

SASKATOON PUBLIC SCHOOLS BOARD OF EDUCATION

Trustee Candidate Guide 2020



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Saskatoon Public Schools

Board of Education

Trustee Candidate Guide 2020

Thank you for expressing interest in 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.

The following information may be of use to you:

Governance – The Board of Education

Saskatoon Public Schools is governed by a ten-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 ten 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 each and every student.

As is indicated in the Board Policies included in this document, 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.

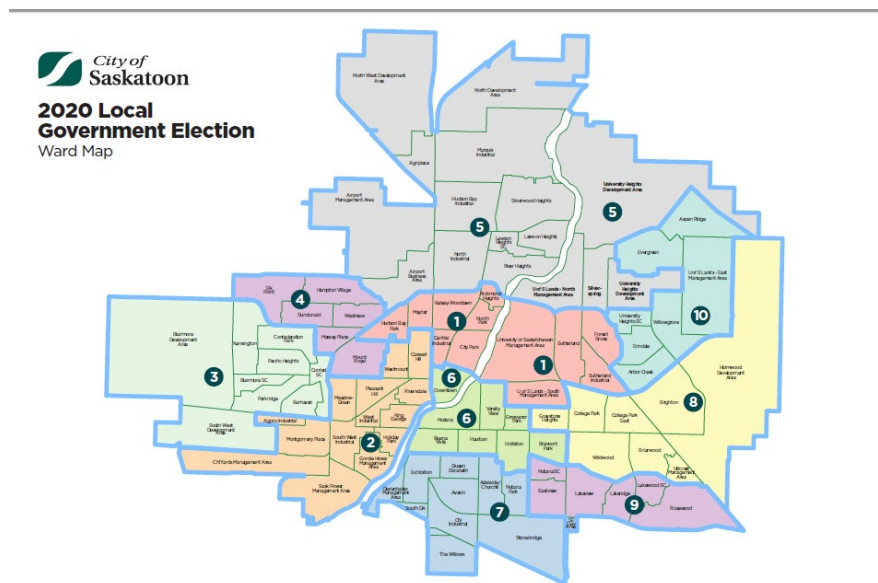
The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee 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.



School Division Profile

Saskatoon Public Schools is located in Saskatoon and includes Whitecap Dakota First Nation. It is the largest school division in the province, educating over 26,000 students in 48 elementary schools, 10 collegiates, one associate school, one alliance school, one grades 1-12 school, and a variety of off-site educational programs.

Saskatoon Public Schools is governed by a ten-person elected Board of Education. The school division is organized into 10 wards for purpose of elections, but once elected, the members of the Board of Education represent all students in the division.



Each school is also represented by a School Community Council that works closely with the school administrative team to facilitate parent and community participation in planning and provide advice to the Board of Education, the school’s staff, and other agencies involved in the learning and development of students.





Saskatoon Public Schools Strategic Plan

Academic excellence, character, engagement, and well-being of students are at the heart of Saskatoon Public Schools five-year strategic plan for 2019-24. The plan was designed to be a clear vision that would resonate with students, staff, parents and caregivers, and the larger community. It was developed through consultation with parents, students, staff and community partners. The feedback received focused on preparing students for an evolving world and highlighted the necessary skills, character traits, and knowledge that students will need for their future. That helped identify four student goals: Academic Excellence, Character, Engagement, and Well-Being.

The Board of Education approved a new strategic plan for the school division on June 4, 2019. The process of developing this new plan included an extensive consultation process with students, staff, parents/caregivers, central office support personnel, school-based administrators, trustees, external partners, and First Nation and Métis organizations. The new plan is below.

Saskatoon Public Schools
STRATEGIC PLAN 2019-2024

OUR VISION
Every Student is
Known • Valued • Believed In

 ACADEMIC EXCELLENCE Students will achieve success in their learning goals	 CHARACTER Students will demonstrate respect, responsibility, and perseverance	 ENGAGEMENT Students will actively participate in relevant and meaningful learning	 WELL-BEING Students will develop the skills to make healthy choices
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OUR COMMITMENT
We will create learning experiences that inspire all students to reach their potential.

