



CANDIDATE INFORMATION GUIDE

2024 SCHOOL BOARD ELECTION Wednesday, November 13, 2024

Number of Trustees to be Elected for Prairie South School Division No. 210:

Subdivision No. 1: One (1)
(Central Butte, Chaplin, Craik, Eyebrow, Mortlach)

Subdivision No. 2: One (1)
(Avonlea, Caronport, Lindale, Rouleau)

Subdivision No. 3: One (1)
(Assiniboia, Mossbank)

Subdivision No. 4: One (1)
(Bengough, Coronach, Rockglen)

Subdivision No. 5: One (1)
(Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota)

Subdivision No. 6: Five (5)
(City of Moose Jaw)



2024 School Board Election
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Foreword

The next municipal/school board election will be held on **Wednesday, November 13, 2024** for a term of office of four (4) years. This manual is intended to assist persons interested in being candidates in the 2024 school board general election. 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 election, please contact Heather Boese by phone at 306-694-1200 or by email at elections@prairiesouth.ca. Heather is the Returning Officer for the Public School Board general election.

About Prairie South Schools

Prairie South School Division has 40 schools located within 19 rural and urban communities. The Division encompasses 32,747 square kilometres (12,643 square miles) of southern Saskatchewan. It spans a geographic area from Coronach in the South, Mankota in the West, Rouleau in the East, and Craik in the North.

The Division is divided into six subdivisions for purposes of Board representation. Prairie South is a very diverse School Division and encompasses rural and urban communities around the City of Moose Jaw, where the School Division office, learning department, facilities and transportation offices are located. Six Hutterite colonies and two associate schools are supported in partnership with Prairie South staff.

Subdivision #1: Includes the communities of: Central Butte, Chaplin, Craik, Eyebrow, Mortlach

Subdivision #2: Includes the communities of: Avonlea, Caronport, Lindale, Rouleau

Subdivision #3: Includes the communities of: Assiniboia, Mossbank

Subdivision #4: Includes the communities of: Bengough, Coronach, Rockglen

Subdivision #5: Includes the communities of: Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota

Subdivision #6: City of Moose Jaw

Please visit our website www.prairiesouth.ca for more information.

Elected Offices

The Board of Education for Prairie South School Division No. 210 is comprised of ten (10) elected members. The School Division is divided into six (6) subdivisions. Five (5) Board Members are elected at large from Moose Jaw and one from each of the other five (5) subdivisions.

The Board sets the strategic vision for the Division and delegates daily operations and decision-making to administration staff, 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 Board holds a regular meeting once a month. In addition to regular Board meetings, trustees participate in planning meetings, committee meetings, SSBA events, and various public meetings and functions. Trustees spend an average of six to ten hours per week on school board-related business.

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.

School Board Trustees are expected to serve a four-year term. The term of office officially begins at the first meeting of the Board after the general election and continues until the first meeting of the Board after the next general election, unless their offices are vacated sooner.

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 paper and maintain their Canadian citizenship thereafter.
- (c) The candidate has resided:
 - i. in the school division for at least three consecutive months immediately preceding the date on which they submit their nomination paper; and
 - ii. in Saskatchewan for at least six consecutive months immediately preceding the date on which they submit their nomination paper.

Local Government Election Act – section 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 *The Labour Standards Act [subsection – 2-54(1)]*. 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.

Nomination of Candidates

Obtaining Nomination Papers

Nomination papers for the 2024 school board general election may be obtained from the School Division Office at 1075 9th Avenue North West, Moose Jaw and on our website www.prairiesouth.ca.

Content of Nomination Papers

Please note the Nomination Form is two-sided. A nomination paper must:

- (a) include the name, street address or legal land description 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 ten (10) voters in the subdivision area in which you plan to run;
- (d) contain the candidate's acceptance of nomination witnessed by two (2) people; and
- (e) *New for 2024: Candidate's preferred contact information must be completed.*

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 submit a complete and truthful nomination paper is on the person being nominated.

Filing Nomination Papers

Nomination papers will be received by the Returning Officer or Nomination Officer at the **School Division Office, 1075 9th Avenue NW, Moose Jaw** during the following dates and times:

8:00 a.m. – 4:00 p.m.

