

# Public School Trustee Candidate Handbook

## Election 2021

[eips.ca](http://eips.ca)



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# Introduction

## General

The information provided in this guide may assist you in your decision to run for the office of public school trustee. It includes a brief overview of Elk Island Public Schools (EIPS), as well as information on questions most frequently asked by candidates prior to nomination day. The guide provides facts about the organization and clearly outlines the election process. It's important to note each candidate is personally responsible for being familiar with the rules and regulations governing the election and the role of a trustee.

Elections are governed by the *Local Authorities Election Act (LAEA)*. Pertinent sections have been reprinted in this guide for your information (see pg. 41, "Appendix G"), and copies of the complete LAEA are available at:

### **Queen's Printer Bookstore**

Fifth Floor, Park Plaza  
10611 – 98 Ave., Edmonton, AB. T5K 2P7  
Phone: 780-427-4952 Fax: 780-452-0668  
[qp@gov.ab.ca](mailto:qp@gov.ab.ca)  
[qp.alberta.ca/contact.cfm](http://qp.alberta.ca/contact.cfm)  
Shop online at [qp.alberta.ca](http://qp.alberta.ca)

You may also wish to obtain a copy of the *Education Act*, which is the provincial legislation governing how school boards operate and it outlines how trustees must conduct themselves. It's also available from the Queen's Printer Bookstore.

If you have any questions regarding the information contained in this handbook, or about the role of a public school board trustee, contact:

### **Returning Officer**

Name: Karen Baranec  
Phone: 780-464-3477  
Email: [karen.baranec@eips.ca](mailto:karen.baranec@eips.ca)

Elk Island Public Schools  
Phone: 780-464-3477 Fax: 780-417-8181  
Toll Free: 1-800-905-3477  
[communications@eips.ca](mailto:communications@eips.ca)  
[eips.ca](http://eips.ca)

# Division Foundational Statements

## Mission

To provide high-quality, student-centred education that builds strong, healthy communities.

## Values

- Commitment to being a student-centred learning organization
- Decisions are made in the best interests of all students
- Integrity, honesty and respect are essential
- Flexible and engaging learning opportunities are key to student achievement
- Recognition that every student can learn and experience success
- Partnerships play a valuable role in meeting the needs of students

## School System Information

EIPS is one of the largest school divisions in Alberta, serving approximately 17,000 students from kindergarten to Grade 12. The system has 43 schools located in Sherwood Park, the City of Fort Saskatchewan, the Town of Vegreville, Strathcona and Lamont counties and the western portion of the County of Minburn. As of Sept. 30, 2020, EIPS employs approximately 870 full-time equivalent (FTE) teachers and 450 FTE non-teaching staff.

Every day, staff and students at EIPS are encouraged to pursue opportunities to grow and to discover their passions in life. We pride ourselves on providing our students and staff with the tools needed to achieve success by offering dynamic programming, current resources and professional learning opportunities.

In teaching our students, EIPS brings together core academic subjects, diverse optional programming and a strong emphasis on character education. We strive to teach our students how to learn and guide them to achieve their best. These pillars help prepare successful, well-rounded, contributing young citizens who are capable of reaching their full potential.

EIPS offers high-quality educational programming in inclusive and innovative learning environments. Integral to our approach is the provision of a continuum of classroom supports and services—including, specialized learning environments; early intervention services; counselling; and the consultative services of speech, language, hearing,

vision, occupational and physical therapists.

Complementary programs, such as Career and Technology Studies, Off-Campus Education and second languages are also available for students to meet all graduation requirements. EIPS students also have many opportunities for educational enrichments within, and outside, the classroom. Students can receive instruction in five languages—English, French, German, Ukrainian and Spanish. Students who excel in academic programs may also consider the following programs: Advanced Placement, International Baccalaureate, Junior High Honours and Senior High Honours.

Students may also choose to participate in alternative programs such as the Division's alternative Christian program, the Logos Christian program and Next Step Outreach.

