

**Greater Saskatoon Catholic Schools  
Board of Education  
Trustee Candidate Information**

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**2020**



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## Introduction

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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.

As elected officials, they are called to represent the views and beliefs of their constituents. In a Catholic school division, trustees safeguard the integrity of Catholic education, ensuring Gospel values are upheld in their decision-making and in our classrooms, breathing life into all we do. To do that, it is essential that trustees witness their own faith in their families, parishes and communities.

Greater Saskatoon Catholic Schools' Board of Education trustees act as stewards of Catholic education, fostering home-school-parish connections to bring out the God-given gifts and talents of our students, parents, teachers and staff.

As you read information contained in this package, prayerfully consider the role you can play as a Greater Saskatoon Catholic Schools' Board of Education trustee.

### In this Package:

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## About Catholic Education

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Catholic Education in Saskatchewan is as old as the province itself—even older. The right for minority denomination religious education (commonly referred to as separate schools) was included in the *Canadian Constitution* in 1867. When we officially became a province in 1905, the *Saskatchewan Act* reaffirmed the status of separate schools (usually Catholic in Saskatchewan) ensuring they would be funded in the same manner as public schools.

Within our Catholic schools, we believe the spiritual aspect of students—and all people—needs growth and development, just like the intellectual, physical and emotional dimensions of the person. We do this by fostering the God-given gifts and talents of our students and encouraging a relationship with God.

To understand what Catholic education is, we also need to understand what it is not.

- It is not competition, a parallel school system or a duplicate system. We believe parents are the primary educators of their children and that parents should be given the choice to receive support in developing a spiritual dimension in their child's growth and development.
- We are not just for Catholics. Our doors are open to anyone who seeks Catholic faith-based education for their children. We see the dignity of each and every person, created in the image and likeness of God. We recognize faith is a personal journey, and we will walk with our students no matter where they are in their journey. And that includes investigation and questioning of what our Catholic faith is.
- Religion is not just another class we teach. Yes, we have formal religious instruction, but that's just part of it. Our faith is part of who we are; it's not a thing we do.

Being a Catholic school board trustee means you have a special responsibility to witness your own faith and support publicly-funded Catholic education in Saskatchewan.



Learn more about the unique attributes of Catholic education at <http://www.scsba.ca/about-us/faq/>

## About Greater Saskatoon Catholic Schools

Formed in 1911, our official name is St. Paul’s Roman Catholic Separate School Division #20, but we are commonly known as Greater Saskatoon Catholic Schools (GSCS).

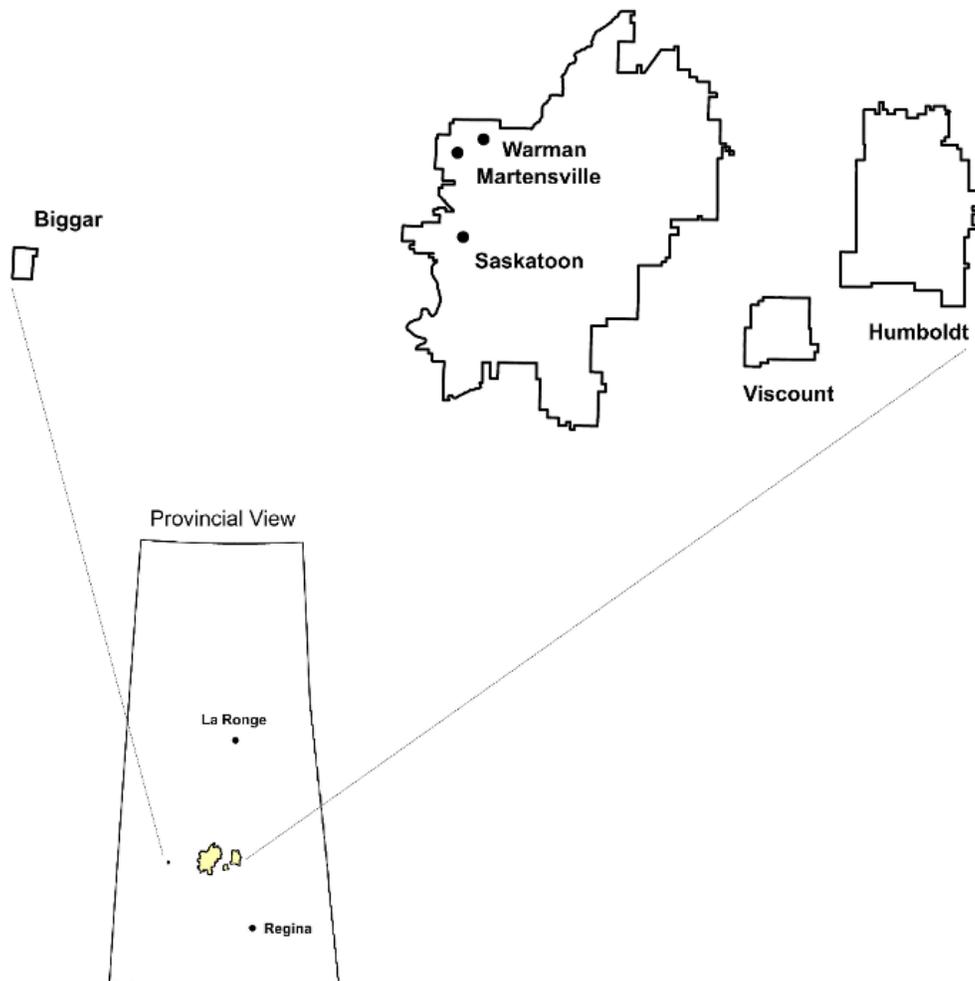
With 50 schools and over 19,000 students (and growing), Greater Saskatoon Catholic Schools is Saskatchewan’s largest Catholic school division, providing Catholic education from pre-kindergarten through Grade 12 in Saskatoon and area, Biggar, Humboldt, Martensville and Warman.

