

ELECTION DAY
November 13, 2024

2024
TRUSTEE
CANDIDATE
GUIDE

SASKATOON
Civic
ELECTION
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Saskatoon Public Schools
Inspiring Learning



Elections
Saskatoon

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Saskatoon Public Schools Board of Education Trustee Candidate Guide 2024

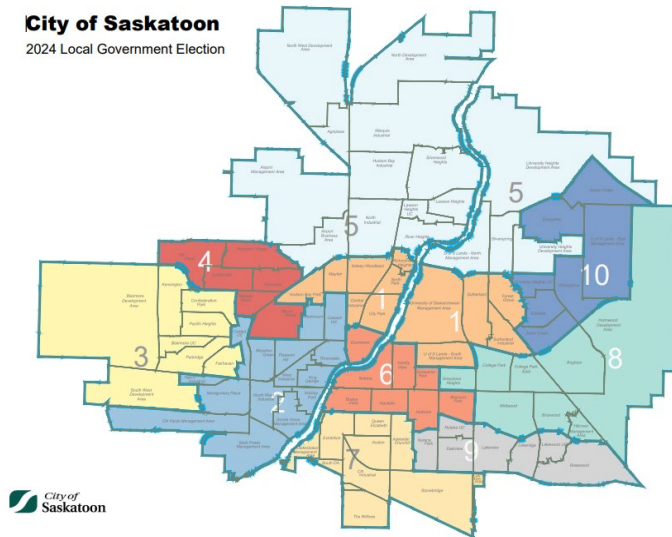
Thank you for expressing interest in becoming a board trustee at Saskatoon Public Schools. Elected trustees are an integral part of education in Saskatchewan. Trustees have the responsibility to ensure that primary and secondary education put the needs of students first, making our schools, communities and our province stronger. This candidate guide has information to help potential trustees.

Governance – The Board of Education

Saskatoon Public Schools is governed by a 10-person elected Board of Education. *The Education Act, 1995* gives the Board of Education the authority to govern the school division.

The school division is organized into 10 wards for the purpose of elections, but once elected, the members of the Board of Education represent all students in the division and are committed to providing the very best education possible for every student.

City of Saskatoon
2024 Local Government Election



As is indicated in the board policies included in this document, the role of a trustee is to contribute to the board as it carries out its mandate to achieve its mission and goals. The board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

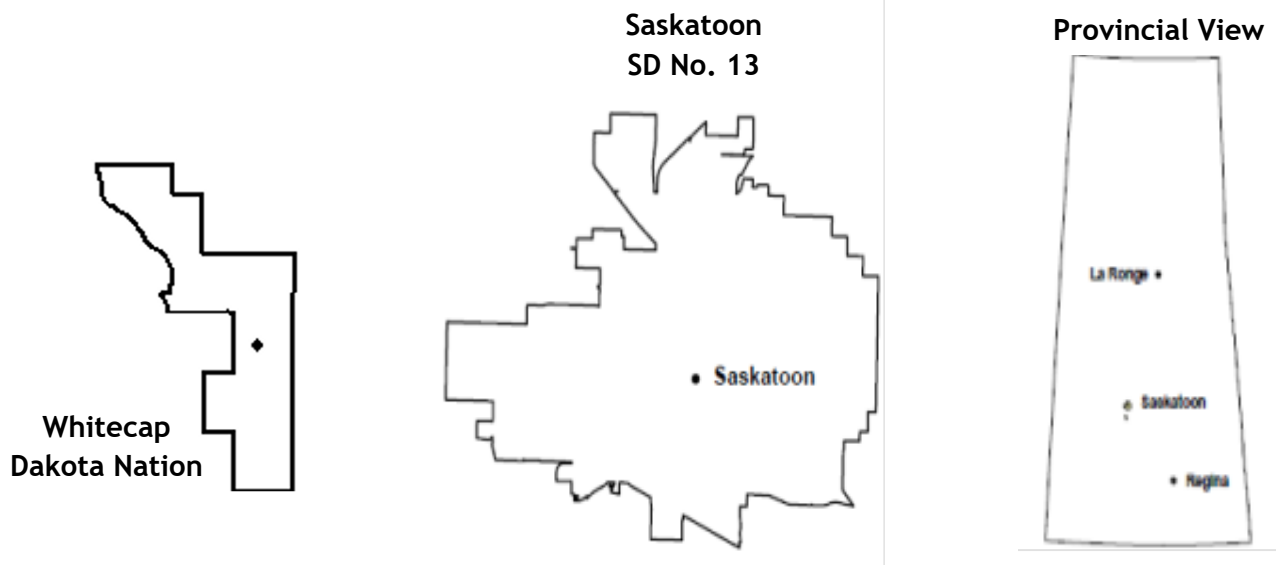
Saskatoon Public Schools role of a trustee can be found [here](#).



