

A large, light blue circle with a white center, containing the text "Candidate Guide". The circle is surrounded by a pattern of smaller, overlapping circles, each containing a blue plus sign (+).

Candidate Guide

Commission Scolaire Francophone du Yukon Elections 2022

ELECTIONS YUKON

Elections Yukon: Elections Yukon is an independent Office of the Legislative Assembly, under the direction of the Chief Electoral Officer, mandated for the preparation for and delivery of fair, impartial and compliant elections.

Elections Yukon conducts territorial elections of Members of the Legislative Assembly, in accordance with the *Elections Act*. The office also conducts school council and school board elections and school council referendum votes, in accordance with the *Education Act*.

CONTACT INFORMATION

LOCAL SCHOOL BOARD RETURNING OFFICERS	
Community	Name
Beaver Creek	Dana Leblanc
Dawson	Jim Taggart
Haines Junction	Cassandra Wheeler
Old Crow	TBC
Ross River	Dallas Johnny
Watson Lake	Kayla McMillan
Whitehorse	David Milne
Whitehorse	Julie Menard
ELECTIONS YUKON	
Address: Jim Smith Building, 2071 Second Ave, Whitehorse	
Phone: (867) 667-8683	Email: schools@electionsyukon.ca
Dagmar Rudzewitsch, Chief Returning Officer	
Cell: (867) 333-6876	Email: ops@electionsyukon.ca

KEY DATES IN THE SCHOOL BOARD ELECTION

Day	Date	
Monday	October 17, 2022	<ul style="list-style-type: none"> Nominations open; as of this date nomination papers can be submitted to any local Returning Officer or to Elections Yukon Applications for mail-in ballots open
Thursday	October 27, 2022	<ul style="list-style-type: none"> ROs at designated schools to accept nomination papers from 10 AM until 12:00 noon Nominations close at 12:00 noon
Friday	October 28, 2022	<ul style="list-style-type: none"> iVoting opens at 10 AM Applications to vote by appointment open In-person voting at the Jim Smith Building in Whitehorse begins @ 10:00 AM, and will continue from 10 AM to 4 PM Monday through Friday until November 4, 2022
Saturday	November 5, 2022	<ul style="list-style-type: none"> Early Voting 11:00 AM to 4:00 PM
Monday	November 7, 2022	<ul style="list-style-type: none"> Polling Day 3:00 PM to 8:00 PM All mail-in ballots must be received by Elections Yukon by 8:00 PM All iVotes must be cast by 8:00 PM
Tuesday	November 8, 2022	<ul style="list-style-type: none"> Official Addition of the Vote @ 12 noon

POLLING LOCATIONS

POLLING LOCATIONS IN COMMUNITY SCHOOLS		
Community	Early Voting Saturday, November 5, 2022 11:00 AM – 4:00 PM	Polling Day Monday, November 7, 2022 3:00 PM – 8:00 PM
Beaver Creek	Nelnah Bessie John School	
Dawson	Robert Service School	
Haines Junction	St. Elias Community School	
Old Crow	Chief Zzeh Gittlit School	
Ross River	Ross River School	
Watson Lake	Watson Lake Secondary School	
Whitehorse	Centre scolaire secondaire communautaire Paul-Émile-Mercier (CSSC Mercier)	
Whitehorse	École Émilie-Tremblay	
Whitehorse	Takhini Elementary School	
POLLING LOCATION AT ELECTIONS YUKON		
Jim Smith Building, 2071 Second Ave, Whitehorse (main entrance)		
Monday - Friday	October 28 – November 4, 2022	10:00 AM – 4:00 PM
Monday	November 7, 2022	10:00 AM – 8:00 PM

NOTE: Due to unforeseeable circumstances polling locations may change. For up-to-date information please visit the Elections Yukon website: [ElectionsYukon.ca](https://electionsyukon.ca)

CANDIDATE INFORMATION

This information in this guide will assist you in participating as a candidate for the school board election for the Commission scolaire francophone du Yukon (CSFY).

Role of a Trustee: CSFY provides leadership and governance for the French-language education system in Yukon. Trustees of school boards establish policies for the administration, management and operation of their schools and they provide educational programs for their students as required by the *Education Act*. They assist with the development and implementation of the CSFY's strategic plan and ensure that the CSFY manages its resources efficiently.