### Board of Education

We have 10 elected trustees. Seven members-at-large represent Saskatoon, and we have one representative each for Biggar, Humboldt, and rural areas around Saskatoon (including Martensville and Warman).

## St. Paul’s R.C.S.S.D. No. 20

June 2019



### **Our Mission:**

We are a welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place.

**We love because He first loved us. – John 4:19**

### **Our Vision**

#### **We are Rooted in Faith**

Our Catholic faith is living and growing. Staff and students seek spiritual growth in many ways: through prayer, scripture study, liturgical celebrations, retreats and faith instruction. We see and learn about God throughout every school day, not just in religion class.

#### **Growing in Knowledge**

We are committed to working with students and families to bring out each student's God-given talents to see them reach their full potential. We encourage excellence and foster intellectual, physical, emotional and spiritual learning and development.

#### **Reaching Out to Transform the World**

We challenge students to look beyond themselves and use their talents and abilities in service to others. Big or small efforts to reach out to others make a big difference to transform their schools, cities and the world.

### **Our Belief Statement**

#### **Rooted in Faith**

##### **I. We see God in all things.**

*Gospel Values: Love and respect.*

We see that God is in all things, especially our students, who are created by God and loved by God. We teach children how they can encounter God in everyday life.

##### **II. A Catholic school is a community of faith, hope and love.**

*Gospel Value: Community*

At their Catholic school, children meet and experience Jesus. They learn from caring, committed staff who seek to give students a sense of belonging. We continue the teaching, healing and guiding work of Jesus.

##### **III. Our faith is living and growing.**

*Gospel Value: Faith*

In our schools, mind, body and soul are nourished. Staff and students cultivate their faith in many ways: through prayer, scripture study, liturgical celebrations, retreats and faith instruction. Our actions and relationships with each other reflect our faith.

### Growing in Knowledge

#### **IV. We strive to have each student attain academic excellence, based on each one's God-given talents.**

*Gospel Value: Hope*

Catholic education helps all children as they seek to reach their full potential spiritually, academically, physically, socially and emotionally. Academic excellence is pursued while maintaining a concern about the development of the whole child.

#### **V: Students discover how their faith is part of learning and of life**

*Gospel Value: Courage*

We strive to see and learn about God in each part of the curriculum, not just religion class. Our faith is at the heart of understanding who we are and our place in the world. We are wiser for it.

#### **VI: Our young people grow in freedom and responsibility**

*Gospel Value: Reconciliation*

We have the freedom to choose our path in life, to choose right from wrong, to build up or to tear down. We educate our students about the responsible use of this freedom. We are most free when we accept and extend God's love to the world.

### Reaching Out to Transform the World

#### **VII: All are welcome, especially those most in need**

*Gospel Value: Justice*

We reach out to all. Catholic educators see it as their mission to welcome all of God's children, especially those who are struggling to find their way.