FULLFILLING OUR COMMITMENT

RELATIONSHIPS We will

- foster caring and supportive relationships
- honour diversity
- create welcoming and joyful spaces
- develop and grow community partnerships

EQUITY We will

- be open to all
- maintain high expectations for all
- enact anti-racist/anti-oppressive practices
- pursue a representative workforce

ACCOUNTABILITY We will

- respond to student needs through evidence-based practices
- focus on Indigenous student success
- pursue continuous improvement
- ensure safe, caring, and accepting environments

Saskatoon Public Schools Inspiring Learning

View the Strategic Plan [here](#)



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 strategic directions, goals 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 - Increase Accountability
 - 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 - Increase Accountability
 - 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 at least annually.
 - 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 (Increase Focus)
 - 3.1. Provide overall direction for the school division by establishing vision, commitments, and goals.
 - 3.2. Annually set priorities and outcomes.
 - 3.3. Approve annual report for submission to the Ministry of Education.
 - 3.4. Annually approve budget (driven by the Strategic Plan).
 - 3.5. Annually evaluate the effectiveness of the school division in achievement of student learning.
 - 3.6. Monitor progress toward the achievement of outcomes.
 - 3.7. Provide governance oversight of the Enterprise Risk Management program.



4. Enterprise Risk Management (Mitigate Risks)
 - 4.1. Rank risks to the school division
 - 4.2. Establish processes to mitigate risk to the school division
 - 4.3. Conduct annual review of risks and actions taken to address the risks
5. Policy (Increase Clarity of Boundaries and Processes)
 - 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 (Increase Potency)
 - 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 in regard to the director's job description 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 (Increase Influence)
 - 7.1. Annually review a plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.
8. Board Development (Increase Capacity)
 - 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 awareness
 - 8.3. Consider Saskatchewan School Boards Association and Canadian School Boards Association (CSBA) resources.
 - 8.4. Time activate the plan.



9. Fiscal (Increase Stewardship)
 - 9.1. Annually approve budget and ensure resources are allocated to achieve desired results.
 - 9.2. Annually approve the five-year capital plan and review facilities master plan. Submit the five-year capital plan to the Ministry of Education by the due date.
 - 9.3. Responsibility to provide budget information to the Ministry of Education by August 31.
 - 9.4. Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
 - 9.5. Approve the awarding of all capital projects in excess of \$250,000 and the debt financing of capital projects.
 - 9.6. Approve the awarding of operational contracts in excess of \$250,000 that are not flow through agreements.
 - 9.7. Approve the submission of emergency block capital projects to the Ministry of Education.
 - 9.8. Approve unanticipated expenditures of over \$250,000, which cannot be covered within the current budget.
 - 9.9. Approve annual individual sponsorships in excess of \$250,000.
 - 9.10. Appoint an auditor.
 - 9.11. Receive the audit report and the management letter and ensure quality indicators are met.
 - 9.12. Monitor fiscal management of the division.
 - 9.13. Set the mandate for employee group negotiations.
 - 9.14. Ratify memoranda of agreement with bargaining units.
 - 9.15. Annually approve compensation levels for out-of-scope staff.
 - 9.16. On a semi-annual basis, the Budget and Audit Manager will submit an audit plan to the Board and then present significant findings.

Selected Responsibilities

1. Approval of individual professional development leaves of beyond six weeks for senior administration.
2. Acquisition and disposal of land and buildings, including expropriation proceedings.
3. Naming of schools and other Board-owned facilities.
4. Obtaining membership in the Saskatchewan School Boards Association.
5. Approval of the purchase of Board memberships in non-educational associations.



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 shall:

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 or the Deputy 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 and a member of administration 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, a regular 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 meeting, 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

The Local Government Election Act, 2015, c. L-30.11, provides that a school board may establish disclosure requirements respecting campaign contributions and expenses, and establish campaign spending limits;

The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan is desirous of enacting such a provision;

The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan resolved to enact the following disclosure requirements respecting campaign contributions and expenses and election campaign spending limits;

The Board has agreed to campaign disclosure and spending limits to be followed during Trustee elections.

The Board believes in the accountability and transparency of the democratic process. This process is described in detail in this section for the public and candidates who wish to run as Trustee for Saskatoon Public Schools.

