



Park West School Division
Learners Today, Leaders Tomorrow

2025 School Board By-Election
CANDIDATES' GUIDE

Candidates' Guide

School Trustee elections in the Park West School Division occur every four years. The next election is scheduled for October 2026. If a Trustee resigns before the end of the four-year term, a by-election is held to fill the vacancy. A Ward 5 by-election will take place on Tuesday, April 29, 2025, if more than one candidate is nominated.

This guide provides essential information for candidates in the by-election for Ward 5 (Shoal Lake) School Trustee. Candidates are responsible for complying with the statutory provisions of *The Municipal Councils and School Boards Elections Act*.

For more information on School Boards and Trustees, contact the Manitoba School Boards Association at 204-233-1595.

Important Dates

- Nomination Period: Tuesday, March, 18, 2025, 8:00 am to Monday, March 24, 2025, 3:30 pm.
- Filing Location: Park West School Division Office, 1126 St. Clare Street, Birtle, MB.
- By-Election: Tuesday, April 29, 2025, if more than one candidate is nominated.

For more information, please contact,

Jody Percival,

Senior Election Official

Email: jpercival@pwsd.ca

Phone: 204-842-2102

Danielle McKinnon,

Assistant Election Official

Email: dmckinnon@pwsd.ca

Phone: 204-842-2102

Candidate Information

Candidate Eligibility

A person can run for School Trustee if they:

- Are a Canadian citizen
- Are 18 years or older on Election Day (April 29, 2025)
- Have resided in Park West School Division since October 29, 2024
- Are not disqualified by law

Note: You do not need to live in the specific ward where you are running but must reside in the School Division.

Who is not eligible to seek nomination:

- Members of the Legislative Assembly, Senate, or House of Commons
- Pupils in regular attendance at a school within the division
- Employees of the same School Division (unless on a leave of absence)

Campaign Guidelines

- There is no regulated campaign period for School Trustee elections.
- Campaign expenses and contributions are not legislatively regulated, and candidates are not required to submit financial statements.
- Contributions are not tax-deductible.

Nomination Paper

Nomination papers will be available on our website at www.pwsd.ca/pwsdby-election2025

Your nomination paper must include:

- Candidate's name, residential address, telephone number, and office they are seeking to be nominated.
- A sworn statement confirming eligibility, and that to the best of your knowledge the information is true and correct.

Candidates seeking election for Ward 5 School Trustee must obtain a minimum of **25 signatures** on their Nomination Paper of voters whose names appear on the Park West School Division's Voters List for Ward 5 (Shoal Lake).

Names will be subject to verification on the Voters List. Candidates should **obtain extra names** to ensure that the minimum number of voters is met. The names of voters signing a candidate's Nomination Paper will be verified when the candidate files their Nomination Paper.

Nomination papers can be filed at the Park West School Division Office **8:30 am to 3:30 pm, Monday through Friday between March 18 to March 24, 2025.**

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 to the Senior Election Official by 3:30 pm on **Tuesday, March 24, 2025**.

Acclamation

Where only the required number of candidates is nominated, the Senior Election Official will declare the candidate(s) elected by acclamation at the end of the withdrawal deadline, **3:30 pm, Tuesday, March 24, 2025**.

Candidates Name on Ballots

Candidates 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 candidates' legal first name, followed by the SURNAME (in uppercase letters)
- Middle names are not allowed.

Candidates names on the voting ballots will be determined by a draw which will take place at 3:00 pm Wednesday March 25, 2025.

Voter Information

Voter Eligibility

A person can vote if they:

- A Canadian citizen
- 18 years or older on Election Day (April 29, 2025)
- Have resided in Ward 5 since October 29, 2024
- Are not disqualified by law

Adding Names to the Voters List

If your name is missing from the list, contact the Division Office at 204-842-2102 or email jpercival@pwsd.ca. You can still vote if eligible by showing a valid ID and completing an affidavit on Election Day.

Personal Security Protection

You may request to have your name omitted from the Voters List for security reasons by submitting a written application to the Senior Election Official.

How to Vote

- In-person on April 29, 2025, from 8:00 am to 8:00 pm at the designated location
- Advance Voting at advertised locations.
- Sealed Envelope Ballot by mail for those unable to vote in person.

Details about locations of polling stations will be posted on the Park West School Division website.

Proof of Identity

All voters must provide proof of name and current address at voting places.

Acceptable documents include:

- A government-issued ID (such as a Driver's License), or
- Two other documents that confirm your name and address.

Sealed Envelope Ballot

Eligible voters unable to attend in person can apply for a Sealed Envelope Ballot by contacting the Division Office.

Scrutineers

Candidates may appoint scrutineers to observe election proceedings. Scrutineers must be at least 18 years old, complete a signed Scrutineer Appointment Form, and take an oath. They are required to follow voting regulations and must not interfere with the voting process. Non-compliance will result in removal. Scrutineer Appointment Forms will be given to candidates upon filing their Nomination Papers.

Results Reporting

Election results will be tabulated by an Election Official promptly after the closure of the voting station.

Election results will be reported within 120 minutes after the voting station has closed on April 29, 2025. Election results will be posted online at www.pwsd.ca/by-election2025

For more information about the election please visit www.pwsd.ca/by-election2025 or contact:

- Park West School Division
- 1126 St. Clare Street, Birtle, MB R0M 0C0
- Phone: 204-842-2102
- Email: dmckinnon@pwsd.ca