#### **VIII: We reach out to transform our world**

*Gospel Value: Service*

Through our encouragement and example, our students become people who feel a sense of responsibility to change the world for the better. As people of faith, they ask what they can do to bring Christ's message of peace and justice to their neighbourhoods, their communities and beyond. We help them find answers to this question.



Learn more by reading the Board Policy Manual at  
<http://www.gscs.ca/board/Pages/PolicyManual.aspx>

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## The Role of Board of Education Trustees

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The work of a trustee can be highly variable. Greater Saskatoon Catholic Schools' Board of Education trustees act as stewards of Catholic education, fostering home-school-parish connections to bring out the God-given gifts and talents of our students, parents, teachers and staff.

It is anticipated that trustees will grow in understanding, confidence and ability over the course of the four-year term.

Some of that work is done in the following ways.

### Represent Constituents

As elected officials, trustees are called to represent the views and beliefs of their constituents. In a Catholic school division, trustees safeguard the integrity of Catholic education, ensuring Gospel values are upheld in their decision-making and in our classrooms, breathing life into all we do. To do that, it is essential that trustees witness their own faith in their families, parishes and communities.

### Board Meetings

Trustees are expected to attend all Board of Education meetings. There are three general types of board meetings:

- Planning meetings: closed-session meetings once per month, usually in the afternoon;
- Regular meetings: public meetings once per month, usually in the evening
  - Also includes closed sessions of the committee of the whole; and
- Organizational meeting: once per year, usually in November, at which the annual meeting schedule is set and committee representation is determined.

Other regular meetings include, but are not limited to, annual liaison meetings with the City of Saskatoon, MLAs from the Government of Saskatchewan and MLAs from the Official Opposition of Saskatchewan; and a variety of committee meetings. There are numerous other ad hoc meetings with community groups and partners.

Trustees also participate in an annual weekend retreat, usually in March.

### Committee membership and work

Trustees have the opportunity to represent the board on a variety of committees:

- Together in Faith and Action: a standing committee of the board that encourages staff to grow and mature in their Catholic faith and use their God-given talents to make a difference in the world;
- Greater Saskatoon Catholic Schools Foundation Inc.: a charitable organization that fundraises to provide ongoing funding and support for initiatives leading to educational excellence, spiritual growth and enhanced learning opportunities for the students and staff;

- Humboldt Collegiate Institute Joint Operations Committee: a committee of GSCS and Horizon School Division representatives governing the high school in Humboldt;
- māmawohkamātowin Partnership with Saskatoon Tribal Council: a partnership that seeks to improve educational outcomes of Indigenous students at GSCS;
- Central Urban Métis Federation Inc./GSCS Educational Alliance: a partnership that seeks to improve the educational outcomes of Métis students at GSCS;
- Kitotiminawak Council: the school community council at Oskāyak High School; and
- Catholic Connections Network – Saskatoon: an initiative that connects leaders of Catholic groups and organizations in Saskatoon.

The Board of Education also has trustee representation on the Saskatchewan School Boards Association (SSBA), the Saskatchewan Catholic School Boards Association (SCSBA), the Canadian Catholic School Trustees' Association (CCSTA) and Canadian School Boards Association (CSBA).

### **Catholic School Community Council meetings and liaison**

All trustees will be assigned to represent a variety of schools throughout the division, both elementary and high school. Developing relationships with members of the school community, including Catholic School Community Councils (CSCC), is an important part of the work of an elected trustee. Attending school events and CSCC meetings are among the many things trustees can do to help foster home-school-parish connections and relationships.

There are also semi-annual division-wide liaison meetings that gather CSCC representatives from all schools together to meet with trustees and division administration.

### **Event Attendance**

Attending events is a great opportunity to build relationships with your constituents and partners. Events may include school events such as liturgies, classroom presentations, science fairs, pancake breakfasts, and graduations; GSCS Foundation fundraising events such as the annual golf tournament or fashion show; parish events; events hosted by a variety of our educational partners; and community events.

Trustees also have the opportunity to attend conferences for professional development and to build relationships with key stakeholder groups.

### **Political Advocacy**

Advocating for education—specifically Catholic education—requires that you both know and understand what is important to your constituents and build relationships that help you navigate various systems to be effective in your role as a trustee.