Trustees must ensure that they develop, maintain, and implement policies that meet the needs of the CSFY and its schools.

Schools Operated by CSFY:

1. École Émilie-Tremblay, from K4 to grade 6;
2. Center scolaire communautaire Paul-Émile-Mercier, from grades 7 to 12; and
3. École Nomade, homeschooling in French from kindergarten to grade 12.

Number of Trustees: CSFY has five trustees. Trustees are elected at general elections. In the event of a vacancy between general elections, by-elections will be held.

Term of Office: Trustees serve a three-year term. They receive honoraria for attending regular meetings.

Returning Officer: The Chief Electoral Officer appoints School Board Returning Officers to administer school board elections. The Returning Officers must conduct the election in accordance with the *Education Act* and its regulations, and follow directions provided by the Chief Electoral Officer. Any School Board Returning Officer can accept nomination papers from candidates. Nomination papers can also be submitted to Elections Yukon directly. Should an election be held, Returning Officers are responsible for the oversight and delivery of a fair, compliant, and impartial school board election.

Candidates: A candidate is an individual seeking election as a trustee to CSFY. A candidate must be an eligible elector and must be nominated by at least three eligible electors (see eligible electors). After approving their nomination papers, the Chief Electoral Officer will declare them a candidate.

Ineligible Candidates: People employed in a school operated by CSFY, regardless of the agency/government that employs them, are ineligible to be a trustee of CSFY. A person employed in a school operated by CSFY may seek election; however, a Statement of Ineligible Candidate must accompany their nomination papers. The Statement of Ineligible Candidate states that if elected, the candidate will divest the grounds for ineligibility within 30 days of polling day, November 7, 2022.

If you are not sure if you are employed in a school operated by CSFY, contact **Lori Choquette, School Council Liaison** at the Department of Education at **(867) 667-8226** or Lori.Choquette@yukon.ca as soon as possible prior to submitting your nomination paper.

Candidate Eligibility: A candidate must be an eligible elector when they are filing a nomination paper (see eligible electors).

Published/Posted Information: Election documents will be posted in Yukon communities, including:

- Notice of Nominations (nominations can be submitted to local Returning Officers or Elections Yukon between October 17, 2022 and at 12 noon on October 27, 2022)
- Notice of Grant of Poll (listing all voting options including locations, dates and hours of voting)
- Notice of Candidates Elected (by acclamation or as the result of an election)

Once your nomination paper is approved, your name will be posted on the Elections Yukon website electionsyukon.ca as a candidate seeking election.

NOMINATIONS

Nomination Period: The set 11-day period established by the *Education Act* to accept nomination papers and applications for mail-out ballots. The nomination period for the 2022 CSFY general election is Monday, October 17 to Thursday, October 27 at 12 noon. As the *Education Act* prohibits accepting nomination papers after the close of nominations, nomination papers will not be accepted after 12 noon on Thursday, October 27.

Nominations Open: To elect five (5) trustees to the Commission scolaire francophone du Yukon (CSFY) on Monday, October 17, 2022.

Nomination Paper: Candidates must be nominated by at least three eligible electors (see eligible electors). Nominations must be made using the prescribed form which is available online at ElectionsYukon.ca/Schools or by contacting the local Returning Officer. Directions on completing nomination papers are available at ElectionsYukon.ca/Schools.

Completed nomination papers can be submitted in person to:

- any School Board Returning Officer
- Elections Yukon, located at 2071 2nd Ave in Whitehorse.

Elections Yukon will also accept nomination papers with a witnessed declaration emailed to schools@electionsyukon.ca.

Declarations can be witnessed by any of the following:

- Elections Yukon Election Official
- Yukon First Nation Chief
- Yukon First Nation Deputy Chief
- Notary Public

Nomination papers may be rejected if they:

- Are incomplete;
- Have insufficient or ineligible nominating electors; or
- Are improperly completed; or
- Are received after nominations close (12 noon on Thursday, October 27).

If your nomination paper is rejected, you will:

- Be advised by the Returning Officer or Elections Yukon of the reason it is rejected and how to correct it; and
- Have the opportunity to correct your nomination paper and resubmit it before 12 noon on Thursday, October 27.