The board is a corporation. The decisions of the board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the board may carry out duties individually but only as an agent of the board. In such cases, the actions of the trustee are those of the board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the division.

School Division Profile

Saskatoon Public Schools is located in Saskatoon and includes Whitecap Dakota Nation. It is the largest school division in the province, educating over 28,000 students in 47 elementary schools, 10 secondary schools, one Whitecap Dakota Nation partnership school and a variety of off-site educational programs.



Each school is also represented by a school community council that works closely with the school administrative team to facilitate parent and community participation.



Saskatoon Public Schools' Strategic Plan

Saskatoon Public Schools' strategic plan prioritizes academic excellence, character development, student engagement and well-being as the four student goals. The vision is clearly articulated and resonates with students, staff, parents, caregivers and the broader community. The current strategic plan will conclude in 2026.





Board Policy 1: Role of the Board

As the corporate body elected by the voters and the ratepayers that support the Saskatoon School Division No. 13 of Saskatchewan, herein after called Saskatoon Public Schools, the Board of Education is responsible for the development of the strategic plan and policies to guide the provision of educational services rendered within the division, in keeping with the requirements of provincial legislation and the values of the electorate.

Specific areas of responsibility are:

1. Accountability to Provincial Government

- 1.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to Community

- 2.1 Make decisions that reflect Saskatoon Public Schools' strategic plan and commitments and that represent the interests of the entire school division.
- 2.2 Establish processes and provide opportunities for information sharing with the community and for community input.
- 2.3 Report division results through Accountability Reports at Board meetings.
- 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5 Model a culture that reflects the Board's Code of Ethics.
- 2.6 Provide for two-way communications between the Board and the School Community Council Assembly (SCCA) and the school community councils of individual schools.

3. Strategic Plan

- 3.1 Provide overall direction for the school division by establishing vision, commitments, and goals.
- 3.2 Annually approve the Strategic Planning and Management System.



- 3.3 Approve annual report for submission to the Ministry of Education.
- 3.4 Annually approve a budget which aligns with the Strategic Plan.
- 3.5 Approve accountability reports that monitor progress toward the achievement of the goals in the Strategic Plan.
- 3.6 Provide governance oversight of the Enterprise Risk Management program.

4. Enterprise Risk Management

- 4.1 Identify and rank risks to the school division.
- 4.2 Review risk strategy plans for the most significant risks.
- 4.3 Monitor the status of risks and actions taken to address them.

5. Policy

- 5.1 Identify the purpose to be achieved before creating a new policy.
- 5.2 Approve policy statements that meet criteria identified by the Board.
- 5.3 Evaluate policy impact to determine if policy has created the desired change.
- 5.4 Determine policies that outline how the Board is to function.

6. Director / Board Relations

- 6.1 Select the director.
- 6.2 Provide the director with clear corporate direction.
- 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 6.4 Annually evaluate the director regarding the director's job description, Board Policy 11, and additional Board direction (e.g., hold director accountable for achievements of the Strategic Plan).
- 6.5 Annually review director's compensation.



7. Political / Advocacy

- 7.1 Annually develop governance priorities that include a plan for advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.