As elected officials, it is important to build relationships with other elected representatives at various levels of governance. Some examples include trustees from other school divisions; federal, provincial and municipal representatives; Ministry of Education officials; Saskatchewan Teachers' Federation and Saskatoon Teachers' Association; Saskatchewan School Boards Association and Saskatchewan Catholic School Boards Association; and First Nations and Métis leaders from partner organizations such as Saskatoon Tribal Council, Central Urban Métis Federation Inc. and Federation of Sovereign Indigenous Nations.

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## Qualification of Candidates

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### Who is eligible to become a Catholic board trustee?

A person is eligible to be nominated as a candidate for and to hold office as a Board member if he/she:

- is a voter of the school division on the day of the election;
- is a Canadian citizen at the time he/she submits nomination papers;
- has resided in the school division for at least three consecutive months immediately preceding the date on which nominations papers are submitted;
- has resided in Saskatchewan for at least six consecutive months immediately preceding the date on which nomination papers are submitted;
- be Catholic (any Catholic rite, such as Roman, Ukrainian, Chaldean, etc., that recognizes the pope as leader of the church);
- have all people signing the nomination paper be Catholic.

Section 43(3) of The Local Government Election Act, 2015 acknowledges that an employee of the Board of Education may seek nomination and election to the Board if the employee has first obtained a leave of absence in accordance with s. 2-54(1)(a) of *The Saskatchewan Employment Act*. If that employee is elected to be a Board trustee, s. 43(4) of *The Local Government Elections Act* deems the employee to have to have resigned from the position of employment on the day before the day on which he/she is declared elected unless for any reason the results of the election are overturned.

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## Nomination Papers

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Candidates must be nominated by an eligible Catholic elector of the school division; candidates cannot nominate themselves. The nomination paper must be signed by exactly 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. Nominations are not valid unless the candidate's 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 once all required forms are submitted, regardless of the percentage of votes received.

Pursuant to the Board's June 1, 2020 resolution:

- Candidates must submit a Criminal Record and Vulnerable Sector Check completed within the past 3 months of the date the nomination papers are submitted.
- Candidates are required to provide their occupation. If retired, candidates can state retired along with the occupation retired from.

## Obtaining forms

Nomination forms to run for a spot on the Greater Saskatoon Catholic Schools Board of Education in Saskatoon or any of the out-of-town subdivisions are available at the Board's Saskatoon office (420 22nd Street East), by requesting a form via email to [pseto@gscs.ca](mailto:pseto@gscs.ca) or online at [www.gscs.ca/election](http://www.gscs.ca/election). They may also be obtained at the following locations:

- in Saskatoon at the 2020 Civic Election Office (226 Cardinal Crescent) or any Catholic school,
- in Biggar at St. Gabriel School (105 8th Avenue East) or the Biggar town office;
- in Humboldt at St. Augustine (1103 8th Avenue) or St. Dominic (706 2nd Avenue South) elementary schools, Humboldt Collegiate Institute or Humboldt City Hall;
- in Martensville at City Hall (37 Centennial Drive South);
- in Warman at City Hall (107 Central Street West);
- in the Saskatoon rural areas at the Aberdeen town office, Clavet village office, Viscount village office, Vonda town office and Prud'homme village office. Nomination forms for the Saskatoon rural areas are also available at any Catholic school in Saskatoon.



The City of Saskatoon's website has a wealth of information for candidates and potential candidates: [www.saskatoon.ca/candidateinfo](http://www.saskatoon.ca/candidateinfo)

Information for other municipalities can be found at:

Warman: <http://www.warman.ca/index.aspx?NID=108>

Martensville: [https://www.martensville.ca/pages/election\\_2020.html](https://www.martensville.ca/pages/election_2020.html)

Humboldt: <http://humboldt.ca/municipal-elections/>

Biggar: information not available at the time this document was created

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## Campaigning

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Candidates are asked to honour the following guidelines with respect to election campaigning and the distribution of campaign material.

Board property is private property, and as a result:

1. No candidate shall be permitted to post or distribute any campaign literature on, or in, any building or property (including school grounds and parking lots) owned by the division.
2. No candidate shall enter, or be invited into, buildings owned by the board for the purpose of addressing division staff or students on matters related to their election platform.
3. Staff, individual employees, or students, with permission of the school principal may organize a forum in board facilities, provided that all candidates are given an equal opportunity to discuss their political platforms and distribute campaign literature.

Parishes have requested:

1. In order to respect the wishes of parishioners, candidates are asked to refrain from placing flyers on cars during Mass or Divine Liturgy.
2. Parishes ask that candidates do not place election signs on church property.

