costs	A + B Total Direct Costs
Advertising	_____	_____	_____
Bank Charges	_____	_____	_____
Brochures	_____	_____	_____
Candidate's Personal Expenses	_____	_____	_____
Furniture	_____	_____	_____
Insurance and Utilities	_____	_____	_____
Meetings, Social Functions and Rallies	_____	_____	_____
Office Rent	_____	_____	_____
Office Supplies	_____	_____	_____
Postage	_____	_____	_____
Salaries and Benefits	_____	_____	_____
Signs	_____	_____	_____
Stationery	_____	_____	_____
Telephone	_____	_____	_____
Travel	_____	_____	_____
Other Categories (Describe):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals	_____	_____	_____

Notes:

1. Includes all direct costs incurred in the time period as per Section 3 of Policy 19, whether or not the direct cost was 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 Section 3 of Policy 19. The amount also includes, for the same period, for 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.

II. Contributions in Cash \$ _____

Value of Direct Costs Contributed \$ _____
(Total of Column B from Section I above)

Total Contributions \$ _____

Appendix

III. List of Contributions

List in the following table all contributions that total \$25.00 or more. Use additional pages if required.

Contributor (name, address, telephone number)	Cash Contribution? (Yes or No)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Surplus Contributions

Contributions in Cash	\$	_____
Less: Payments for Direct Costs (Total of Column A from section I)	\$	_____
Amount of Surplus Contributions	\$	_____

Surplus funds have been donated to: _____

I, _____ (name of candidate), of the City of Regina, do solemnly declare that I have read Policy 19: Board Elections, 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*.

(Signature of witness)

(Signature of declarant)