1. Definitions

- 1.1. **“campaign contribution”** 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;
- 1.2. **“campaign expense”** means the money spent or liabilities incurred, including the cost of goods and services and the value of donations in kind, used by or for the benefit of the candidate during the election expenses period for the purpose of a candidate’s election campaign but does not include audit fees;
 - 1.3. **“candidate”** means a person nominated in accordance with *The Local Government Election Act, 2015* for election to the Board;
 - 1.4. **“Board”** means the Board of Education of the Saskatoon School Division No. 13;
 - 1.5. **“contributor”** means an individual, organization or corporation providing a campaign contribution;
 - 1.6. **“donation in kind”** means the fair market value, at the time of the donation, of goods and services donated or provided by or on behalf of a candidate without compensation from the candidate and includes:
 - 1.6.1. services of an employee provided by a contributor for which the employee receives payment from the contributor;
 - 1.6.2. goods provided by a contractor for which the employee receives payment from the contributor;
 - 1.6.3. goods provided by a contributor who is a commercial supplier of the goods; and
 - 1.6.4. services provided by a contributor who is a commercial or occupational supplier of the services;
 - 1.7. **“election contribution period”** means:
 - 1.7.1. in the case of general elections, the period between January 1st of the year following the preceding general election and ending on December 31st of the year of the next general election; and
 - 1.7.2. in the case of a by-election to fill a vacancy on the Board, the period beginning on the day following the meeting at which the Board decides to hold the by-election and ending 60 days following election day.
 - 1.8. **“election expenses period”** means:
 - 1.8.1. in the case of a general election, the period beginning on June 1 of an election year and ending on December 15 of the same election year; and
 - 1.8.2. in the case of a by-election to fill a vacancy on the Board, the period beginning on the day following the meeting at which the Board decides to hold the by-election and ending 10 days following election day;



- 1.9. **“fund-raising event”** means an event or activity held for the purpose of raising funds for a candidate by whom or on whose behalf the event or activity is held;
- 1.10. **“registered charity”** means a registered charity within the meaning of The Income Tax Act;
- 1.11. **“returning officer”** means the returning officer with the meaning of *The Local Government Election Act, 2015*.
- 1.12. **“volunteer labour or services”** means labour or services provided for no remuneration but does not include labour or services provided by an individual if:
 - 1.12.1. the individual is self-employed, and the labour or services provided are normally sold or otherwise charged for by that individual; or
 - 1.12.2. the individual is being paid by an employer, individual or organization for providing the labour or services.

2. Limitation on Campaign Expenses

- 2.1. The total campaign expenses of a candidate for a member of the Board shall not exceed \$10,000.00 for any election expenses period.

3. Candidate to Keep Records

- 3.1. A candidate for election to the Board shall keep complete and proper accounting records of all campaign contributions and all campaign expenses.
- 3.2. Without limiting the generality of subsection (3.1), the candidate is responsible to ensure that:
 - 3.2.1. proper records are kept of receipts and expenses;
 - 3.2.2. a record is kept of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor; and
 - 3.2.3. all records kept in accordance with this section remain in the possession and under the control of the candidate at all times.

4. Candidate’s Statement of Election Expenses and Contributions

- 4.1. A candidate shall disclose his or her campaign contributions and expenses in accordance with this section.
- 4.2. A candidate shall file a Statement of Election Expenses/Contributions with the Chief Financial Officer, or such other period as the Board may specify for receipt of such statements;
 - 4.2.1. in the case of a general election, not less than 180 days following election day; and



4.2.2. in the case of a by-election, not less than 180 days following election day.

4.3. A Statement of Election Expenses/Contributions shall include:

4.3.1. in the case of all candidates for election to the Board:

4.3.1.1. A Statutory Declaration in writing in the form prescribed in Schedule "A".

4.3.1.2. a list in writing in the form prescribed in Schedule "B" that shall include, in relation to election contributions:

4.3.1.2.1. the name of each contributor whose cumulative campaign contribution amounted to \$250.00 or more;

4.3.1.2.2. the cumulative amount that each of the named contributors has given to the candidate; and

4.3.1.2.3. if no contributor's cumulative campaign contribution exceeded \$250.00, a notation to that effect.

