Election Élections

2025 SCHOOL BOARDS BY-ELECTION

SCHOOL TRUSTEE CANDIDATE'S GUIDE

DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION

MANITOBA School Boards ASSOCIATION

Pembina Trails School Division

Election Élections

A Message from Sherwood Armbruster, Senior Election Official

A by-election will be held on **Saturday, October 25, 2025** to fill a School Trustee vacancy in Louis Riel School Division, Ward 3 and Pembina Trails School Division, Ward 1.

This guide has been compiled as a reference for candidates seeking election for School Trustee, and is for information only. This guide does not absolve candidates of the responsibility of complying with the statutory provisions of *The City of Winnipeg Charter* and *The Municipal Councils and School Boards Elections Act*. All those not in compliance with the statutes will be prosecuted.

The Public Schools Act and *The Municipal Councils and School Boards Elections Act* can be viewed on the Manitoba Provincial Government website www.gov.mb.ca/laws.
Print copies are available for purchase from the King's Printer. Please call ahead or send an email to kingsprinter@gov.mb.ca for prices and to place an order.
(Telephone 204-945-3103).

Candidates are advised to contact the Manitoba School Boards Association, 191 Provencher Boulevard, (Telephone: 204-233-1595) for general information on the role of School Boards and School Trustees.

The nomination period for School Trustee candidates begins Saturday, September 13, 2025 and ends Friday, September 19, 2025 at 4:30 p.m.

Nomination papers must be filed in person with the Senior Election Official, City Clerk's Department, Susan A. Thompson Building, 510 Main Street, during nomination period. For your convenience, in person appointments are required. Please email elections@winnipeg.ca for an appointment.

Should you have further questions, please call Sherwood Armbruster, Senior Election Official, at 204-986-7650 or email sarmbruster@winnipeg.ca.

Sherwood Armbruster, Senior Election Official
City Clerk's Department, City of Winnipeg

winnipeg.ca/byelection2025

This page left blank intentionally

This version current as of June 12, 2025

Table of Contents

By-Election Campaign

Date of by-election 1
Office of School Trustee 1
Candidate Eligibility 1
Persons Not Eligible to be a Candidate 1
Campaign Period 2
Campaign Expenses and Contributions 2
Nomination Paper 2
Filing a Nomination Paper 3
Candidate Material 4
Withdrawal of Nomination 4
Acclamation 4
Candidates' Names on Ballots 4
Political Campaign Signs 5

Voters

Voter Eligibility 8
Voters List 8
Adding Names to the Voters List 8
Personal Security Protection – Names Obscured from Voters List 9
Voters Notices 9

Voting

Proof of Name and Current Address Required 10
Automated Voting 11
Marking the Ballot 11
Voting 11
Advance Voting 12
Voting by Sealed Envelope Ballot 12
By-election Workers 13
Scrutineers 13
Results Reporting 14

Contact Information 15

Important Dates 16

The Role of School Boards 18

Appendix A - Winnipeg School Divisions Boundaries Map 21

This page left blank intentionally

By-Election Campaign

Date of By-election

A by-election will be held on **Saturday, October 25, 2025** to fill a School Trustee vacancy in Louis Riel School Division, Ward 3 and Pembina Trails School Division, Ward 1.

Office of School Trustee

Each School Division is divided into a specific number of wards. A vacancy in Louis Riel School Division, Ward 3, and Pembina Trails School Division, Ward 1, requires that one School Trustee be elected in each ward.

Candidate Eligibility

A person is eligible to be a candidate if they meet all of the following criteria:

- a Canadian Citizen;
- 18 years old or older on by-election Day, October 25, 2025;
- a resident in the School Division since April 25, 2025;
- not disqualified by law

NOTES:

1. Candidates for School Trustee do not have to reside in the ward of the school division in which they are seeking election, but must be a resident elector of the school division.
2. No pupil in regular attendance at school shall be a trustee of the school division.
3. An employee of the same school board, school division or district, must take a leave of absence to serve as a trustee.

