



INFORMATION MANUAL FOR CANDIDATES

2025 School Board By-Election

For the Office of:

Trustee: Town of Nipawin North East School Division No. 200

Number to be Elected:

1 Member – Town of Nipawin



School Board Election Information Manual for Candidates

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Foreword

In Saskatchewan, municipal and school board elections are governed by *The Local Government Election Act, 2015*. This manual will review the provisions of *The Local Government Election Act, 2015* that directly impact the activities of candidates. However, this manual should not be relied on to interpret or administer the law. Persons wishing to interpret or administer the law should consult the original Act and Regulations.

For further information regarding the school board elections, please contact Tanya Biesenthal, Returning Officer for the North East School Division No. 200 at 306-752-5741 (ext.1).

About North East Schools

North East School Division is comprised of 20 schools located in 12 communities serving the pre-K to grade 12 learning needs of approximately 5000 students across 11,000 Sq. miles of northern Saskatchewan. Our school division's mission is to ensure every student has the opportunity to succeed and our vision is education in a culture of excellence.

More information can be obtained from the NESD annual report on our website:

Elected Offices

The Board of Education for North East School Division No. 200 is comprised of eight (8) elected members. The school division is divided into seven (7) subdivisions. One (1) Board Member at Large from the Town of Nipawin (1) and one from each of the seven (7) subdivisions.

The subdivisions are outlined on the Division Map on the website - [NESD Division Map](#)

Subdivisions are divided as follows:

- | | |
|--------------------------------------|---|
| Subdivision No. 1 - Kathrene Bank | Includes the community of Hudson Bay and area |
| Subdivision No. 2 – Ken Teichroeb | Includes the communities of Carrot River, Arborfield and areas. |
| Subdivision No. 3 – Jason Ens | Includes the communities of Choiceland, White Fox and areas, and rural Nipawin. |
| Subdivision No. 4 – Tim Hoenmans | Includes the community of Melfort and area. |
| Subdivision No. 5 – **Ryan Pederson | Includes the communities of Star City, Naicam and areas. |
| Subdivision No. 6 – Lori Kidney | Includes the community of Tisdale and area. |
| Subdivision No.7 – Mark van Haastert | Includes the communities of Bjorkdale, Porcupine Plain and areas. |

Town of Nipawin – TBD

** Board Chair for November 2024 to November 2025 term.



The Board uses a policy governance model, setting the strategic vision for the division and delegating daily operations and decision-making to administration, led by the Director. The Board has an obligation to provide educational services and operate schools. Boards involve their communities by informing, listening and considering the communities' values when making decisions. *The Education Act, 1995 – 85 and 87.*

Trustee Time Commitments & Expectations

Annual Commitments

- **Saskatchewan School Boards Association (SSBA) Fall and Spring Assemblies**
Trustees are strongly encouraged to attend Assemblies, which typically last **2–3 days each** and rotate between Saskatoon and Regina. These sessions offer critical professional development and networking opportunities with peers across the province.
- **Trustee Term Orientation**
At the beginning of their term, trustees should anticipate **1–2 days** devoted to orientation—this includes governance fundamentals, board policies, roles and responsibilities, and onboarding into board culture.
- **Ongoing Trustee Development**
Trustees are expected to engage in continuous learning, including:
 - Participating in both SSBA and CSBA (Canadian School Boards Association) training sessions.
 - Taking part in board-led self-assessments and performance evaluations to strengthen governance effectiveness and personal proficiency.

Monthly & Regular Commitments

- **Board Meetings**
Currently, trustees attend a **Committee of the Whole (in-camera)** session followed by a **Regular Board Meeting**—often scheduled on the same day each month.
- **Preparation Time**
Trustees should plan for a **full day** of pre-reading and agenda review prior to the meeting to ensure informed discussion.
- **Weekly Engagement**
Beyond formal meetings, expect to dedicate **4–6 hours per week** on board-related tasks such as:
 - Reviewing board documents and reports
 - Email or virtual communication with colleagues, staff, or stakeholders
 - Participating in emergent or special meetings as issues arise

