

Yellowknife Education District No. 1 and Yellowknife Catholic Schools – 2022 School Board Elections

A Guide for Prospective Candidates

Running for School Board Trustee

Before you file

Here are some items that candidates may wish to consider before filing a nomination paper for School Board Trustee. This information is based on the provisions of the *Local Authorities Elections Act*, as well as comments received from candidates who have run in previous school board elections. This information is provided as a *general guideline only* to prospective candidates.

Are you eligible to be nominated?

Candidates must be:

- a Canadian citizen;
- at least 18 years of age;
- for at least twelve consecutive months immediately preceding the day nominations close, been ordinarily resident in the electoral district; and
- are not disqualified by sections 18(2), 19 and 20 of the *Local Authorities Election Act*.

You are not eligible to be a candidate if:

- you are a Judge, Territorial Judge, Youth Justice Court Judge, or Justice of the Peace;
- you are a member of the Legislative Assembly;
- you are a full time permanent employee of the school board as defined in the Education Act;
- you are an election officer;
- you have been hired for the delivery of adult education programs;
- you have been convicted of a major election offence under the *Local Authorities Elections Act* within the three years immediately preceding election day; or
- you have been convicted of an offence punishable by imprisonment for five years or more within the three years immediately preceding election day, or whose imprisonment as a result of the conviction terminates within the three years immediately preceding election day;

Note: It is the responsibility of each candidate to verify their eligibility to be nominated.

Do you have the time?

The demands on your time will be heavy. You will be elected for a four-year term. During this term you will be required to:

- Attend regular meetings of the Board of Trustees;
- Attend regular Committee of the Whole meetings;
- Attend meetings of the boards and agencies to which you are appointed as a Board representative;
- Attend conferences, conventions, seminars and workshops for training and discussion;
- Attend social and other events promoting your school district.

You will also need to spend time reading and talking with parents and colleagues on the Board of Trustees and others in order to make informed decisions at public meetings.

Do you understand the position?

Trustees play an important role in shaping the future of education in Yellowknife. Trustees work with their Superintendent to ensure the proper operations of their school board. This is done by making informed decisions regarding the delivery of education. As part of their governance, trustees will approve annual budgets and multi-year strategic priorities. Trustees must attend regular meetings and represent their school board to the general public.

Filing your nomination

Your nomination for either YK1 or YCS must be filed on the prescribed form which can be obtained from the Returning Officer at YK1's District Office (5402 50 Avenue, Yellowknife, NT). Please complete the form in its entirety and submit it with your candidate headshot should you choose to provide one when you file your nomination forms. **Please note that completed nomination forms will be shared publicly once they are filed with the Returning Officer.**

Nominators

Your form must be signed by two people who are eligible to vote in the election in the presence of a Notary Public, a Commissioner of Oaths for the Northwest Territories, or the Returning Officer.

For each nominator, the form must include the person's name, street address, and signature.

Candidate

The nomination form requires you give consent to the nomination and to make a declaration stating you are eligible for nomination and not subject to any of the disqualifications. (Please refer to the *Local Authorities Elections Act* for disqualifications.) You must swear or affirm the declaration before a Notary Public, a Commissioner of Oaths for the Northwest Territories, or the Returning Officer.

Filing the nomination form

The completed form is to be filed with the Returning Officer by the close of nominations. **The close of nominations is Monday, September 19, 2022 at 3:00 p.m.**

Withdrawing

Pursuant to s.46(1) of the *Local Authorities Elections Act*, where more than the required number of candidates are nominated, any person nominated may within 48 hours after the close of nominations, withdraw his/her name as a candidate **by filing written notice of withdrawal with the Returning Officer.**

No late nominations

The Returning Officer **is not permitted to accept nominations after 3:00 p.m. on Monday, September 19, 2022.** Be sure your nomination is filed on time.

Election signs & campaign materials ***(please see City of Yellowknife By-Law NO. 4968 – updated information prohibitions, guidelines & penalties)***

While permits are not required from the City to post campaign signs, all signage must comply with various siting requirements of the Zoning By-law. Rather than deal with each sign individually, we would request that the siting of signs respects issues of public safety and the neutrality of municipal property and facilities.

We would also ask that you please provide us with a sketch of where you plan to place major signs (i.e., large plywood signs). If there are any sites that we feel may pose a public safety concern (eg. blocking traffic sight lines), we will advise you accordingly. Should your signage plans change as the campaign progresses, we would appreciate being updated.

To assist you, the following criteria should be applied. No signage should be posted in or on:

- private property unless otherwise approved by the owner;
- a road median;
- the shoulders of a road;
- road right-of-ways along Hwy 3 and Hwy 4;
- attached to a municipal building or facility, including bleachers;
- "sandwich signs" on sidewalks;
- City Hall, Fire Hall and City Garage grounds;
- within twenty five (25) metres of a polling station; or
- in any manner that may block traffic sight lines.

We appreciate that in the spirit of the campaign, volunteers may overstep any plan you develop. Therefore, if in our opinion any sign poses either a safety concern or violates the spirit of this guide, we will either contact you directly to have it removed or remove the sign. Finally, please note that the *Local Authorities Elections Act* requires that all campaign signs and any supports or weights used to secure the signs be taken down within seven (7) days following the election. Any signs remaining after that date on public land may be removed by the City at the cost of the respective Candidate.

Campaign material means a sign, poster, placard, pamphlet, advertisement, banner, or other material promoting or opposing the election of a candidate.

No Campaign Zone

The *Local Authorities Elections Act* states that no person shall post, erect, or place campaign material within 25 metres of a Voting Station. Campaign material means a sign, poster, placard, pamphlet, advertisement, banner, or other material promoting or opposing the election of a candidate. This does not restrict a candidate or other person from transporting an elector to and from a Voting Station on Election Day, but if campaign material is displayed on the vehicle the driver may only stop at the Voting Station long enough for the voter to exit or enter the vehicle.

Voters List

Once your nomination papers are filed you will be entitled to receive one copy of the City Voter's List, obtainable from the Returning Officer. You will be asked to sign a Statutory Declaration stating you will use the information contained in the Voter's List for the purposes of the election and for no other purpose. You are required to return this list at the conclusion of the election.

Questions

The Returning Officer is available to explain the election process to you **at the YK1 District Office located at 5402 50 Avenue, Yellowknife, NT, by email at yk1ycsro@yk1.nt.ca, or by phone at (867) 766-5054.**

**Election Day is
Monday, October 17, 2022**