8. Board Development

- 8.1 Annually evaluate Board effectiveness.
- 8.2 Develop yearly plan for trustee development. Consider increasing knowledge of:
 - 8.2.1 Role
 - 8.2.2 Processes
 - 8.2.3 Issues
 - 8.2.4 Cultural competence
- 8.3 Consider Saskatchewan School Boards Association and Canadian School Boards Association (CSBA) resources.
- 8.4 Time activate the plan.

9. Fiscal

- 9.1 Annually approve budget and ensure resources are allocated to achieve desired results.
- 9.2 Annually review the ten-year capital construction plan and approve requests for major capital program funding for submission to the Ministry of Education by the end of February.
- 9.3 Responsibility to provide budget information to the Ministry of Education by June 30.
- 9.4 Authorize, by resolution, the borrowing of required monies to cover necessary expenditures.
- 9.5 Approve all expenditures and contracts in excess of \$250,000.
- 9.6 Approve the submission of emergency block capital projects to the Ministry of Education.
- 9.7 Appoint an auditor.



- 9.8 Receive the audit report and the management letter and ensure quality indicators are met.
- 9.9 Monitor fiscal management of the division.
- 9.10 Set the mandate for employee group negotiations.
- 9.11 Ratify memoranda of agreement with bargaining units.
- 9.12 Annually approve compensation levels for out-of-scope staff.

10. Selected Responsibilities

- 10.1 Approval of individual professional development leaves of beyond six weeks for senior administration.
- 10.2 Acquisition and disposal of land and buildings, including expropriation proceedings.
- 10.3 Naming of schools and other Board-owned facilities.
- 10.4 Maintaining membership in the Saskatchewan School Boards Association.
- 10.5 Approval of the purchase of Board memberships in non-educational associations.
- 10.6 Encouragement of qualified and interested candidates to run for the office of public-school trustee.

Board Policy 2: Role of the Board Member

The role of the trustee is to contribute to the board as it carries out its mandate to achieve its mission and goals. The board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

The board is a corporation. The decisions of the board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the board may carry out duties individually but only as an agent of the board. In such cases, the actions of the trustee are those of the board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the division.



Specific Responsibilities of Individual Trustees

The trustee will:

1. Become familiar with division policies and procedures, meeting agendas, and reports in order to participate in board business.
2. Refer governance queries, issues and problems not covered by board policy to the board for corporate discussion and decision.
3. Become familiar with, and adhere to, the Board Member Code of Ethics.
4. Attend jurisdiction or school events when possible.
5. Refer administrative matters to the director of education. The trustee, upon being contacted by a parent or community member about school operations, is encouraged to refer the parent or community member back to the school and is encouraged to inform the director of this action.
6. Participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of students within the division.
7. Support the decisions of the board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the board when it does not.
8. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
9. Participate in board/trustee development sessions so that the quality of leadership and service in the division can be enhanced.
10. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
11. Stay current with respect to provincial, national, and international educational issues and trends.
12. Strive to develop a positive learning and working culture both within the board and the division.

Board-Community Relations Reports

Trustees file with the Chief Financial Officer, an annual report on events or activities in which they are involved by virtue of their status as board members.

1. Events include but are not limited to school visits, graduations, dinners, school community council meetings, special school functions and other, board related activities.
2. Activities include but are not limited to meetings and communication with educational stakeholders, the media and other entities.



Board Policy 25: Campaign Disclosure and Spending Limits

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.

Schedule A

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			

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_____.

All policies of the Board of Education can be found on our school division's web site [here](#).

Guidelines for Saskatoon Public Schools Trustee Candidates Campaign Advertising and Access to Schools

In order to ensure an orderly and fair approach to the election campaign with minimal disruption to the learning environments in Saskatoon Public Schools, please be advised of the following:

- All trustee candidates are required to abide by the guidelines outlined in the Saskatoon Civic Elections: Candidates Information Booklet (a publication of the City Clerk's Office).
- Election posters and signs shall not be placed on or in any Saskatoon Public Schools' property or facility.
- Campaign materials will not be accepted for distribution through the school division's mail service.
- The Saskatoon Public Schools' website and portals shall not be used to distribute campaign materials to its users.
- Candidates will not be granted access to schools for campaigning purposes.
- Candidates will not use Saskatoon Public Schools' logo on any campaign material.