Greater Saskatoon Catholic Schools may host an all-candidate forum or similar event to allow the electorate to engage with candidates. Candidates will be notified and invited to participate. Participation would be voluntary.

## Candidate profiles

In order to assist voters in the election process, all candidates are welcome to voluntarily 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, candidates may wish to include a variety of personal contact information to engage the electorate, including but not limited to, phone number, email address and social media contacts.

Current board trustees who are campaigning as candidates for re-election are prohibited from using school division assets that are required for work as a trustee (such as a @gscs.ca email address) for election and campaign purposes.

In Saskatoon, candidate profiles will be posted, along with information on candidates for mayor, council and Saskatoon Public School trustees, on the city's election website and will also be printed in the Voters' Guide prior to the election.

A link to this section of the City's website will be included on the Greater Saskatoon Catholic Schools website.

Content will be published as submitted. Spelling and grammar will not be corrected, so be careful to edit and proof your content before submitting.



The City of Saskatoon's website has a wealth of information for candidates and potential candidates: [www.saskatoon.ca/candidateinfo](http://www.saskatoon.ca/candidateinfo)

Information for other municipalities can be found at:

Warman: <http://www.warman.ca/index.aspx?NID=108>

Martensville: <http://www.martensville.ca/index.aspx?NID=608>

Humboldt: <http://www.humboldt.ca/municipal-election-information>

Biggar: information not available at the time this document was created

### **Campaign Contribution and Expense Disclosure**

Pursuant to Board Resolution on June 1, 2020, all candidates must comply with campaign contribution and expense disclosure requirements. The resolution is included with this document in Appendix 3.

## Appendix 1: Saskatchewan School Boards Association Election Package

The Saskatchewan School Boards Association Elections Package contains information on:

- Important dates
  - Nominations open no later than September 22, 2020 and close October 7, 2020 at 4:00 p.m.
  - Election day: Monday, November 9, 2020
- Role of a school board member
- Running for election
- Designation of taxes
- Voting in school board elections



<https://saskschoolboards.ca/wp-content/uploads/elections-2020-full.pdf>

A hard copy can be requested from Greater Saskatoon Catholic Schools by calling 306-659-7000.

## Appendix 2: Greater Saskatoon Catholic Schools 2018-19 Annual Report

Learn more about the division in our annual report to the Ministry of Education:



[https://www.gscs.ca/board/Documents/2018-2019\\_Annual\\_Report-Ministry\\_of\\_Education.pdf](https://www.gscs.ca/board/Documents/2018-2019_Annual_Report-Ministry_of_Education.pdf)

A hard copy can be requested from Greater Saskatoon Catholic Schools by calling 306-659-7000.

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### Appendix 3: Resolution for Campaign Disclosure and Spending Limits

## St. Paul's R.C.S.S.D. #20

### Resolution for Campaign Disclosure and Spending Limits

Whereas *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;

And Whereas the Board of Education St. Paul's R.C.S.S.D. #20 is desirous of enacting such a provision;

Now Therefore the Board of Education of St. Paul's R.C.S.S.D. #20 resolves to enact the following disclosure requirements respecting campaign contributions and expenses and election campaign spending limits:

#### Part I Definitions

1. In this resolution:

- a) "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 campaign contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise;
- b) "campaign expense" means 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 a candidate, during the campaign expenses period for the purpose of a candidate's election campaign but does not include audit fees;
- c) "candidate" means a person nominated in accordance with *The Local Government Election Act, 2015* for election to the Board;
- d) "Board" means the Board of Education of St. Paul's R.C.S.S.D. #20
- e) "contributor" means an individual, organization or corporation providing a campaign contribution;
- f) "donation in kind" means the fair market value, at the time of the donation, of goods and services provided to or for the benefit of a candidate without compensation from the candidate and includes:
  - i) services of an employee provided by a contributor for which the employee receives payment from the contributor;
  - ii) goods provided by a contributor who is a commercial supplier of the goods; and
  - iii) services provided by a contributor who is a commercial or occupational supplier of the services;
- g) "election contribution period" means:

- i) in the case of a general election, the period between January 1 of the year following the preceding general election and ending on December 31 of the year of the next general election; and
  - ii) 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;
- h) “election expenses period” means:
- i) 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
  - ii) 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;
- i) “fundraising 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;
- j) “registered charity” means a registered charity as defined in the Income Tax Act;
- k) “Returning Officer” means the returning officer within the meaning of The Local Government Election Act, 2015;
- l) “volunteer labour or services” means labour or services provided for no remuneration but does not include labour or services provided by an individual if:
- i) the individual is self-employed and the labour or services provided are normally sold or otherwise charged for by that individual; or
  - ii) the individual is being paid by an employer, individual or organization for providing the labour or services.