Persons not eligible to be a candidate

A person is not eligible to be a candidate if they are:

- a member of the Legislative Assembly or the Senate or House of Commons of Canada;
- a pupil in regular attendance at a school within the same school division or school district.

A person cannot be nominated for more than one office in an elected authority.

Campaign Period

There is no legislatively defined campaign period for candidates seeking election for School Trustee.

Campaign Expenses and Contributions

Campaign contributions and expenses for candidates seeking election for School Trustee are not legislatively regulated and candidates are not required to file an audited financial statement.

The conduct of the campaign, including monies spent on campaigning, is at the discretion of the individual. Candidates are responsible for raising any funds required for the conduct of their campaign.

Contributions made to a candidate are not tax-deductible for the contributor.

Funds expended on the election of a candidate are not tax-deductible.

Nomination Paper

A nomination paper contains the following:

- a statement by the candidate identifying their name, residential address, telephone number and the office for which they are seeking to be nominated;
- a statement under oath by the candidate that they are qualified to be nominated for the office, and that to the best of their knowledge, the information provided in their nomination paper is true.
- As per section 42(1) of *The Municipal Councils and School Boards Elections Act,* a Statement of Disclosure form must be submitted with the candidate nomination paper. In accordance, with section 44(2), of *The Municipal Councils and School Boards Elections Act,* the City of Winnipeg will publish this statement on the by-election website, winnipeg.ca/byelection2025.

Candidates seeking election for School Trustee must obtain on their nomination paper a minimum of **25 signatures** of voters whose names appear on the City of Winnipeg voters list for the school division **ward** in which they are seeking election.

Names will be subject to verification on the voters list and candidates should **obtain extra names** to ensure that the minimum number of voter signatures is met. The names of voters signing a candidate's nomination paper will be verified when the candidate files their nomination paper.

Candidates are encouraged to email nomination signature pages to the Election Office at elections@winnipeg.ca or fax them to 204-947-3452 for pre-checking of voter names. Please include your contact information so that our staff can contact you following verification of signatures.

A voter may sign the nomination paper of more than one candidate.

Nomination papers will be available online at winnipeg.ca/byelection2025 from the City Clerk's Department, Susan A. Thompson Building, 510 Main Street, during regular business hours, 8:30 a.m. to 4:30 p.m. Forms are also available at the Louis Riel School Division, 900 St. Mary's Road, and Pembina Trails School Division, 181 Henlow Bay, during regular business hours, 8:30 a.m. to 4:00 p.m.

The deadline for filing a nomination paper is Friday, September 19, 2025 at 4:30 p.m.

Filing a Nomination Paper

The Senior Election Official will accept nomination papers during the nomination period. The nomination period begins **Saturday, September 13, 2025** and runs until **Friday, September 19, 2025**. Candidates seeking election for School Trustee **must file a nomination paper in person** with the Senior Election Official, City Clerk's Department, Susan A. Thompson Building, 510 Main Street, during nomination period hours. For your convenience, in person appointments are required. Please email elections@winnipeg.ca to book an appointment during the following hours:

Saturday, September 13, 2025 - 12:00 noon to 4:00 p.m.
Sunday, September 14, 2025 – 12:00 noon to 4:00 p.m.
Monday, September 15 to Friday, September 19, 2025 – 8:30 a.m. to 4:30 p.m.

The deadline for filing a nomination paper is 4:30 p.m., Friday, September 19, 2025**.**
The Senior Election Official will not accept an incomplete nomination paper.

All nomination papers will be available for public inspection. A list of nominated candidates will be available on the election website winnipeg.ca/byelection2025 and for viewing in the City Clerk's Department.

Candidate Material

When a candidate files their nomination paper, they will receive a package of supplies, including a voters list, and other information that will assist in the campaign process.