Early submissions are encouraged. This will ensure that any issues with your nomination paper can be resolved before nominations close.

Once your nomination paper is approved:

- You will be emailed a receipt at the email listed on your nomination paper (if the nomination paper does not include an email address, it will be mailed to your home address)
- Your name will be published on [ElectionsYukon.ca](https://electionsyukon.ca) as a candidate seeking election for the CSFY
- You will have the option to submit a photo and short biography for publication to [ElectionsYukon.ca](https://electionsyukon.ca) on the list of candidates for CSFY

Close of Nominations: Completed nomination papers must be received no later than 12 noon on Thursday, October 27, 2022. The *Education Act* prohibits accepting nomination papers after the close of nominations.

If more than five nominations are approved, an election will be required. **Polling Day** will be Monday, November 7, 2022. Early voting and iVoting options will be available.

If fewer than five nominations are received, approved candidates will be declared elected by acclamation.

CANDIDATE PHOTO AND BIOGRAPHY

Approved candidates may submit a photograph and short biography. If submitted, photographs and biography will be published on the Elections Yukon's webpage.

Photographs must:

- Have been taken within the last 12 months;
- Present a frontal view of the candidate's head and shoulders; and

- Exclude head coverings, unless required for religious or medical reasons.

Digital photos are required. Photos cannot exceed 2MB and must be at least 500x500 pixels.

Biographies must be 200 words or less. If a biography contains more than 200 words, only the first 200 will be published. Biographies must be submitted in digital format.

Candidate Contact information may be included with your biography, and may be updated as required during the election period.

Photos and biographies must be approved by Elections Yukon, and, once approved, will be published to the Elections Yukon website as soon as practical.

**Candidate ou candidat
Commission scolaire francophone du Yukon
Commission scolaire francophone du Yukon Candidate**



JEAN FRANÇOIS RENO

TÉLÉPHONER :	867-555-1234
PHONE:	
COURRIER ÉLECTRONIQUE :	j.reno@northwestel.net
EMAIL:	

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ELIGIBLE ELECTORS

Eligible electors are able to:

- Be nominated as a candidate in CSFY general elections;
- Nominate a candidate in CSFY general elections; and
- Vote in CSFY general elections.

To be eligible, electors must, as of polling day (Monday, November 7, 2022):

- Be a Canadian citizen; and
- Be at least 18 years of age; and

EITHER

- Have French minority language rights under section 23 of the *Charter of Rights and Freedoms* which include:
 - French language: first language learned and still understood is French
 - Primary school instruction: part of primary school instruction in Canada was in French as a first language¹
 - Family continuity: a parent² whose student is receiving or has received their primary or secondary school instruction in French as a first language¹

AND/OR

- Be the parent² of a student attending a school operated by the Commission scolaire francophone du Yukon (CSFY).

DETERMINING BALLOT ORDER

The order of candidates' names on the ballot paper will be determined by a drawing of lots. Lots will be drawn at Elections Yukon's office at 2071 2nd Ave, Whitehorse at 2:00 PM on Thursday, October 27, 2022.

Candidates may attend the drawing of the lots and act as witnesses.

VOTING OPTIONS

The voting options apply for both the CSFY and the FNSB school boards – these elections will be run concurrently at the same locations with separate vote registrations, processes, ballots and ballot boxes.

With the expanded school footprint of the CSFY and the establishment of the FNSB as a second school board, the number of voting options for electors across the territory for the 2022 School Board elections are significantly increased. This will support elector awareness, access, and participation.

¹ Instruction in French as a first language excludes French immersion instruction

² Parent means biological or adoptive parent, persons legally entitled to custody, or the persons who usually have care and custody of the child

