



SEVEN OAKS
SCHOOL DIVISION
community begins here



2022
Election
City of Winnipeg



2022 MUNICIPAL
COUNCIL AND SCHOOL
BOARDS ELECTION

SCHOOL TRUSTEE CANDIDATE'S GUIDE



A Message from Marc Lemoine, Senior Election Official

An election for School Trustees in Winnipeg School Divisions is held every four years on the fourth Wednesday in October. A 2022 City of Winnipeg Municipal and School Boards Election will be held on **Wednesday, October 26, 2022.**

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 or purchased from Statutory Publications, 10th Floor - 155 Carlton Street, Winnipeg, (Telephone 204-945-3103), or email queensprinter@gov.mb.ca.

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 Wednesday, September 14, 2022 and ends Tuesday, September 20, 2022 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 business hours.

Should you have further questions, please call Marc Lemoine, Senior Election Official at 204-986-7131.

A handwritten signature in black ink, appearing to read "M.A.L.", with a long horizontal line extending to the right.

Marc Lemoine
Senior Election Official
City Clerk's Department, City of Winnipeg

Important Note Regarding COVID-19 – The ongoing COVID-19 pandemic may impact the conduct of the 2022 Municipal Council and School Boards Election. Candidates should ensure that they follow current public health guidelines during their campaign activities, and should consult the Senior Election Official for any questions related to COVID-19 precautions or restrictions at polling stations or during other election activities.

This version current as of June 1, 2022

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Election Campaign

Date of Election

An election for School Trustees in Winnipeg School Divisions will be held on **Wednesday, October 26, 2022.**

Office of School Trustee

Each School Division is divided into a specific number of wards. In most of those wards, more than one candidate is elected as School Trustee.

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 Election Day, October 26, 2022;
- a resident in the School Division since April 26, 2022;
- 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.

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, 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.

Election Campaign (continued):

Candidates are well advised to contact the City Clerk's Department to verify the signatures of voters on the voters list **prior** to the nomination period.

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

Nomination papers will be available online at www.winnipeg.ca/election2022, from the City Clerk's Department, Susan A. Thompson Building, 510 Main Street, during business hours, 8:30 a.m. to 4:30 p.m., and from each School Division Office.

The deadline for filing a nomination paper is 4:30 p.m., Tuesday, September 20, 2022.

Filing a Nomination Paper

Candidates seeking election for School Trustee must file a nomination paper, in person, with the Senior Election Official.

The Senior Election Official will accept nomination papers during the nomination period. The nomination period begins **Wednesday, September 14, 2022** and runs until **Tuesday, September 20, 2022**. Candidates must file a nomination paper **in person** with the Senior Election Official between the hours of 8:30 a.m. and 4:30 p.m. in the City Clerk's Department, Susan A. Thompson Building, 510 Main Street, during the nomination period.

The deadline for filing a nomination paper is 4:30 p.m., **Tuesday, September 20, 2022**.

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 www.winnipeg.ca/election2022 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 only be used for election purposes.

Election Campaign (continued):

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 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 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 **Wednesday, September 21, 2022.**

Acclamation

Where only the required number of candidates are nominated, the Senior Election Official will declare the candidate(s) elected by acclamation at the end of the withdrawal deadline, 4:30 p.m., **Wednesday, September 21, 2022.**

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 6:00 p.m. on **Wednesday, September 21, 2022.**

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 **Saturday, September 3, 2022**, the date that notice of the nomination period is advertised, and shall be removed by **Wednesday, November 2, 2022**, 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;

Election Campaign (continued):

- 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
Bishop Grandin Boulevard	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 Bishop Grandin Boulevard
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 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 Election Day, October 26, 2022;
- an actual resident of the school division ward on Election Day, October 26, 2022;
- an actual resident of the school division since April 26, 2022.

An eligible elector must vote in the ward in which they reside on 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.

Voters (continued):

The Election Office will accept requests for changes to the voters list until **4:30 p.m. Wednesday, August 31, 2022.**

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 31, 2022.**

A person whose name has been omitted 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 and must make application to do so by Sunday, October 23, 2022, 4:30 p.m.

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 in early October.

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 www.winnipeg.ca/election2022.

Voting

The City of Winnipeg provides citizens several opportunities to vote in the 2022 Municipal Council and School Boards Elections. Eligible voters can vote:

- On Election Day, October 26, 2022, from 8:00 a.m. - 8:00 p.m. at their designated voting location; or
- 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 Election Day voting opportunities. More information on dates, times and locations is available at www.winnipeg.ca/election2022 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 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 pack 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.

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. This process takes place in less than one second after the ballot is inserted. If the voting machine determines the ballot is invalid, the voter is informed and given the opportunity to vote again.

Advance Voting

Advance Voting for all voters will take place at City Hall, Council Building, 510 Main Street, beginning Monday, October 3, 2022 and ending on Friday, October 21, 2022.