The voters list will be provided in electronic form. Candidates are required to sign an acknowledgement that the information contained on the list must be used for by-election purposes only.

Candidates may also have their photo taken, or may supply a photo, along with a short description containing biographical information to be posted on the by-election website. A link to the candidate's website may also be included, if available. Final approval of all content is at the discretion of the Senior Election Official.

Withdrawal of Nomination

Any candidate may withdraw their nomination only if a nominated candidate remains to fill the office to be elected. The withdrawal must be in writing and submitted in person to the Senior Election Official by 4:30 p.m. on **Saturday, September 20, 2025**.

Acclamation

Where only the required number of candidate(s) is nominated, the Senior Election Official will declare the candidate elected by acclamation at the end of the withdrawal deadline, 4:30 p.m., **Saturday, September 20, 2025**.

Candidates' Names on Ballots

Candidates' names on ballots appear in random order. The random order is determined by a draw which will take place at 5:00 p.m. on **Saturday, September 20, 2025**.

Please be advised that:
the candidate name will appear on the ballot exactly as it is written on the nomination paper (in the acceptance by candidate section), and in accordance with the following format:

- Ballots are printed with candidates' First Name, followed by the SURNAME (in uppercase letters), listed in the order determined by a random draw.
- Middle names are not allowed.
- Candidates cannot use identification such as a nickname bearing no relation to the legal name, or any title, honour, decoration or degree, (e.g. "Mr.", "Dr.", "Rev.", etc.)

Political Campaign Signs

In accordance with Section 62 of the Neighbourhood Liveability By-law No. 1/2008, campaign signs cannot be erected prior to **Wednesday, August 27, 2025,** the date that notice of the nomination period is advertised**,** and shall be removed by **Saturday, November 1, 2025,** seven days after the close of polls.

A campaign sign means any sign used to promote a candidate.

Campaign signs are permitted throughout the City and are regulated under the Neighbourhood Liveability By-law No. 1/2008, Part 4 and The Winnipeg Zoning By-law No. 200/2006, Section 182(1).

All campaign signage must include a name, telephone number and the date the sign was placed or it will be subject to removal and will be destroyed.

The Neighbourhood Liveability By-law stipulates that a person must not place a sign within a street if it:

- is a hazard or obstruction to vehicular or pedestrian traffic;
- is attached to or obstructing a directional sign, a traffic control device or a sign erected, placed or authorized by the City of Winnipeg, the Province of Manitoba or the Government of Canada, including the post or standard supporting the sign or traffic control device;
- causes damage to property, including trees or a structure within a street;
- is located within a median or traffic island;
- is attached to a pole, wall or other structure by something other than clear adhesive tape;
- is within 30 metres of an intersection, measured from the nearest curb of the intersection;
- is within 30 metres of a turning lane, deceleration or acceleration lane or traffic storage lane;
- is within 2 metres of a curb or the edge of a roadway;
- is within 0.5 metres of a sidewalk;
- is within 5.0 metres of a private access;
- is permanently affixed;
- is supported by string, rope, **wire or metal stakes**;
- is a mobile sign;
- is greater than 0.6 square metres in size;
- is higher than 1 metre, measured from the existing grade to the top of the sign;

- has more than 2 faces per sign;
- is illuminated, electrified, spins or rotates;
- could be reasonably mistaken for a street sign or a traffic control device.

All campaign signage must include the name, telephone number and the date the sign was placed or it will be subject to removal and will be destroyed. Any and all signage not in compliance with The Neighbourhood Liveability By-law will be subject to removal, and will be destroyed.

Please see the table on Page 7 for a list of streets where campaign signage cannot be placed.

The enforcement for street signage infractions falls under the jurisdiction of the Public Works Department (Streets Constables) as per the Neighbourhood Liveability By-law.

Report all signage infractions by contacting 311.

