



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*.

Definitions

2. “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.
3. “Contributions” shall include
 - 3.1. All monies received by or on behalf of the candidate in support of the candidate’s election campaign; and
 - 3.2. 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.
4. “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.
5. “Election” shall mean any election held to elect Members of the Board of Education of the Regina School Division No. 4 of Saskatchewan.
6. “Election expenses” shall mean all direct costs incurred by or on behalf of candidates to promote their election.
7. “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

8. School Board elections must be held on the dates indicated in *The Local Government Election Act, 2015*.
 - 8.1. Notices required for elections are to be posted in the following manner:
 - 8.1.1. In a conspicuous public location in the main office building of Regina School Division No. 4 of Saskatchewan.
 - 8.1.2. In the office of the returning officer, if that office is different from the location described in 8.1.1.

- 8.1.3. In all schools in the school division.
 - 8.1.4. In at least one issue of one or more newspapers having general circulation in the school division.
 - 8.1.5. In one or more conspicuous locations in each electoral subdivision within which an election is to be held.
 - 8.1.6. In one or more additional conspicuous locations within the school division that is different than the main office building.
- 8.2. 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.
- 8.3. The contents of a notice that is distributed or delivered need not be published in a newspaper if:
 - 8.3.1. In the opinion of the board, it is not feasible or practicable to do so; and
 - 8.3.2. All or part of the contents of the notice are:
 - 8.3.2.1. Distributed by mail to all voters of the school division;
 - 8.3.2.2. Published on a website or publicly distributed by other electronic means; or
 - 8.3.2.3. Distributed by any other means of 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*.
9. School Board elections will be conducted by the municipality, unless otherwise directed by the Ministry of Education, in accordance with *The Local Government Elections Act, 2015*:
 - 9.1. School divisions will advise the municipality of the number of vacancies being filled.
 - 9.2. School Boards are responsible for the costs of school board elections.
10. The Board may prescribe guidelines on the disclosure of contribution expenses and on election spending limits.
11. The Board may, by resolution, require the occupation of a candidate to be included on the nomination paper and ballot.
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 the 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 be 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 his/her position of employment on the day before the day on which he or she is 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 group 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 SCC-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 the 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 (organizational meeting).

By-Elections

19. Subject to section 21, 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 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.

Contributions and Expenses

22. Pursuant to section 34 of *The Local Government Elections 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.
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. 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
- 24.1. The name, address and telephone number of every contributor who provided campaign contributions totaling \$25.00 or more; and
 - 24.2. A summary of all election expenses.
25. The returning officer shall be requested to withhold candidate deposits for those candidates not submitting completed expense forms as per clause 24.
26. The returning officer shall prepare a report to the Board of Education of the Regina School Division No. 4 of Saskatchewan
- 26.1. Listing the candidates; and
 - 26.2. Attaching the forms filed by the candidates.
27. All information provided by the returning officer shall be made available to the public after the Board's receipt of the returning officer's 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 period covering the two calendar years preceding and that portion of the year of the election up to the date of the election.
29. Any surplus monies received by or on behalf of a candidate as campaign contributions shall be donated to a registered charity.

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.

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

IV. Surplus Contributions

Contributions in Cash	\$
Less: Payments for Direct Costs	\$
<i>(Total of Column A from section I)</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 Policy19: 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*.

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 ____.