5. False or Misleading Statement

5.1. No candidate shall file with the Chief Financial Officer a false, misleading or incomplete Statement of Campaign Expense/Contributions.

6. Contributions from Fund-Raising Events

6.1. The net proceeds from a fund-raising event shall be considered a campaign contribution and shall be reported by a candidate as a campaign contribution in the candidate's Statement of Campaign Expenses/Contributions.

6.2. Expenses incurred in holding a fund-raising event shall not be considered a campaign expense for the purposes of this policy.

6.3. If money is given in response to a general collection or money is solicited from persons in attendance at a fund-raising event, the gross amount collected shall be recorded and reported by the candidate as a campaign contribution in the candidate's Statement of Campaign Expenses/Contributions.

6.4. Money paid to attend a fund-raising event, or money given in response to a general collection or money solicited from a person in attendance at a fund-raising event shall not be included in the contributor's cumulative campaign contribution to a candidate.

7. Anonymous Contributions

7.1. No candidate shall accept anonymous campaign contribution except those received at a fund-raising event.



- 7.2. If a candidate receives an anonymous campaign contribution, except those received at a fund-raising event, the candidate shall ensure that the contribution shall not be used or spent but shall be donated to a registered charity of the candidate's choice within 30 days of the receipt of the contribution.

8. Publication of Disclosure Statements

- 8.1. All documents filed with the Chief Financial Officer pursuant to this policy are public documents and, upon the expiration of the time prescribed by this policy for filing the documents, may, on request, be inspecting at the office of the Chief Financial Officer during regular office hours.
- 8.2. The Chief Financial Officer shall retain the documents referred to section 8 until the next Civic Election date (four-year period).
- 8.3. The Chief Financial Officer shall forward to the Board for its information, a report summarizing the campaign contributions and campaign expenses of each candidate, with a notation for any candidate who has exceeded the limit on campaign expenses and the names of any candidates who fail to file the required disclosure statements.
- 8.4. The Chief Financial Officer shall post in a conspicuous place a summary of the campaign contributions and expenses of each candidate, with a notation for any candidate who has exceeded the limit on campaign expenses, and the names of any candidates who fail to file the required disclosure statements.

9. Retention of Records by Candidate

- 9.1. All records of a candidate shall be retained by that candidate for a period of two years following the date on which the candidate's Statement of Campaign Expense/Contributions was required to be filed. In the event that the Election Disclosure Complaints Officer shall notify the candidate pursuant to subsection 15 (2) that they are the subject of a complaint, the candidate shall preserve and retain all records until the Election Disclosure Complaints Officer advises that they need no longer be retained.

10. Election Disclosure Complaints Officer Designated

- 10.1. The Board hereby designates the Election Disclosure Complaints Officer as the person to investigate complaints pursuant to this policy.
- 10.2. A deposit submitted by a candidate for a member of the Board submitted to section 46.1 of *The Local Government Election Act* shall not be returned to the candidate unless the candidate and the candidate's business manager have complied with the provisions of this policy.



11. Appointment and Eligibility to Hold Appointment

- 11.1. A person appointed as the Election Disclosure Complaints Officer pursuant to Section 10 shall be appointed for a term of two years or until a successor is appointed, and the incumbent Election Disclosure Complaints Officer is eligible for reappointment.
- 11.2. A person who is appointed as the Election Disclosure Complaints Officer shall:
 - 11.2.1. be a Canadian citizen;
 - 11.2.2. be over the age of 18 years; and
 - 11.2.3. have a general knowledge of this policy.
 - 11.2.4. No person who is a member of the Board or any employee of the Board is eligible to be appointed as the Election Disclosure Complaints Officer.

12. Remuneration

- 12.1. The Election Disclosure Complaints Officer shall be paid remuneration and reimbursement for expenses in accordance with the rates established from time to time by the Board.

13. Duties

- 13.1. The Election Disclosure Complaints Officer shall be responsible to investigate any complaint that a candidate has filed a false, misleading or incomplete disclosure of election contributions or expenses
- 13.2. For the purposes of carrying out an investigation, the Election Disclosure Complaints Officer may retain the services of any person that the Election Disclosure Complaints Officer considers necessary to assist him or her to carry out the investigation of the complaint, and the cost of the services shall be considered an expenses to be reimbursed.