In accordance with By-law No. 1/2008, campaign signage cannot be placed on the following streets:

STREETS	LENGTH
Abinojii Mikanah	Between Kenaston Boulevard and Lagimodiere Boulevard
Bison Drive	Between Waverley Street and Pembina Highway
Brookside Boulevard	Entire length
Oak Point Highway	Entire length
King Edward Street	Entire length
Century Street	Entire length
St. James Bridge	Entire length
Kenaston Boulevard (ROUTE 90)	Between Inkster Boulevard and Abinojii Mikanah
Chief Peguis Trail	Between Main Street and Lagimodiere Boulevard
Donald Street and Midtown Bridge	Between Red River and Osborne Street
Dunkirk Drive and St. Vital Bridge	Between Red River and Fermor Avenue
Fermor Avenue	Between Dunkirk Drive and Plessis Road
Henderson Highway	Between Red River and Glenway Avenue
Lagimodiere Boulevard	Between Prairie Grove Road and North City Limit
Moray Street & Moray Bridge	Between Roblin Boulevard and Portage Avenue
Osborne Street and Osborne Bridge	Between Assiniboine River and St. Vital Bridge
Pembina Highway	Between Osborne Street and South City Limit
Portage Avenue	Between Spence Street and St. Charles Street
St. James Street	Between Portage Avenue and Wellington Avenue
Waverley Street	Between Taylor Avenue and Bison Drive
Wellington Avenue	Between James A. Richardson International Airport and St. James Street
Grant Avenue	Between Shaftesbury Boulevard and Roblin Boulevard
Main Street	Between Logan Avenue and North City Limit
St. Anne's Road	Between Fermor Avenue and St. Mary's Road
St. Mary's Road	Between St. Anne's Road and Queen Elizabeth Way
Corydon Avenue/Roblin Boulevard	Between Shaftesbury Boulevard and West City Limit
boulevard Provencher	Entire length
William R. Clement Parkway	Entire length
Wilkes Avenue	Between Provincial Trunk Highway 100 and Shaftesbury Boulevard
Sterling Lyon Parkway	Between Shaftesbury Boulevard and Victor Lewis Drive

Failure to comply with the by-laws will result in removal and destruction of signs.
Candidates cannot place any by-election signage within 50 metres of a voting place.

Voters

Voter Eligibility

A person who is a resident of the school division is eligible to vote if they meet all of the following criteria:

- a Canadian Citizen;
- 18 years old or older on by-election day, October 25, 2025;
- an actual resident of the school division ward on By-Election Day, October 25, 2025;
- an actual resident of the school division since April 25, 2025.

An eligible elector must vote in the ward in which they reside on By-Election Day.

The following determines the residency of a person:

- resides in a place they plan to return to if they go away;
- resides in only one place at a time;
- does not change residence until they have a new residence.

A person who leaves a municipality for temporary reasons is still considered a resident voter. For example, a student attending university or college outside the municipality who intends to return home after the term ends, is considered a resident voter.

Voters List

The City of Winnipeg uses the National Register of Electors, compiled by Elections Canada, as the basis for the voters list.

The voters list will be provided to each candidate when they file their nomination paper.

Adding Names to the Voters List

Persons whose names do not appear on the voters list may request to have their name added if they meet the voter eligibility criteria.

Requests can be submitted online at winnipeg.ca/voterslist or by calling 311.

The Election Office will accept requests for changes to the voters list until **4:30 p.m. on Wednesday, August 27, 2025.**

Persons who meet the voter eligibility criteria but whose names do not appear on the voters list can still vote by showing a valid Driver's License, or two other pieces of identification that verify name and residence, and by completing an affidavit at the voting place.

Personal Security Protection – Names Obscured from Voters List

Any person can request to have their name and address obscured from the voters list to protect their personal security, by submitting an application, in writing, to the Senior Election Official, City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg, MB R3B 1B9; or faxed to 204-947-3452.