Tuesday, September 24 – Wednesday, October 9, 2024

(with the exception of Saturdays and Sundays)

Nomination papers may be submitted in person, by regular mail, by registered mail, by fax (306.694.4955), or by email (elections@prairiesouth.ca). Nomination papers must be received at our office at 1075 9th Avenue NW, Moose Jaw, by 4:00 p.m. on Wednesday, October 9, 2024. **Please ensure both sides of the nomination form are included in your submission.** All nomination papers will be posted in the School Division Office and for subdivision no. 6, at City Hall as well.

Withdrawal of Nomination

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 1075 9th Avenue NW, Moose Jaw signed by the nominated person and by two witnesses or the Returning Officer or Nomination Officer. **A withdrawal of nomination must be filed before 4:00 p.m. on Thursday, October 10, 2024.**

Candidate Profiles

In order to assist voters in the election process, all candidates may submit candidate profile information during the nomination period. Profiles will be posted on the School Division website, www.prairiesouth.ca and available during the nomination period. Only profiles received by nomination day, October 9, will be included on the website.

The profiles will include a statement of up to 150 words, a recent photograph of the candidate, and contact information. 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 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

Candidates who wish to put up signs or posters, or take out print advertising, must comply with the relevant bylaws.

Qualifications of Voters

A person is qualified to vote in municipal and school board elections if that person, on election day:

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

Local Government Election Act, 2015 - 36

Polling Areas and Places

Prairie South will work with municipalities in the subdivisions to determine polling areas. Polling places will be accessible to all people. A map of the polling areas and polling places will be available on our website and social media pages as they are determined. In subdivision no. 6, the City of Moose Jaw will manage the election.

Regular Polls will be open from 9:00 a.m. to 8:00 p.m. on Election Day, November 13, 2024.

Advance Poll

An Advance Poll will be available for voters to cast votes in advance of Election Day.

For rural areas (subdivisions 1-5), the dates will be determined and posted in local newspapers, on our website and social media pages, and throughout the community. The City of Moose Jaw will set the Advance Poll dates and they will be communicated from the City once they are set.

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 but shall not assist or handle the ballots in any way.

Candidates wishing to appoint agents must complete an Appointment of Candidates' Agent form for each agent. The agent must present the appointment form and make a declaration to the Deputy Returning Officer at the poll. The agent will be permitted to remain at the poll in a designated area to observe the conduct of the election, but in no way interfere with the process of the election. They may enter and leave the polling place at their pleasure during the hours the poll is open.

Copies of the form will be available from the Returning Officer at 1075 9th Avenue NW, Moose Jaw. You can also email or phone the Returning Officer to request a copy of the form.

Candidates and/or agents are not permitted to campaign (wear branded clothing, hand out pamphlets, post signage, etc.) within 100m of the poll, which includes inside the poll. Abusive or disrespectful behaviour toward voters or election workers will not be tolerated at any location. Candidates and/or agents are not to interfere with the election process or hinder voters from completing their ballot.

Ballots

Names of all nominated candidates will be arranged in alphabetical order by surname on the ballot. Candidate information printed on the ballots is based on the information provided on the Candidate's Acceptance Form. It is the candidate's responsibility to accurately complete the form.

Summary of Important Dates

Nomination Day

Nomination Day is **Wednesday, October 9, 2024**. A notice calling for nominations will be published online and in local newspapers. Nomination papers will be available online and for pick up at the Division Office, 1075 9th Avenue NW, Moose Jaw. Nomination papers may be filed at the Office of the Returning Officer at 1075 9th Avenue NW, Moose Jaw from 8:00 a.m.-4:00 p.m. September 24 to October 9, 2024 (with the exception of Saturdays and Sundays).

The deadline for filing nomination papers is Wednesday, October 9, 2024 at 4:00 pm.

Advance Poll

The Advance Polls will be determined and posted on our website, social media pages, and in local newspapers.

Election Day

Election Day is **Wednesday, November 13, 2024**. All regular polls will be open from 9:00 a.m. to 8:00 p.m.