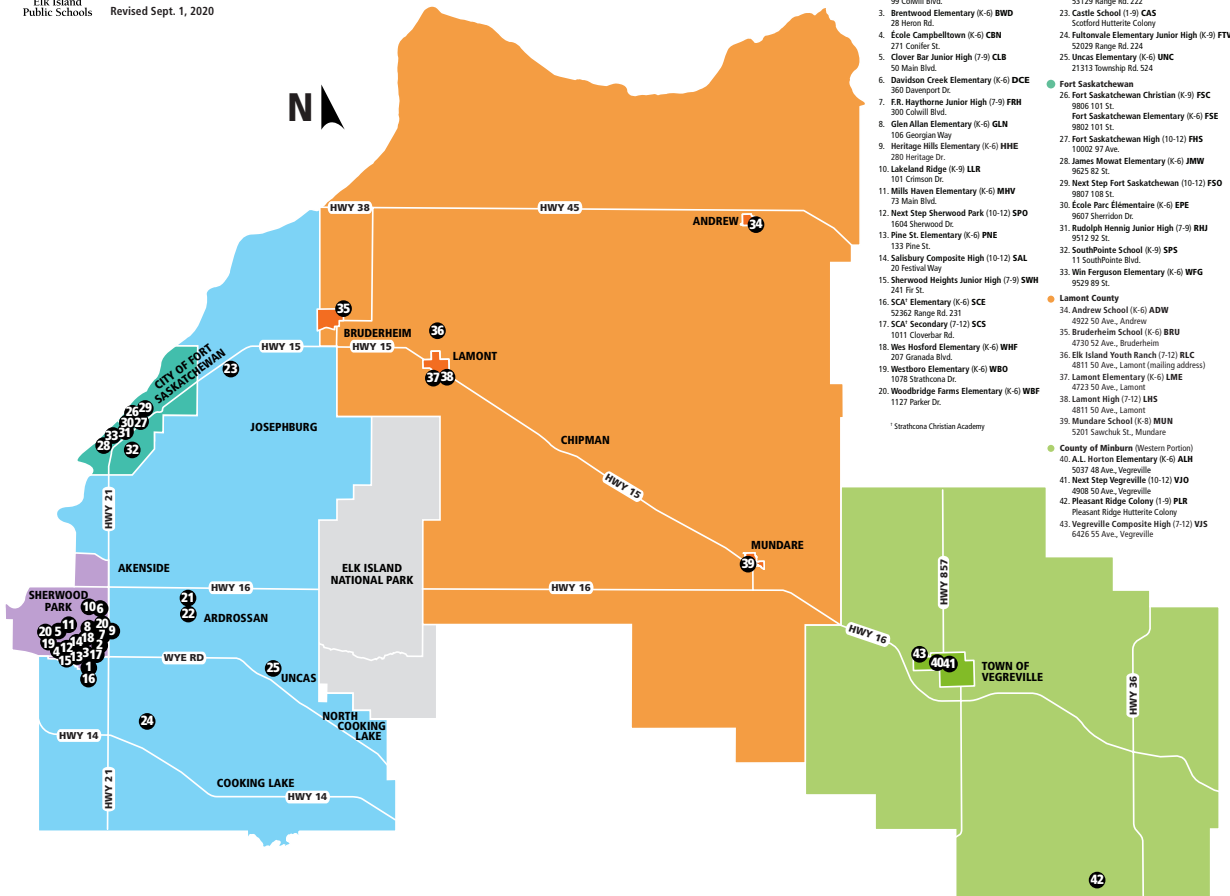
Schools also offer strong extracurricular programming that provides students with opportunities to become involved in music and drama productions, special-interest clubs and athletic teams. All extra and co-curricular programming helps contribute to a well-rounded education for students.

In November 2020, the EIPS Board of Trustees approved an operating budget of approximately \$201.53 million for the 2020–21 school year, which includes a deficit that was balanced using operating reserves. Over the course of the budget process, EIPS worked to provide stability for schools and maintain essential services.



## Jurisdictional Map

Revised Sept. 1, 2020



### EIPS Board of Trustees

The Board of Trustees for EIPS consists of nine members from the following wards and electoral subdivisions:

- ONE** trustee from the western portion of the County of Minburn No. 27 Ward;
- ONE** trustee from the Lamont County No. 30 Ward;
- TWO** trustees from Electoral Subdivision No. 1, comprised of lands within the corporate limits of the City of Fort Saskatchewan; and
- FIVE** trustees from Strathcona County, which is divided into the following electoral subdivisions:
  - **THREE** trustees from Electoral Subdivision No. 2, comprised of lands within the Hamlet of Sherwood Park;
  - **ONE** trustee from Electoral Subdivision No. 3, comprised of lands lying north of Secondary Highway 630, excepting those lands within the Hamlet of Sherwood Park; and
  - **ONE** trustee from Electoral Subdivision No. 4, comprised of lands south of Secondary Highway 630, excepting those lands within the Hamlet of Sherwood Park.

(See pg. 18, "Appendix A," for maps of EIPS wards and electoral subdivisions.)