The Election Office will accept requests for changes to the voters list until **4:30 p.m., Wednesday, August 27, 2025.**

A person whose name has been obscured will be given a Personal Security Certificate and identification number. The identification number will appear at the end of the voters list.

A person who is given a Personal Security Certificate may only vote by sealed envelope ballot (SEB) and must make application to do so by **4:30 p.m., Wednesday, October 22, 2025.**

Voters Notices

Each person whose name appears on the voters list will receive in the mail a voters notice identifying their voting location, voting station and hours of voting. The voters notice also provides the particulars of advance voting and voting by sealed envelope ballot. Voters notices will be mailed out beginning September 24, 2025.

If a person has moved and receives a voters notice with their former address, they will be directed to vote at the voting location and voting station for their current address.

Persons who have moved or who require further information on voting places, advance voting or voting by sealed envelope ballot can call 311 to reach the City of Winnipeg's Contact Centre, send an e-mail to elections@winnipeg.ca, or view the election website winnipeg.ca/byelection2025.

Voting

The City of Winnipeg provides citizens several opportunities to vote in the 2025 School Trustee By-election. Eligible voters can vote:

- On by-election day, Saturday, October 25, 2025, from 8:00 a.m. - 8:00 p.m.
- At advance voting opportunities; or
- By mail (known as "voting by sealed envelope ballot").

All persons on the voters list will receive a voters notice identifying their advance and by-election day voting opportunities. More information on dates, times and locations is available at winnipeg.ca/byelection2025 or by calling 311.

Proof of Name and Current Address Required

The City of Winnipeg will require all voters to provide proof of name and current address at voting locations by showing:

- an official document issued by a federal, provincial or municipal government that contains the person's name, address and photograph (such as a Driver's License); or
- at least two other documents that provide evidence of the person's name and current address.

At the voting locations, voters will be asked to provide one piece of photo identification that contains their name and address, OR two other pieces of identification, one of which must contain their address.

Automated Voting

The City of Winnipeg will again be utilizing automated voting for this by-election.

This is a paper-based ballot system which utilizes optical scanning technology to determine voter intention. A paper-based ballot system is user-friendly and provides for appropriate audit control.

The voting machine is made up of an optical scanner mounted on a large ballot box. One voting machine is present in each voting location. Each optical scanner contains a memory card which records the details of all ballots inserted into the optical scanner.

After the close of voting, the memory card prints out a tabulation of the votes cast. The memory card is removed from the voting machine and transported to Election Headquarters where the contents are electronically read into the Central Tabulation Unit, which compiles the results.

It is expected that unofficial by-election results will be reported by the Senior Election Official within approximately 120 minutes of the close of voting.

Marking the Ballot

Each voter will receive one paper ballot containing the candidates' names. The voter marks their vote on the paper ballot by filling in the oval next to the candidate of choice. Voters will use special pens, provided in the voting compartment, to mark their ballot.

Voting

Once the voter has made their choice, they take the ballot (in the secrecy sleeve provided) to the voting machine where it will be inserted.

Before counting the ballot, the voting machine will determine if the ballot is valid. A ballot can be invalid if too many candidates are chosen or if the ballot is left blank. If the voting machine determines the ballot is invalid, the voter is informed and given the opportunity to vote again.

Advance Voting

Community Advance Voting opportunities will take place on:

Tuesday, October 14, 2025 -4:00 p.m. to 8:00 p.m.

Wednesday, October 15, 2025 – 4:00 p.m. to 8:00 p.m.

Thursday, October 16, 2025 – 4:00 p.m. to 8:00 p.m.

Advance voting will utilize automated voting technology. All votes cast during advance voting will be tabulated immediately after the close of voting on Saturday, October 25, 2025.

All voting places are accessible to persons with disabilities.

More information on dates, times and all locations will be available at winnipeg.ca/byelection2025 or by calling 311.