## Part II Election Expenses and Contributions

### Limitation on Campaign Expenses

2. The total campaign expenses of a candidate for a member of the Board shall not exceed **\$10,000** for any election expenses period.

### 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.
  2. Without limiting the generality of subsection (1), the candidate is responsible to ensure that:
    - a) proper records are kept of receipts and expenses;
    - b) 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
    - c) all records kept in accordance with this Section remain in the possession and under the control of the candidate at all times.

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### Candidate's Statement of Election Expenses and Contributions

4.
  1. A candidate shall disclose campaign contributions and expenses in accordance with this Section.
  2. A candidate shall file a Statement of Election Expenses/Contributions with the Chief Financial Officer, or such other person as the Board may specify for receipt of such statements:
    - a) in the case of a general election, not less than 180 days following election day; and
    - b) in the case of a by-election, not less than 180 days following election day.
  3. The Statement of Campaign Expenses/Contributions shall include:
    - (a) a Statutory Declaration in writing in the form prescribed in Schedule "A";
    - (b) a list in writing in the form prescribed in Schedule "B" that shall include, in relation to campaign contributions:
      - (i) the name of each contributor whose cumulative campaign contribution amounted to \$250.00 or more;
      - (ii) the cumulative amount that each of the named contributors has given to the candidate; and
      - (iii) if no contributor's cumulative campaign contribution amounted to \$250.00 or more, a notation to that effect.

### False or Misleading Statement

5. No candidate shall file with the Chief Financial Officer, or person specified in accordance with subsection 4 (2) a false, misleading or incomplete Statement of Campaign Expenses/Contributions.

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

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### Anonymous Contributions

7.
  1. No candidate shall accept an anonymous campaign contribution except those received at a fund-raising event.
  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.

### Publication of Disclosure Statements

8.
  1. The candidate's Statement of Campaign Expenses/Contributions, summary reports provided pursuant to subsection (3) and the decisions of the Election Disclosure Complaints Officer filed pursuant to this Resolution are public documents and, upon the expiration of the time prescribed by this Resolution for filing the documents, may, on request, be inspected at the office of the Chief Financial Officer during regular office hours.
  2. The Chief Financial Officer, or person specified in accordance with subsection 4 (2), shall retain copies of:
    - a) candidates' Statement of Campaign Expenses/Contributions and the reports provided to the Board pursuant to subsection (3) for a period of two (2) years following the date on which the candidate's Statement of Campaign Expenses/Contributions was required to be filed; and
    - b) the decisions of the Election Disclosure Complaints Officer for a period of ten (10) years from date of filing with the Chief Financial Officer, or person specified in accordance with subsection 4 (2).
  3. The Chief Financial Officer, or person specified in accordance with subsection 4 (2), 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 pursuant to Section 2, and the names of any candidates who fail to file the required disclosure statements pursuant to Sections 4 and 6.
  4. The Chief Financial Officer, or person specified in accordance with subsection 4 (2), 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 pursuant to Section 2, and the names of any candidates who fail to file the required disclosure statements pursuant to Sections 4 and 6.

**Retention of Records by Candidate**

9. 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 Expenses/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.

**Part III  
Election Disclosure Complaints Officer****Election Disclosure Complaints Officer Designated**

10. The Board hereby designates the Election Disclosure Complaints Officer as the person to investigate complaints pursuant to this Resolution.
- 10.1 A deposit submitted by a candidate for a member of the Board pursuant 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 Resolution."

**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.
  - 2) A person who is appointed as the Election Disclosure Complaints Officer shall:
    - (a) be a Canadian citizen;
    - (b) be over the age of 18 years; and
    - (c) have a general knowledge of this Resolution.
  - 3) 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.

**Remuneration**

12. 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.

**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.
2. For the purposes of carrying out an investigation pursuant to subsection (1), 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 expense to be reimbursed pursuant to Section 12.