## Responsibilities

### Trustees and the School Board

Trustees are elected officials and accountable to the community they represent. Trustees are elected for a four-year term and are responsible to the community and provincial government for educational results and for conducting the affairs of the school jurisdiction.

As a school board, trustees work together to govern the school system according to community needs and values while maintaining standards set by provincial legislation.

School board authority rests with the Board as a whole, not with each individual trustee. Consequently, whatever decisions trustees make as a school board can only be made by a majority of Board members. The Board's primary roles are to develop policy, provide overall direction, be fiscally responsible, advocate for the Division and public education, and set the general educational philosophy for the Division.

A single trustee acting individually doesn't have the authority to make decisions, but he or she must work as part of a team to represent the Division as a whole. Individual trustees are responsible for bringing forward the concerns and views of their electors to the Board. Collectively, the Board considers all the perspectives and information brought forward to make decisions in the best interest of the Division as a whole. Once decisions are made, trustees inform their electors of the decision and rationale.

Successful trustees put the needs of students first and run for office because they have a desire to make education better for children. Trusteeship requires a commitment to carry out the responsibilities trustees perform on behalf of the public and for the school system. Responsibilities include, but are not limited to:

- become familiar with Board policies and the Division's administrative procedures, meeting agendas and reports to participate in Board business;
- attend Board meetings prepared to participate and contribute to Board decisions that ensure the best educational solutions for the Division;
- respectfully bring forward and advocate for local issues and promote positive

community engagement;

- recognize his or her fiduciary responsibility to the Division and act in the best interests of the Division, understanding the Division's needs are paramount;
- participate in Board and trustee development sessions so the quality of leadership and service in the Division can be enhanced;
- stay current with respect to provincial, national and international educational issues and trends;
- strive to develop a positive and respectful learning and working culture within the Board and the Division;
- participate in community activities, school council meetings, provincial association activities, and a variety of Board business events and meetings; and
- become familiar with, and adhere to, the "Trustee Code of Conduct" (see pg. 29, "Appendix E: *Policy 4: Trustee Code of Conduct*").

As a school board, trustees are responsible for carrying out duties and responsibilities assigned to them by the province's Minister of Education through the *Education Act*. School boards assist the government in meeting its overall educational objectives through the implementation of government policy. School boards meet the local needs of their community by developing and implementing specific policies that reflect the values, characteristics and needs of the local community (see pg. 24, "Appendix C: *Policy 2: Role of the Board*" and pg. 26, "Appendix D: *Policy 3: Role of the Trustee*").

The Board of Trustees sets the overall direction for the Division by establishing a mission and values, and by identifying Board priorities and goals outlined in the Four-Year Education Plan. The plan specifies a series of outcomes trustees use to measure the Division's ability to achieve the priorities and goals outlined (see pg. 23, "Appendix B: 2020-24 Four-Year Education Plan").

## Commitment

While serving as a trustee, there is an expectation to attend a number of meetings throughout the year (see pg. 30, "Appendix F: *Policy 7: Board Operations*"). Trustees are expected to attend a



**minimum of 12** regularly scheduled Board meetings—typically full-day meetings beginning at 9 a.m. scheduled on the third Thursday of every month between August and June—and a **minimum of 10** Board Caucus meetings—typically full-day meetings scheduled on the first Thursday of every month between September and June. In addition, **there are a variety of other types of meetings trustees are expected to attend.** Some of these meetings are pre-scheduled while others are scheduled on short notice. Regular Board meetings, Board Caucus meetings and committee meetings typically take place during regular business hours. Other meetings and activities—such as school council meetings, public engagement events, school functions and meetings with municipal partners—may take place in the evenings. Each trustee is also assigned to serve as a liaison for up to six schools in the Division. The types of meetings trustees are required to attend are, but are not limited to, the following:

- Board committees (two to six meetings per year each between one and three hours in length, depending on the terms of reference and the work required);
- Results Review (five full days);
- Board planning retreat (two full days);
- budget working sessions (two to three half days);
- Superintendent’s evaluation (one full day);
- Board evaluation (one half day);
- working sessions (one hour to a full day);
- special meetings called by the Board Chair based on need and special circumstances;
- Alberta School Boards Association General Meetings, fall and spring (each two full days);
- school council meetings (generally eight per year for each school a trustee is liaison for);
- Committee of School Council meetings (generally seven per year); and
- school tours (three full days).