Voting by Sealed Envelope Ballot

Voting by sealed envelope ballot is a provision by which a voter can make application to receive a by-election ballot package delivered. The voter then marks the ballot and returns it in a sealed envelope to the City Clerk's Department, Susan A. Thompson Building, 510 Main Street, prior to the close of voting on Saturday, October 25, 2025.

A voter is permitted to vote by sealed envelope ballot if they:

- are unable to go in person to a voting station due to a disability; **or**
- are providing care to a person who is unable to leave their home; **or**
- expect that on by-election day and the day or days of advance voting, they will be:
    A. absent from the local authority, **or**
    B. at a location so significantly distant from the voting location that it is not reasonably possible to vote at that location.
- Have not otherwise already voted in this by-election.

An application to vote by sealed envelope ballot may be made by mail or fax beginning Wednesday, September 10, 2025 and ending Wednesday, October 22, 2025, at 4:30 p.m. by:

- online at winnipeg.ca/votebymail
- mail forwarded to the Senior Election Official, City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg, MB R3B 1B9
- e-mail to seb@winnipeg.ca

Alternatively, an application to vote by sealed envelope ballot can be made in person beginning Monday, September 29, 2025 and ending Wednesday, October 22, 2025 at 4:30 p.m. by attending the City Clerk's Department, Main Floor, Susan A. Thompson Building, 510 Main Street.

The voter must return the ballot to the Senior Election Official, City Clerk's Department, Susan A. Thompson Building, 510 Main Street, **prior to the close of voting on Saturday, October 25, 2025**.

By-election Workers

The City of Winnipeg may recruit temporary by-election workers, if required, to assist at the voting locations on by-election day and to facilitate additional advance voting opportunities. Most of these workers will have experience with election processes, whether Municipal, Provincial or Federal.

A Senior Voting Officer will be present at each voting location to monitor and coordinate all voting activities, and to ensure that all election laws are complied with.

Election Compliance Officers will monitor voting locations throughout the day to reinforce election rules and procedures and assist in problem solving.

Scrutineers

A scrutineer is a representative of the candidate appointed to observe by-election proceedings.

In order to act as a scrutineer, the person must meet all of the following criteria:

- be at least 18 years old;
- provide a scrutineer appointment form signed by the candidate; and
- take an oath that they will uphold the rights of voters and preserve the secrecy of the vote.

Each candidate can have up to two scrutineers at each voting station. Each voting location typically has more than one voting station.

If a candidate has only one scrutineer at a voting location where there is more than one voting station, the candidate does not have to provide the scrutineer with a scrutineer appointment form for each voting station. The scrutineer will, however, be required to sign the record of scrutineers in the voting record for each voting station they attend at the voting location.

Candidates can appoint scrutineers on a shift basis, but each scrutineer must present a scrutineer appointment form signed by the candidate.

At the voting location, scrutineers are not allowed to wear or display anything that identifies them as a supporter of one particular candidate.

A candidate is permitted to act as a scrutineer but cannot greet voters at the door, socialize in the voting location or pass out campaign material.

Scrutineers cannot utilize electronic equipment at the voting location that is disruptive, such as cell phones.

Scrutineer appointment forms will be provided to candidates when they file their nomination paper.

Scrutineers must follow the voting regulations and cannot disrupt voting in any way, shape or manner. Failure to comply will result in the removal of the scrutineer.

Results Reporting

At the close of voting on Saturday, October 25, 2025, an election officer at every voting location will cause the voting machine to tabulate the votes cast, providing a print-out on site. The memory card from each voting machine will then be transported to Election Headquarters.

The contents of these memory cards will be electronically read into the central tabulation unit which will compile the results. It is expected that unofficial by-election results will be reported by the Senior Election Official within 120 minutes of the close of voting.

The results will be posted online at winnipeg.ca/byelection2025.