Annual Report of the School Division

The Annual Report of the Board of Education of the Saskatoon Board of Education #13 of Saskatchewan is an annual overview of the school division's goals, activities and fiscal results. All school divisions in Saskatchewan are obligated to file this report with the Ministry of Education. The report can be found [here](#).

Saskatoon Public Schools' Report Card

The Saskatoon Public Schools' Report Card is a yearly summary of the accomplishments related to the Strategic Plan. This report is produced annually and shared with Saskatoon Public Schools' community and stakeholders. The report can be found [here](#).

Saskatoon Public Schools' Board Meeting Agendas and Minutes

Meetings of the Board of Education are typically held on Tuesdays, unless there are mitigating circumstances. You are invited to attend all public board meetings in the W.B. Doyle Board Room at the Education Centre, 310 – 21st Street East.

Prior to each board meeting, the director of education prepares a board file that contains the agenda and pertinent background information. Board meeting minutes and agenda are posted [here](#).

2024-2025 meetings dates are as follows:

- August 27, 2024 – if required
- September 17
- October 15
- November 18 – 12:00 noon Inaugural Meeting of the Board
- **November 18 – 1:00-4:30 Trustee Orientation**
- November 26
- December 10
- January 14, 2025
- February 11
- March 4
- April 15
- May 13
- June 3
- June 17

City of Saskatoon – Candidates' Information Booklet

General information for candidates published by the City of Saskatoon can be found on the City's 2024 election page [here](#).

Contact the 2024 Civic Elections Office for any questions or concerns.

200-145 1st Ave N.
Saskatoon, SK

Phone: 306-657-8683 (VOTE)

elections@saskatoon.ca

[Elections Saskatoon | Saskatoon.ca](#)

Nomination Papers

Nomination papers for becoming a trustee on the Saskatoon Board of Education can be picked up at or at City Hall (200-145 1st Ave N.). You may also obtain a form online [here](#).

Candidates must be nominated by an elector of the school division; candidates cannot nominate themselves. The nomination paper must be signed by 10 electors. An elector may sign the nomination papers of more than one person.

The nomination paper must state the name and address of the person nominated, as well as the name and address of each nominator.

Candidates must submit a criminal record check completed within the past three months of the date the nomination papers are submitted.

Candidates are also required to provide their occupation. If retired, candidates can state that they are retired along with the occupation retired from.

No nomination is valid unless the candidate's acceptance of nomination statement is signed by the candidate and witnessed by two people. Candidates are required to provide a \$100.00 deposit with the nomination form. This deposit will be returned following election day, regardless of the percentage of votes received.

City of Saskatoon Maps (All Wards and Individual Wards)

City of Saskatoon maps with ward information can be found [here](#).

City of Saskatoon ward boundary information and ward finder can be found [here](#).

Candidate Profiles

In order to assist voters in the election process, all candidates are able to submit candidate profile information during the nomination period. The profiles include a statement of up to 150 words, a recent head-and-shoulders photograph of the candidate and contact information. Because candidates are campaigning for a role in public service, it is recommended candidates include a variety of contact information to engage the electorate, including but not limited to, phone number, email address and social media contacts.

Incumbents must use personal contact information. Use of school division assets that are required for work as a trustee (such as a @spsd.sk.ca email address) is prohibited for election and campaign purposes.

This information will be posted, along with information on candidates for mayor, council and Greater Saskatoon Catholic School trustees, on the city's election website and will also be printed in the Voters' Guide which is distributed to each home in the city prior to the election.

Saskatchewan School Boards Association (SSBA) Elections Material

The Saskatchewan School Boards Association election material contains information on:

- Nomination dates
- Election day: Wednesday, November 13, 2024
- Role of a school board member
- Running for election
- Designation of taxes
- Voting in school board election

Visit their site [here](#).

The Saskatchewan School Boards Association Governance Handbook can be found [here](#).