SUMMARY OF VOTING OPTIONS

VOTING OPTION	DATES	PROCESS	Vote at RO Office	Vote at Elections Yukon	Vote at Schools	Vote from Anywhere
<p>Mail In Ballot –By Mail</p> <p>Apply. Voting kit mailed out to electors</p> <p><u>NOTE:</u> Before opting for this option, consider mail delivery times and potential delays to receive and return these ballots</p> <p>Although called mail in ballot, this ballot does NOT have to be sent or returned by mail – it is similar to the ‘special ballot’ process used in other elections</p>	<p>Mon Oct 17 to Thu Oct 27</p> <p><u>NOTE:</u> This is the period to Close of Nominations. No voting.</p> <p>Candidates are not yet confirmed and the requirement for a poll (six or more candidates) is not yet determined</p>	<ul style="list-style-type: none"> No ballots sent out during this period. It is an application to have a ballot kit sent after close of nominations. Apply online, by mail or email with proof of identity Apply In-person at Elections Yukon. Requires Oath of Qualification for identity Voting kit is mailed out on Fri morning Oct 28. Write in ballots are used. Completed ballot with signed certification envelope must be received at Elections Yukon by 8 PM on Mon Nov 7 (close of polls). Can be returned by <ul style="list-style-type: none"> Mail (Stamped addressed envelope provided) Drop box at Elections Yukon Hand delivery to Elections Yukon 	<p>X</p>	<p style="text-align: center;">✓</p> <p>No voting yet – application only.</p> <p>Visit in-person during business hours.</p> <p>Mail out from Elections Yukon on Oct 28 (up to 11 days after application)</p> <p>Consideration of other options if possible</p>	<p>X</p>	<p style="text-align: center;">✓</p> <p>Apply online or email at electionsyukon.ca.</p> <p>Mail out from Elections Yukon on Oct 28 (up to 11 days after application)</p> <p>Consideration of other options if possible</p>
<p>Mail In Ballots – In Person</p> <p>Apply and vote. No mail out.</p> <p><u>NOTE:</u> This option uses the mail in ballot process (certificate and secrecy envelopes)</p>	<p>Fri Oct 28 to Fri Nov 4</p> <p>Applications can be made with RO and at Elections Yukon.</p> <p>Mon Nov 7 at 8PM</p> <p>Voting ends</p> <p><u>NOTE:</u> This is the period after Close of Nomination and Notice of Grant of a Poll. iVoting commences.</p>	<ul style="list-style-type: none"> Two processes: both are to issue mail in ballot and vote during same visit. With ROs: By appointment. This option is primarily for housebound and other electors who may not be able to vote by other means, or where other means are not practical As available, a Returning Officer may make arrangements with the housebound elector to meet for the conduct of a vote. This option does not relieve the elector from considering other options. At Elections Yukon: Walk in during business hours 10 AM – 4 PM 	<p style="text-align: center;">✓</p> <p>Apply and Vote</p> <p>Limited option. Appointment with RO required.</p>	<p style="text-align: center;">✓</p> <p>Apply and Vote</p> <p>Walk in during 10 AM -4 PM period during business hours</p>	<p>X</p>	<p>X</p>

SUMMARY OF VOTING OPTIONS

VOTING OPTION	DATES	PROCESS	Vote at RO Office	Vote at Elections Yukon	Vote at Schools	Vote from Anywhere
		<ul style="list-style-type: none"> Application and Oath of Qualifications are taken. Ballots are issued. Ballots are cast and deposited in ballot box 				
iVote (Internet Voting) NOTE: This option aligns with mail in ballot process; applications must be made by Fri Nov 4 at 4 PM.	Fri Oct 28 – Fri Nov 4 Application: Online applications commence on Fri Oct 28 at 10 AM and end on Fri Nov 4 at 4 PM Voting: Once the application is submitted (by Nov 4) and approved, votes can be cast until close of polls on Mon Nov 7.	<ul style="list-style-type: none"> Apply online – a unique email must be provided – shared emails are not to be used Upload proof of identity and complete Oath of Qualifications Once your application is approved you will be sent a confirmation and PIN to be used to access your ballot. Login includes PIN and elector information. Applications close Nov 4 @ 4PM Internet votes must be cast by 8 PM on Mon Nov 7 	X	✓ Apply and Vote iVote option at Elections Yukon kiosk. Paper ballot mail-in ballot option also available	X	✓ Apply and Vote Aligns with mail-in ballot process. Apply online at electionsyukon.ca.
Early Voting In person	Sat Nov 5 Polls open between 11 AM – 4 PM	<ul style="list-style-type: none"> Electors register (signed Oath of Qualification) to vote. Pre-printed ballots with candidate names will be used. 	X	X	✓ Walk in. Voting is at designated schools	X
Polling Day In person	Mon Nov 7 At polling locations (schools): 3 PM – 8 PM At Elections Yukon: 10 AM – 8 PM	<ul style="list-style-type: none"> Electors register (signed self-declaration) to vote. Pre-printed ballots with candidate names will be used. 	X	✓ Electors have the option to vote either by paper ballot or to iVote at a kiosk	✓ Walk in. In person voting is at designated schools No iVote option	X

POLLING DAY

Health and Safety Precautions: Health and safety precautions will be in place to protect electors, candidates, election workers and the public. Masks and hand sanitizer will be available at all polling locations. Any additional health and safety guidance provided by the Chief Medical Officer of Health will be followed.