Contact Information

		Phone:
Louis Riel School Division 900 St. Mary's Road	www.lrsd.net	204-257-7827
Pembina Trails School Division 181 Henlow Bay	www.pembinatrails.ca	204-488-1757

Manitoba School Boards Association
191 Provencher Boulevard
Josh Watt, Executive Director 204-233-1595
www.mbschoolboards.ca

City of Winnipeg Contact Centre 311

City Clerk's Department
Susan A. Thompson Building, 510 Main Street
Winnipeg, MB R3B 1B9

Website: winnipeg.ca/byelection2025
Email: elections@winnipeg.ca
Fax: 204-947-3452

Senior Election Official Sherwood Armbruster 204-986-7650

Email: sarmbruster@winnipeg.ca

Important Dates

2025

Wednesday, August 27	Nomination Notice appears in newspapers By-election signs may be erected Voters List Revision period closes
Wednesday, September 10	Begin accepting Sealed Envelope Ballot applications by mail or fax
Saturday, September 13	Nomination period begins - Senior Election Official begins accepting nomination papers during business hours up until 4:30 p.m., Friday, September 19 Information package supplied to each candidate who files a nomination paper
Friday, September 19	Nomination period ends - Senior Election Official will accept nomination papers until 4:30 p.m. List of candidates on the by-election website winnipeg.ca/byelection2025 and for viewing in the City Clerk's Department.
Saturday, September 20	Deadline for Withdrawal - Candidates may withdraw their nomination, in writing, until 4:30 p.m. Random draw at 5:00 p.m. to determine the order in which candidates' names will appear on the ballot
Wednesday, September 24	Public Notice of by-election, including names of nominated candidates, hours of voting, advance voting, voting by sealed envelope ballot, ID requirements, etc., appears in newspapers

Monday, September 29	In person sealed envelope ballot pick-up begins
	Advance voting opens at City Hall, City Clerk's Department, Susan A. Thompson Building, 510 Main Street
	Further advance voting opportunities will take place at numerous locations
Monday, October 13	Thanksgiving Monday - City Hall and Voting locations closed for Statutory Holiday
Wednesday, October 22	Deadline for Senior Election Official to accept applications to vote by sealed envelope ballot - 4:30 p.m.
SATURDAY, OCTOBER 25	**BY-ELECTION DAY** - 8:00 a.m. - 8:00 p.m.
Monday, October 27*	DECLARATION OF BY-ELECTION RESULTS by Senior Election Official
Saturday, November 1	Deadline for removal of campaign signs
	Deadline for application of Judicial Recount by voter or a candidate

***** Deadline for application to the Court of King's Bench for a challenge to the by-election is 60 days after the result is officially declared

The Role of School Boards

As there is no “typical” school board in Manitoba, so too there is no typical school trustee. Board members represent all age groups, all levels of educational attainment, and all occupations. Effective board members do, however, share some very important characteristics.

- Effective board members are characterized by the ability to work as members of a team.
- They maintain open minds, and have the ability to engage in give-and-take and to arrive at a decision.
- They know that authority rests with the board as a corporate body, not with Individual trustees, and that they must work with their colleagues in order to achieve their goals.
- They are willing to spend the time required to become informed and to do the homework needed to take part in effective school board meetings.
- They share a strong desire to serve children and their community, as well as a strong belief in the value of public schools.
- Effective board members respect the needs and feelings of other people, and have a well-developed sense of fair play.
- They recognize that the school division or district they serve may be one of the largest businesses in town, and that the board is responsible for seeing that the business is well-managed.