Additional Duties & Responsibilities

- **Stakeholder Engagement & Communication**
Trustees often act as the first point of contact for constituents with questions or concerns, relaying feedback to the Director.
- **Governance & Policy Oversight**
Trustees are responsible for contributing to strategic planning, fiscal oversight, budget approval, risk management, and performance evaluation of the Director of Education.
They support accountability through motions, policy review, and corporate governance improvements.
- **Ethics & Conduct**
Trustees must adhere to a Trustee Code of Conduct, acting with integrity, confidentiality, and respect—prioritizing the public interest above personal gain.
- **Reporting & Public Representation**
Trustees may attend school or division events (such as graduations and school community council meetings) and are sometimes expected to report back to the board.

Support & Compensation

- All costs for attending assemblies, orientation, and professional development are covered by the school division—including travel, lodging, and indemnity payments.



Summary Table

Responsibility Type	Time Estimate	Notes
Orientation (beginning of term)	1–2 days	Governance, policies, role overview
SSBA Assemblies (Fall/Spring)	2–3 days per session	Professional development, provincial networking
Board Meeting Preparation	~1 full day/month	Reading materials for Committee & Regular meetings
Board Meetings (combined)	~1 day/month	Committee of the Whole + Regular Board Meeting
Weekly Engagement	4–6 hours/week	Email, community outreach, emergent tasks
Additional Commitments	Varies	Policy reviews, strategic planning, ethics, etc.

Qualifications of Candidates

School Board Candidates

The required qualifications for a candidate are as follows:

- (a) The candidate is a voter of the school division on the day of the election;
- (b) The candidate must be a Canadian citizen on the day they submit their nomination, and maintain their Canadian citizenship thereafter;
- (c) The candidate must have lived on land in the school division for at least three months preceding the day they submit their nomination; and
- (d) The candidate must have lived in Saskatchewan for at least six months, preceding they submit their nomination.

Local Government Election Act – 45

An employee of a board of education who wishes to be nominated for a position on the board must first obtain a leave of absence in accordance with clause 2-54(1)(a) of *The Saskatchewan Employment Act [Local Government Election Act – 26.3(c)]*. If an employee of a board is successfully elected, that person is deemed to have resigned from his or her position on the day before the day on which he or she is declared elected *[Local Government Election Act – 26.4]*.

Criminal Record Check Requirement

Candidates must submit a Criminal Record Check (CRC) with the nomination papers, at the expense of the candidate. The CRC must be dated within 6 months of the date the nomination papers are submitted. A candidate might be required by the RCMP to be fingerprinted to obtain a CRC which can take weeks to months to receive back. Candidates are encouraged to obtain a CRC well in advance of submitting their nomination form.

Refer to [Board Policy 107 Board Operations](#) for additional information.

Criminal Record Checks will be retained at the North East School Division No. 200 office located at 402 Main Street, Melfort and will be available for viewing by appointment in person only.



Nomination of Candidates

DEADLINE for Nomination: Wednesday, November 12, 2025, at 4:00 p.m.

Nomination Form J is attached at the end of this document:

- online at www.nesd.ca ;
- or in person from the North East School Division Office at 402 Main Street, Melfort, SK

Submit forms (Form J – Nomination for School Board) via:

- email to elections@nesd.ca;
- Fax to 306-752-1933;
- mail to Box 6000, Melfort SK, S0E 1A0;
 - in person to the Returning Officer or Nomination Officer at the North East School Division Office, 402 Main Street, Melfort, SK starting October 24, 2025 and up until Wednesday, November 12, 2025, at 4:00pm.
 - Office Hours: (Monday to Friday) during regular business hours: 8:00 a.m.– 12:00 p.m. and 1:00 p.m. - 4:30 p.m.
 - Wednesday, November 12, 2025, from 9:00am – 4:00pm.

**** Please ensure both pages of the nomination form are included in your submission, as well as your criminal record check.**

Withdrawal of Nomination – DEADLINE: 4:00 p.m. on Thursday, November 13, 2025

A person may withdraw his or her nomination within twenty-four (24) hours of the close of nominations or at any time prior to then by filing a written statement to that effect at the office of the Returning Officer at 402 Main Street Melfort, SK signed by the nominated person and by two witnesses or the Returning Officer or Nomination Officer.