Candidate's Agent: Candidates may appoint someone to represent them on Polling Day at a polling place. Candidates may appoint more than one agent, however, only one agent per candidate may be at each polling place at a time.

Each agent must be appointed in writing by the candidate on Form 101 (Form 6/6A) Appointment of Candidate's Agent. This form is available from local Returning Officers and online at ElectionsYukon.ca/Schools. The agent must bring the completed appointment with them to the polling place and give it to the Deputy Returning Officer (DRO). The DRO will have the agent swear, or affirm, the oath on the form and sign it. Name tags are provided for candidates' agents.

Candidates' agents are entitled to:

- attend a polling location;
- observe the voting process;
- object to an elector's eligibility;
- observe the validation of certificate envelopes;
- receive a blank tally sheet;
- observe the ballot count;
- object to a ballot's acceptance;
- act as a witness and sign forms and official seals;
- receive a copy of the Statement of the Poll.

Results: Results will be posted to the Elections Yukon website ElectionYukon.ca as they are received on November 7, 2022. Unless otherwise requested, a copy of the Certificate of the Addition of the Vote will be sent to all candidates by email following the Official Addition of the Vote on November 8, 2022.

FREQUENTLY ASKED QUESTIONS

Can I vote more than once?

No. You may only vote once, even if you have children attending more than one CSFY school.

If I am employed in a school operated by CSFY, am I eligible to be a candidate in the election of trustees for CSFY?

Yes. You may be a candidate if you file a Statement of Ineligible Candidate along with your nomination paper. If elected, you are required to divest the grounds of ineligibility within 30 days of polling day, November 7, 2022.

If I am employed in a school operated by CSFY, am I eligible to vote in a CSFY election?

Yes. As long as you are an eligible elector, you may vote at CSFY general elections.

If I am employed in a school operated by the First Nation School Board (FNSB), am I eligible to vote and be a candidate in the CSFY election?

Yes. As long as you are an eligible elector, you may vote and be a candidate at CSFY general elections.

Can I withdraw my name after filing my Nomination Paper?

Yes. You can withdraw your name any time after nominations close and before the polls open on polling day. You must provide written notice of your withdrawal to any School Board Returning Officer or to Elections Yukon. Written notice of your withdrawal can also be emailed to schools@electionsyukon.ca

What happens if there are only five candidates after the Close of Nominations on October 27?

If the number of candidates is equal to the number of positions, candidates whose nominations were approved by Elections Yukon will be elected by acclamation.

What happens if there are less than five candidates after the Close of Nominations?

If the number of candidates is less than the number of positions, candidates whose nominations were approved by Elections Yukon will be elected by acclamation and a by-election will be held to fill the vacant position(s).

What happens if there are more than five candidates nominated after the Close of Nominations?

A Grant of Poll will be published and an election will be held.

When does my term begin?

Terms begin once candidates are declared elected. If candidates are elected by acclamation, they will be declared elected following the close of nominations, on Thursday, October 27, 2022 at 12 noon. If candidates are elected by a poll, they will be declared elected following the official addition of the votes, on Tuesday, November 8, 2022 at 12 noon. Trustees must take an oath before beginning their duties.

When will my term end?

School Board Trustees hold office for a three-year term. The next general election will be held in October 2025.

Where can I learn more about the role of CSFY trustees?

You can learn more by visiting commissionscolaire.csfy.ca

If I still have questions, who can I contact?

The following people will be able to assist you:

- Marc Champagne, Executive Director, CSFY – (867) 667-8680 – marc.champagne@yukon.ca
- Elections Yukon – (867) 667-8683 – schools@electionsyukon.ca