The Public Schools Act defines both the “duties” (those things “every school board shall” do) and the “powers”(those things “a school board may” do) of school boards in Manitoba. School board duties are standard throughout the province; combined, they ensure a basic level of public school education to which all Manitobans are entitled. At the same time, school boards may differ on which “powers” they chose to exercise. In this way, they develop schools that reflect the values and concerns of the communities they serve. School boards are responsible for providing adequate school accommodation for students between the ages of 6 and 21, and for employing the necessary teachers and other staff. The school board must authorize the spending of divisional or district funds, and ensure that the proper financial reports are maintained and published or distributed as required. If a program of study is not offered in a division or district, a school board may be responsible for paying certain costs associated with students attending a school that does offer that program. As well, the school board may be required to provide transportation for students to and from school, if those students reside a minimum distance from their school, or if students have physical or other limitations that render them unable to walk to school.

The list of what a school board *may* do is varied. It includes the provision of nursery schools or kindergarten for children between the ages of 3 and 6, as well as evening and summer school. A school board may choose to provide lunch for its pupils, either with or without charge. A board, with the consent of the Minister of Education, may establish and administer a system of dental and medical inspection of pupils and employees. A school board also has the authority to enter into agreements with other school boards, government agencies or departments, or municipalities, to provide certain facilities or services to its pupils.

The primary function of a school board is to set policy. These policies are, in effect, the laws under which a division or district operates. Implementation of that policy—that is, the day-to-day management of school business—is the role of the administrative staff hired by a school board. A school board sets policy through the decisions it makes at public meetings. The Public Schools Act provides that "An act or proceeding of a school board that is not done or taken at a regular or special meeting of the school board, is not valid or binding on any person affected thereby" (Section 35). Combined with the requirement that "Every school board shall hold its meetings openly, and no person shall be excluded or removed from any meeting except for improper conduct" [Section 30(3)], legislation assures that school board business is conducted in an open manner. In addition to full school board meetings, trustees also attend the meetings of any committees on which they serve. Committees may deal with matters such as finance, personnel, or policy. Special or ad-hoc committees may also be appointed from time to time to deal with special projects or emerging issues. Unlike regular or special school board meetings, committee meetings do not have to be held in public, but may be held in-camera. These committees don't make final decisions themselves. Their role is to investigate, deliberate, and report back to the full board. The board then has the option of adopting the recommendations of the committee at its public meeting, modifying any proposed course of action, or rejecting a committee report outright.

One special committee is the Committee of the Whole. Membership on the Committee of the Whole is the same as membership on the board—that is, all of a division's or district's trustees. The difference between a Committee of the Whole meeting and a board meeting is twofold: first, a meeting of the Committee of the Whole may be held in-camera, and second, the board, when sitting as the Committee of the Whole, cannot make any decision that is legally binding. The Committee of the Whole functions in much the same manner as any other committee; it submits its report to the board in public session, and the board then acts upon the report. The Committee of the Whole is an important instrument in that it allows the board to discuss thoroughly issues which it believes should not be debated in public, while still making the final decision in a public meeting. Two examples of issues which are often discussed in Committee of the Whole are staff or student discipline as it relates to individuals, and land acquisitions. The decisions made by a school board at its meetings set the direction for the school

division or district. The school board employs administrators to see that this direction is implemented in an effective and efficient manner. The two most senior administrators of a school division or district are the superintendent and the secretary-treasurer. By law, all school boards must employ a secretary-treasurer, who is the chief financial officer of the division or district. In addition, all Manitoba school boards employ a superintendent, who is the division or district's chief educational officer. In some instances, both positions are held by the same individual. The Public Schools Act lists those responsibilities which a school board may delegate to its secretary-treasurer or superintendent. An effectively managed school division or district is one in which the senior administrators and school board work closely together, each respecting and drawing upon the other's areas of expertise.

Preparing for and participating in school board and committee meetings are the main functions of a school trustee. Although school trustees do not receive a salary for time spent on school board business, they do receive a payment called an indemnity. This indemnity varies in amount from division to division, and is generally higher in larger jurisdictions. Along with reimbursement for out of pocket expenses incurred by trustees in the course of school board business, this indemnity ensures that trustees are able to serve without experiencing undue financial hardship.

Winnipeg School Divisions Boundaries Map