Candidate Profiles

In order to assist voters in the election process, all candidates may (optional) submit a candidate profile during the nomination period. Profiles will be posted on the School Division website [Election Nominees](#) and available during the nomination period.

The profiles will include a statement of up to 150 words, a recent photograph of the candidate and contact information. The text of the profile will be published exactly as submitted. The Returning Officer and the School Division are not responsible for verifying or investigating the accuracy of the information provided, or for the content or accuracy of contact information. The Returning Officer reserves the right to refuse to include any statement deemed to be obscene or offensive.

Content of Nomination Papers

A nomination paper must:

- (a) include the name, street address or legal land description and occupation of the nominee and the office for which they are being nominated;
- (b) include the name and street address or legal land description of each nominator;
- (c) include the signatures from ten voters in the sub-division or at-large area in which you plan to run; and



- (d) contain the candidate's acceptance of nomination witnessed by two (2) people.

Procedure for Nomination Papers

The following procedures for nomination papers should be noted:

- (a) only one person can be nominated for election on each nomination paper;
- (b) a voter may sign the nomination papers of more than one person;
- (c) candidates cannot nominate themselves; and
- (d) the onus to file a *bona fide* nomination paper is on the person being nominated.

Campaigning/Advertising

Candidates who wish to put up signs or posters, or take out print advertising, must comply with the relevant bylaws. Please contact the relevant City/Town/Village Offices to access further information.

Candidates should also review the sections of *The Local Government Election Act, 2015* (Section 175 to 182) applicable to canvassing, disclosure, secrecy, and advertising.

Qualifications of Voters

A person is qualified to vote in municipal and school board elections if that person:

- (a) is a Canadian citizen;
- (b) is at least eighteen (18) years of age on Election Day;
- (c) has resided in Saskatchewan for at least six (6) consecutive months immediately preceding Election Day; and
- (d) has resided in the school division, or land now in the school division, for at least three (3) consecutive months immediately preceding Election Day.

Local Government Election Act - 36

Note:

Please consult Section 36 of The Local Government Election Act, 2015 for purposes of interpretation of these requirements.



Polling Areas and Places

North East School Division will determine polling areas. A regular poll will be conducted in each major center within the subdivision. All regular polls will be conveniently accessible to disabled persons. A map of the polling areas will be available on our website once it is finalized.

Regular Polls will be open from 9:00 a.m. to 8:00 p.m. on **Election Day – Wednesday, December 17, 2025**

Candidate's Agents

Every candidate and not more than two candidate's agents may be present in each polling place during the hours the poll is open. The candidate or one of his or her agents may be present while the ballots are counted.

An "Appointment of Candidate's Agent" form must be completed by a candidate for each of the candidate's agents. Copies of the form will be available at the Division office. In order to attend at a poll, the agent must present a completed form to the Deputy Returning Officer (DRO) at the poll and then make a required declaration before the DRO. An agent who makes the declaration may remain at the poll in an area designated by the DRO to observe the conduct of the election.

While observing the election, an agent may object to the qualification of any person as an elector. A DRO will ask the person to confirm the information that he or she provided in the voter's registration form. If the person confirms the information, the objection and the agent's name will be noted in the poll book opposite the name of the person and initialled by the DRO. The person will be allowed to vote. If the person does not confirm the information, the failure to confirm will be noted in the poll book and the person will not be entitled to vote.

At the close of the poll, a candidate or his or her agent may observe the counting of the ballots but shall not assist or handle the ballots in any way.

Candidates and their agents must situate themselves and act in accordance with election officials' directions. They must not visit with voters while polls are open nor touch the ballots during counting.

Ballots

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

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

Summary of Important Dates

Nomination Day – Wednesday, November 12, 2025

Election Day – Wednesday, December 17, 2025

- Until Wednesday, November 12, 2025 – Call for Nominations. A Notice of Call for Nominations may be published in a local newspaper as well as in local communities and impacted North East Schools, on the NESD and school websites, posted on Facebook and other social media.
- November 12 at 4:00pm – NOMINATION DEADLINE.
- November 13 by 4:00pm – Withdrawal deadline.
- **December 17, 2025 - Election Day** - All regular polls will be open from 9:00 a.m. to 8:00 p.m. Electors must vote at the poll that is designated for their home address.