14. Complaint

- 14.1. A complaint that a candidate has filed a false, misleading or incomplete disclosure of election contributions or expenses shall be in writing and shall contain:
 - 14.1.1. the name, mailing address and telephone number of the complainant;
 - 14.1.2. the name of the candidate who is the subject of the complaint;
 - 14.1.3. The nature of the complaint and the material facts upon which the complaint is made; and
 - 14.1.4. the name, address and telephone number of any person that may have information that will assist in the investigation of the complaint.



- 14.2. A complaint pursuant to subsection (14.1) shall be filed with the Chief Financial Officer.
- 14.3. Upon receipt of a complaint, the Chief Financial Officer shall forward the complaint to the Election Disclosure Complaints Officer.

15. Investigation

- 15.1. Upon receipt of a complaint, the Election Disclosure Complaints Officer shall:
 - 15.1.1. contact the complainant and acknowledge receipt of the complaint;
 - 15.1.2. advise the complainant about the procedures that will be followed in investigating the complaint; and
 - 15.1.3. obtain from the complainant any information required to investigate the complaint.
- 15.2. In addition to the requirements of 15.1, the Election Disclosure Complaints Officer shall notify the candidate that is the subject of the complaint that a complaint has been received and shall provide the candidate with a copy of the complaint.
- 15.3. The Election Disclosure Complaints Officer shall obtain from the candidate any information required to investigate the complaint.
- 15.4. In carrying out an investigation, the Election Disclosure Complaints Officer may inspect, at all reasonable times, all books, documents and accounting records of the candidate.
- 15.5. The Election Disclosure Complaints Officer may make copies of anything referred to in subsection 15.4.
- 15.6. Every candidate that is the subject of an investigation by the Election Disclosure Complaints Officer shall cause all books, documents and accounting records pertaining to the candidate's election campaign to be available for inspection by the Election Disclosure Complaints Officer at all reasonable times.
- 15.7. No candidate or person acting of behalf of the candidate shall:
 - 15.7.1. fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
 - 15.7.2. knowingly make any false or misleading statement to the Election Disclosure Complaints Officer; or
 - 15.7.3. obstruct or interfere with the Elections Disclosure Complaints Officer.
- 15.8. No complainant pursuant to this policy shall:
 - 15.8.1. fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
 - 15.8.2. knowingly make a false or misleading complaint to the Election Disclosure Complaints Officer; or



15.8.3. obstruct or interfere with the Elections Disclosure Complaints Officer.

16. Decisions

- 16.1. After completion of the investigation, the Election Disclosure Complaints Officer may:
- 16.1.1. dismiss the complaint; or
 - 16.1.2. uphold the complaint; or
 - 16.1.3. may make a determination that a candidate or other person acting on behalf of the candidate has failed to comply with one or more of their obligations under this policy.
- 16.2. After a decision is made pursuant to subsection 16.1, the Election Disclosure Complaints Officer shall send to the complainant and the candidate a copy of the decision together with any written reasons for the decision.
- 16.3. The decision of the Election Disclosure Complaints Officer shall be final.
- 16.4. If the complaint is upheld or a determination has been made that the candidate or other person acting on behalf of the candidate has failed to comply with one or more of their obligations under this policy, the Election Disclosure Complaints Officer shall send a copy of the decision to the Chief Financial Officer who in turn will publish this decision in the next Board file.

17. Refusal to Investigate

- 17.1. The Election Disclosure Complaints Officer may refuse to investigate any complaint or may terminate an investigation of a complaint if:
- 17.1.1. the complaint is received more than six months after the date for the filing of the Statement of Election Expense/Contributions.
 - 17.1.2. in the opinion of the Election Disclosure Complaints Officer, the complaint is frivolous, vexatious, trivial or is made in bad faith; or
 - 17.1.3. in the opinion of the Election Disclosure Complaints Officer, the circumstances of the complaint do not warrant investigation.
- 17.2. The decision of the Election Disclosure Complaints Officer to refuse to investigate any complaint or to terminate an investigation of a complaint is final and the Election Disclosure Officer shall advise the complainant and the candidate of such decision.

