



# **INFORMATION MANUAL FOR CANDIDATES**

## **2023 School Board By-Election** **Thursday, March 9, 2023**

For the Offices of:

**Trustee: Subdivision No. 6**  
**Prairie South School Division No. 210**

Number to be Elected: 1

2023 School Board By-Election  
Information Manual for Candidates  
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## **Foreword**

This manual is intended to assist persons interested in being candidates in the 2023 school board by-election.

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 by-election, please contact Heather Boese by phone at 306-694-1200 or by email at [elections@prairiesouth.ca](mailto:elections@prairiesouth.ca). Heather is the Returning Officer for this By-Election.

## **About Prairie South Schools**

Prairie South School Division has 39 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. Five 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](http://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 and SSBA events. 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.

## **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 by-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 - 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* [Local Government Election Act – 43(3)]. 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 [Local Government Election Act – 43(4)].

# **Nomination of Candidates**

## **Obtaining Nomination Papers**

Nomination papers for the 2023 school board by-election may be obtained from the School Division Office at 1075 9<sup>th</sup> Avenue North West, Moose Jaw and on our website [www.prairiesouth.ca](http://www.prairiesouth.ca).

## **Content of Nomination Papers**

A nomination paper must:

- (a) include the name, street address or legal land description and the office for which they are being nominated (Subdivision #6);
- (b) include the name and street address or legal land description of each nominator;
- (c) include the signatures from ten voters in Subdivision #6 (City of Moose Jaw); and
- (d) contain the candidate's acceptance of nomination witnessed by two (2) people.

## **Procedure for Nomination Papers**

The following procedures for nomination papers should be noted:

- (a) only one person can be nominated for by-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 9<sup>th</sup> Avenue NW, Moose Jaw** during the following dates and times:

**8:00 a.m. – 4:00 p.m.**  
**Monday, January 16, 2023 – Thursday, February 2, 2023**  
(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](mailto:elections@prairiesouth.ca)). Nomination papers must be received at our office at 1075 9<sup>th</sup> Avenue NW, Moose Jaw, by 4:00 p.m. on Thursday, February 2, 2023. **Please ensure both sides of the nomination form are included in your submission.**

## **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 9<sup>th</sup> 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 Friday, February 3, 2023.**

## **Candidate Profiles**

In order to assist voters in the by-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](http://www.prairiesouth.ca) and available during the nomination period.

The profiles will include a statement of up to 150 words, a recent photograph of the candidate and contact information. The text of 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 by-elections if that person, on by-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 by-election; and
- (d) has resided in Saskatchewan for at least six (6) consecutive months immediately preceding the day of the by-election.

*Local Government Election Act, 2015 - 36*

## **Polling Areas and Places**

Polling places will be accessible to all persons. The following places have been designated as polling areas for the by-election in Moose Jaw:

- Polling Place #1: Riverview Collegiate, 650 Coteau Street West
- Polling Place #2: A.E. Peacock Collegiate, 145 Ross Street East
- Polling Place #3: Sunningdale School, 530 Wood Lily Drive

Regular Polls will be open from 9:00 a.m. to 8:00 p.m. on By-Election Day, March 9, 2023.

Polling places will be advertised in the Moose Jaw Express, on Prairie South's website and social media pages, and within our schools.

## **Advance Poll**

An Advance Poll will be available for voters to cast votes in advance of By-Election Day. The location of the Advance Poll will be the Division Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw. The Advance Poll will be open from 2:00 p.m. to 7:00 p.m.

The date for the Advance Poll has been set for Monday, February 27, 2023. Advance Poll information will be advertised in the Moose Jaw Express, on Prairie South's website and social media pages, and within our schools.

## **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.

An "Appointment of Candidate's Agent" form must be completed by a candidate for each of the candidate's agents. Copies of the form will be available from the Returning Officer at 1075 9<sup>th</sup> Avenue NW, Moose Jaw. In order to attend at a poll, the agent must present the completed form to the Deputy Returning Officer (DRO) at the poll and then make a required declaration before the DRO. An agent who makes the declaration may remain at the poll in an area designated by the DRO to observe the conduct of the by-election.

At the close of the poll, a candidate or his or her agent may observe the counting of the ballots but shall not assist or handle the ballots in any way. Candidates and their agents must situate themselves and act in accordance with by-election officials' directions. They must not visit with voters while polls are open.

## **Ballots**

Information printed on the ballots is based on the Candidate's Acceptance form. It is the candidate's responsibility to accurately complete the form.

The ballot will contain the names of all duly nominated candidates. **The information printed on the ballots is based on the information provided to By-Election staff by the candidate (ie. from the Candidate's Acceptance form). It is the candidate's responsibility to ensure this information is accurate and complete.**

## **Summary of Important Dates**

### **Nomination Day**

Nomination Day is **Thursday, February 2, 2023**. A notice calling for nominations will be published online and in the Moose Jaw Express. Nomination papers will be available online and for pick up at the Division Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw. Nomination papers may be filed at the Office of the Returning Officer at 1075 9<sup>th</sup> Avenue NW, Moose Jaw from 8:00 a.m. – 4:00 p.m. January 16, 2023 to February 2, 2023 (with the exception of Saturdays and Sundays).

**The deadline for filing nomination papers is Thursday, February 2, 2023 at 4:00 pm.**

### **Advance Poll**

The Advance Poll will be open from 2:00 p.m. to 7:00 p.m. on **Monday, February 27, 2023** at the Division Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw.

### **By-Election Day**

By-Election Day is **Thursday, March 9, 2023**. All regular polls will be open from 9:00 a.m. to 8:00 p.m.