Further Advance Voting opportunities will take place during the month of October. Information on these opportunities will be provided to candidates when they file their nomination paper, and will be available on the Election website.

Advance voting will utilize automated voting technology. All votes cast during advance voting will be tabulated immediately after the close of voting on Wednesday, October 26, 2022.

All voting places are accessible to persons with disabilities.

More information on dates, times and all locations will be available at www.winnipeg.ca/election2022 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 an election ballot package delivered. The voter then marks the ballot and returns it in a sealed envelope to the City Clerk's Department prior to the close of voting on Wednesday, October 26, 2022.

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 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 election.

An application to vote by sealed envelope ballot may be made by mail or fax beginning July 28, 2022 and ending Sunday, October 22, 2022 at 4:30 p.m. by:

- mail and forwarded to the Senior Election Official, City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg, MB R3B 1B9
- fax at 204-947-3452
- e-mail to seb@winnipeg.ca
- in person 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 8:00 p.m. on Wednesday, October 26, 2022.**

Election Workers

The City of Winnipeg will hire temporary election workers to assist at the voting locations on Election Day and to facilitate additional advance voting opportunities. The majority of these workers will have experience with election processes, whether Civic, 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 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 Wednesday, October 26, 2022, 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. The 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 www.winnipeg.ca/election2022.

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
River East Transcona School Division 589 Roch Street	www.retsd.mb.ca	204-667-7130
Seven Oaks School Division 830 Powers Street	www.7oaks.org	204-586-8061
St. James – Assiniboia School Division 2574 Portage Avenue	www.sjasd.ca	204-888-7951
Winnipeg School Division 1577 Wall Street East	www.winnipegdsd.ca	204-775-0231

Manitoba School Boards Association 191 Provencher Boulevard Josh Watt, Executive Director www.mbschoolboards.ca	204-233-1595
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City of Winnipeg Contact Centre	311
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City Clerk's Department
Susan A. Thompson Building, 510 Main Street
Winnipeg, MB R3B 1B9

Website: www.winnipeg.ca/election2022
E-mail: elections@winnipeg.ca
Fax: 204-947-3452

Senior Election Official	Marc Lemoine	204-986-7131
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Important Dates

2022

Saturday, September 3

Nomination Notice appears in newspapers

Election signs may be erected

Wednesday, September 14

Nomination period begins - Senior Election Official begins accepting nomination papers during business hours up until 4:30 p.m., Tuesday, September 20, 2022.

Information package supplied to each candidate who files a nomination paper

Tuesday, September 20

Nomination period ends - Senior Election Official will accept nomination papers until 4:30 p.m.

List of candidates on the election website www.winnipeg.ca/election2022 and for viewing in the City Clerk's Department.

Wednesday, September 21

Deadline for Withdrawal - Candidates may withdraw their nomination, in writing, until 4:30 p.m.

Random draw at 6:00 p.m. to determine the order in which candidates' names will appear on the ballot

Monday, September 26*

Public Notice of Election, including names of nominated candidates, hours of voting, advance voting, voting by sealed envelope ballot, ID requirements, etc., appears in newspapers

*final date TBD by SEO MCSBEA 48(2)

Important Dates (continued)

Monday, October 3**	Advance voting opens at City Hall, Council Building, 510 Main Street **Further advance voting opportunities will take place during the month of October at numerous locations
Monday, October 10	Thanksgiving Monday - City Hall and voting locations closed for statutory holiday
Friday, October 21	Advance voting closes at City Hall at 4:00 p.m.
Sunday, October 23	Deadline for Senior Election Official to accept applications to vote by sealed envelope ballot - 4:30 p.m.
WEDNESDAY, OCTOBER 26	ELECTION DAY - 8:00 a.m. - 8:00 p.m.
Thursday, October 27	DECLARATION OF ELECTION RESULTS by Senior Election Official
Wednesday, November 2	Deadline for removal of campaign signs
Tuesday, November 8	Deadline for application of Judicial Recount by voter or a candidate
Monday, December 26	Deadline for application to the Court of Queen's Bench challenging results of the election

The Role of School Boards

The primary function of a school board is the determination of policy. Policy is, in effect, the law under which a division 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. Most school boards have a number of standing committees that deal with areas such as finance, personnel, curriculum, and facilities. 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 rarely make final decisions themselves. Their role generally 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.

The decisions made by a school board at its meetings set the direction for the school division. 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 are the superintendent and the secretary-treasurer. By law, all school boards must employ a secretary-treasurer; he or she is the chief financial officer of the division. In addition, most school boards employ a superintendent, who is the division'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 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 referred to as an indemnity.

The Role of School Boards (continued):

This indemnity varies in amount from several hundred to several thousand dollars a year. 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 in that capacity without causing them undue financial hardship.

Winnipeg School Divisions Boundaries Map