(Clause 67(3)(e) or (f) of the Act)
(Subsection 37(2) of the Regulations)

Nomination for School Board (Form J-Front)

We the undersigned, being voters of the **North East School Division No. 200**,
Town of Nipawin hereby nominate:

_____ (name)

of _____ to be a candidate at the election
(street/road address or legal description of land)

to be held on the 17th day of December 2025 for the office of:

BOARD MEMBER: NORTH EAST SCHOOL DIVISION NO. 200
Town of Nipawin

Signature (10 signatures required)	Name (printed)	Street/Road Address or Legal Description of Land

Note: - In the case of a school division election in which subdivisions are used, an eligible nominator must reside in the subdivision in which the candidate is seeking nomination.

Form J (BACK)
[Clause 67(3)(e) or (f) of the Act]



[Subsection 37(2) of the Regulations]

Candidate's Acceptance and Contact Information (Form J-Back)

I, _____, a(n) _____,
(name as it will appear on the ballot) (occupation as it will appear on the ballot)

a candidate nominated for the office of:

BOARD MEMBER: NORTH EAST SCHOOL DIVISION NO. 200
Town of Nipawin

declare that:

- 1 I am the full age of 18 years or will attain the full age of 18 years on or before election day;
- 2 I am a Canadian citizen and I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted;
- 3 I am not disqualified by *The Local Government Election Act, 2015*, *the Education Act, 1995* or any other Act from holding the office for which I am a candidate;
- 4 If elected, I will accept the office for which I was nominated; and
- 5 I have resided for at least three consecutive months immediately preceding the date on which this nomination paper is submitted in: **North East School Division No. 200.**

CANDIDATE'S PREFERRED CONTACT INFORMATION:
(Candidate's must provide at least one of the following)

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

OTHER CONTACT INFORMATION: _____

Dated at _____, this _____ day of _____, 2025

(Signature of Candidate)

(Witness)

(Witness)



CANDIDATE ACCEPTANCE NOTES:

- *Candidates are required to provide a Criminal Record Check along with their nomination form. The Criminal Record Check must have been completed no more than six (6) months before the date of filing the nomination form.*
- *The contact information provided above (Form J Back) will be kept confidential and will be used solely for purposes consistent with The Local Government Election Act, 2015. By submitting this form, you give your consent to the Returning Officer to communicate with you using the above methods.*
- *The Nomination and Candidate's Acceptance Form (Form J Front) is a public document under clauses 67(8) and (9) of The Local Government Election Act, 2015, and therefore, any information contained in that Form will be publicly available.*

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CANDIDATE PROFILE 2025 By-Election

Providing a candidate profile is optional. Once the form is provided by the candidate to the Returning Officer it will be put on the school division website at www.nesd.ca.

CANDIDATE CONTACT INFORMATION:

Candidate's Name: _____

Occupation (as filled out on the Nomination Paper): _____

Home Telephone: _____

Cell Number: _____

Email Address: _____

CANDIDATE PHOTOGRAPH

(Attach a black and white or color candidate photograph or electronic .jpg file image)

PHOTO RELEASE:

By submitting a photograph with this application, you are granting permission for the Returning Officer to publish the photograph for election purposes. The photograph will not be returned and will become the sole property of North East School Division No. 200. You must either be the sole owner of all copyrights in the photograph or have the full authority of the copyright owner(s) to grant to North East School Division No. 200 the rights required for the uses set out in this release.

CANDIDATE PROFILE STATEMENT:

- Maximum of 150 words about the candidate.
- Statements will not be edited or corrected by the Returning Officer.
- Returning Officer and School Division are not responsible for verifying or investigating the accuracy of information provided.
- Returning Officer reserves the right to refuse to include any statements deemed to be obscene or offensive.
- Submit in a Microsoft Word electronic file accompanied by a copy of the statement signed and dated by the candidate.

Candidate Signature

Date