**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:
  - a) the name, mailing address and telephone number of the complainant;
  - b) the name of the candidate who is the subject of the complaint;
  - c) the nature of the complaint and the material facts upon which the complaint is made; and
  - d) the name, address and telephone number of any person that may have information that will assist in the investigation of the complaint.
2. A complaint pursuant to subsection (1) shall be filed with the Chief Financial Officer, or person specified in accordance with subsection 4 (2).
3. Upon receipt of a complaint, the Chief Financial Officer, or person specified in accordance with subsection 4 (2) shall forward the complaint to the Election Disclosure Complaints Officer.

**Investigation**

15.

1. Upon receipt of a complaint, the Election Disclosure Complaints Officer shall:
  - a) contact the complainant and acknowledge receipt of the complaint;
  - b) advise the complainant about the procedures that will be followed in investigating the complaint; and
  - c) obtain from the complainant any information required to investigate the complaint.
2. In addition to the requirements of subsection (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.

3. The Election Disclosure Complaints Officer shall obtain from the candidate any information required to investigate the complaint.
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.
5. The Election Disclosure Complaints Officer may make copies of anything referred to in subsection (4).
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.
7. No candidate or person acting on behalf of a candidate shall:
  - a) fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
  - b) knowingly make any false or misleading statement to the Election Disclosure Complaints Officer; or
  - c) obstruct or interfere with the Election Disclosure Complaints Officer.
8. No complainant pursuant to this Resolution shall:
  - a) fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
  - b) knowingly make a false or misleading complaint to the Election Disclosure Complaints Officer; or
  - c) obstruct or interfere with the Election Disclosure Complaints Officer.

## Decisions

16.
  1. After completion of the investigation, the Election Disclosure Complaints Officer may:
    - a. dismiss the complaint; or
    - b. uphold the complaint; and/or
    - c. may make a determination 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 Resolution.
  2. After a decision is made pursuant to subsection (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.
  3. The decision of the Election Disclosure Complaints Officer shall be final.
  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 Resolution, the Election Disclosure Complaints Officer shall send a copy of that decision to the Chief Financial Officer who in turn will report the results of the decision

to the Board at a meeting of the Board and attach the decision of the Election Disclosure Complaints Officer to the minutes of that Board meeting.

### **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:
  - a) the complaint is received more than six months after the date for the filing of the Statement of Election Expenses/Contributions pursuant to subsection 4(2);
  - b) in the opinion of the Election Disclosure Complaints Officer, the complaint is frivolous, vexatious, trivial or is made in bad faith; or
  - c) in the opinion of the Election Disclosure Complaints Officer, the circumstances of the complaint do not warrant investigation.
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 Complaints Officer shall advise the complainant and the candidate of such decision.

### **Reports to the Board**

18.

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:

- a. the number of complaints received;
- b. the general nature of the complaints received; and
- c. the disposition or resolution of the complaints.

### **Confidentiality of Information**

19.

1. The reports submitted by the Election Disclosure Complaints Officer pursuant to Section 18 shall be a matter of public record.
2. Except as required to comply with the provisions of this resolution, including the rendering and publishing of a decision by the Election Disclosure Complaints Officer, the particulars of all complaints and all information obtained by the Election Disclosure Complaints Officer shall be confidential unless the release of that information is in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

### **Records**

20.

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.

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## **Part IV Miscellaneous**

### **Coming Into Force**

21. This motion of the Board shall come into force on the day of its approval, June 1, 2020.

**Board Approved: June 1, 2020**

**Schedule “A”**  
**Statutory Declaration of Candidates for**  
**Board of Education of the St. Paul’s R.C.S.S.D. #20 with Campaign**  
**Expenses and Campaign Contributions**

I, \_\_\_\_\_ of \_\_\_\_\_  
 (name) (address)

in the Province of Saskatchewan, do solemnly declare that:

1. That I was a candidate for the position of Trustee for the Board of Education of the St. Paul’s R.C.S.S.D. #20 in the election held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

2. That the following is a true account of all the campaign expenses and campaign contributions of my election campaign in respect of the election described in paragraph 1:

(a) Campaign Contributions: \$ \_\_\_\_\_

(b) Campaign Expenses: \$ \_\_\_\_\_

Surplus (Deficit): \$ \_\_\_\_\_

3. I intend to use the surplus as follows:

- Personal Use
- Charitable Donation - Specify: \_\_\_\_\_
- Other - Specify: \_\_\_\_\_
- N/A

4. 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.

5. 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, etc.)