18. Report to the Board

- 18.1. Upon completing the investigation of all complaints arising out of a general election or a by-election, the Election Disclosure Complaints Officer shall submit a report to the Board setting out:
- 18.1.1. the number of complaints received;



- 18.1.2. the general nature of the complaints received; and
- 18.1.3. the disposition or resolution of the complaints.

19. Confidentiality of Information

- 19.1. The report submitted by the Election Disclosure Complaints Officer shall be a matter of public record.
- 19.2. Except as required to comply with the provisions of this policy, including the rendering and publishing of the decision by the Election Disclosure Complaint Officer shall be confidential unless the release of that information is required in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

20. Records

- 20.1. The particulars of all complaints and all information obtained by the Election Disclosure Complaints Officer shall become part of the records of the Board and shall be kept in the office of the Chief Financial Officer.

21. Coming Into Force

- 21.1. This policy applies to the election of November 9, 2020 and all subsequent elections thereafter.



Statutory Declaration of Candidates for Board of Education of the Saskatoon School Division No. 13 with Campaign Expenses and Campaign Contributions

I, _____ of _____
(name) (address)

in the Province of Saskatchewan, do solemnly declare:

1. That I was a candidate for the position of Trustee for the Board of Education of the Saskatoon School Division No. 13 in the election held on the 9th day of November, 2020.
2. That the following is a true account of all the campaign expenses and campaign contributions of my election campaign in respect of the aforesaid election:
 - a) Campaign Contributions \$ _____
 - b) Campaign Expenses: \$ _____
 - c) Total Surplus (Deficit): \$ _____
3. That I have no reason to believe that any campaign expenses other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.
4. That 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.

Declared before me at Saskatoon, in
the Province of Saskatchewan
this _____ day of _____, 20_____.

(Signature of Candidate)

(to be declared before a Justice of the Peace,
Notary Public, or a Commissioner of Oaths)

**LISTING OF CUMULATIVE CAMPAIGN CONTRIBUTIONS
FROM CONTRIBUTORS IN EXCESS OF \$250.00
BOARD OF EDUCATION OF THE SASKATOON SCHOOL DIVISION NO. 13**

Please complete the section that applies.



I have accepted campaign contributions in excess of \$250.00 towards my campaign expenses from the following contributors and in the following cumulative amounts.

CONTRIBUTORS	AMOUNT



I have no reason to believe that any cumulative campaign contributions from any contributor in excess of \$250.00 have been received or expensed for the purpose of assisting me in the election other than those listed above.








Signature of Candidate

Date:

All policies of the Board of Education can be found on our school division's main web site. Policies can be found [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 public-school 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 School Division property or facility.
-  Printed materials will not be accepted at schools for distribution through the school division's mail service.
-  Campaign materials will not be accepted for distribution through the school division's mail service.
-  The Saskatoon Public School Division's 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 to the Community














The Report to the Community is a celebration of activities and achievements of the school division. 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

Meeting 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](#).

2020-2021 meetings dates are as follows:

-  August 25, 2020 (Noon) – if required
-  September 22
-  October 20
-  November 12 – 12:00 noon Inaugural Meeting of the Board
-  November 23
-  December 8
-  January 12, 2021
-  February 9
-  March 16
-  April 20
-  May 11
-  June 1
-  June 15

City of Saskatoon – Candidates’ Information Booklet

General information for candidates published by the City of Saskatoon can be found on the City’s 2020 election page [here](#).

The civic election office is located at 226 Cardinal Crescent.

Contact the 2020 Civic Election Office for any questions or concerns.

226 Cardinal Crescent
Saskatoon, SK

Phone: [306-657-8683](tel:306-657-8683) (VOTE)
elections@saskatoon.ca
saskatoon.ca/election2020



Nomination Papers

Nomination papers for becoming a Trustee on the Saskatoon Board of Education can be picked up at Saskatoon Public Schools’ main office (310 – 21st Street East), or at City Hall (222-3rd Avenue North). 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 and Vulnerable Sector 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 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: Monday, November 9, 2020
-  Role of a school board member
-  Running for election
-  Designation of taxes
-  Voting in school board election

Visit their site [here](#).