Trustees must also dedicate a considerable amount of time to preparing for each meeting—reviewing materials provided, minutes and reports. Additionally, as part of the role, trustees are also required to attend meetings with government officials and various school-related functions.



### Conferences

The Alberta School Boards Association (ASBA) has two general meetings per year. The 2021 Fall General Meeting takes place on November 14-16 and the 2022 Spring General Meeting takes place on June 6-7. The ASBA plays a key role in representing school board interests to the provincial government.

Trustees are expected to attend the conferences as it’s an opportunity to deal with ASBA business, discuss educational issues, meet with government representatives, attend professional learning sessions and network with other trustees from across the province.

### Board Orientation

Trustees are required to take part in the Board orientation. The next orientation is currently scheduled for Oct. 29, 2021.

### Board Retreat

Trustees are required to take part in the Board planning retreat. The next retreat will take place in late 2021.

## Compensation and Expenses

### Trustee Remuneration

Remuneration is set by the Board and reviewed at the Board's discretion, usually during the annual budget process. The remuneration is paid to trustees in 12 equal monthly payments, and it consists of a base salary; basic travel allowance; additional travel allowance, as applicable, for trustees representing wards outside of urban Sherwood Park; and a supplemental executive allowance and travel allowance for the Board Chair and Vice-Chair (see pg. 30, "Appendix F: Policy 7: Board Operations"). Trustees are personally responsible for filing an annual tax return, which includes all related remuneration as a trustee.

### Benefit Plan

Trustees have the option of participating in benefit plans at their own expense. The plans include coverage for life insurance, accidental death and dismemberment, long-term disability, extended health care, dental care and optional group life insurance. The particulars of available benefit coverage are provided to trustees following their election. The option to participate may only be exercised at the start of the trustee's term of office.

### Discretionary Funds

The Board has budgeted, as of press time, \$2,900 of annual funds for each trustee's discretionary spending. This allocation can be used for expenses in four categories: public relations, professional development—such as professional learning activities relating to the ASBA or the Canadian School Boards Association—equipment and communications. Trustees are personally responsible for paying any expenses in excess of the annual discretionary fund allocation. Trustees must maintain all records and receipts related to their expenses and activities.

### Remuneration: For the 2020–21 school year

Position	Salary	Basic Travel Allowance	Additional Travel Due to Distance from Sherwood Park	TOTAL
Trustee – Sherwood Park	35,560	3,240	-	38,800
Trustee – Fort Saskatchewan	35,560	3,240	1,350	40,150
Trustee – Strathcona County South of Wye Rd.	35,560	3,240	1,350	40,150
Trustee – Strathcona County North of Wye Rd.	35,560	3,240	1,350	40,150
Trustee – Lamont	35,560	3,240	4,750	43,550
Trustee – Minburn	35,560	3,240	4,750	43,550

Supplementary Compensation	Executive Allowance	Additional Travel Allowance for Performance of Executive Duties	TOTAL
Chair	12,697	1,353	14,050
Vice-Chair	6,174	676	6,850



# Election Information

The information in this handbook is designed to assist candidates throughout the electoral-campaign process. The handbook is a general guideline based on the province's *Local Authorities Election Act (LAEA)*, which was last updated Sept. 1, 2020. It's provided for information and is not intended to replace the Act.

## **NOMINATION DAY: Monday, Sept. 20, 2021**

The returning officer, or delegate, shall receive nominations at the EIPS Central Services Building in Sherwood Park within the period beginning on Jan. 1, 2021 and ending at 12 p.m. (noon) on nomination day.

## **ELECTION DAY: Monday, Oct. 18, 2021**

Voting generally takes place between 10 a.m. and 8 p.m. For more information about where to vote and details about advance voting and special ballots, if applicable, contact your municipality.



## Nominations

### Nomination Day

A person may file nomination papers by appointment at any time within the period beginning on Jan. 1, 2021 and ending at 12 p.m. (noon) on nomination day, Monday, Sept. 20, 2021—four-weeks prior to election day.

During that time, the Returning Officer, or delegate, will accept nominations for nine trustee positions during regular business hours at the EIPS Central Services Building, which is located at 683 Wye Rd. in Sherwood Park, AB.

Appointments may be made by calling EIPS Central Services at: 780-464-3477, toll free:1-800-905-3477

### Nomination Papers

A checklist of all forms required in a complete nomination package is provided in this handbook (see pg. 59, "Appendix J: Nomination Package Checklist"). Candidates are responsible for ensuring all required forms are completed and included in their nomination package submission. The Nomination Paper and Candidate's Acceptance Form must be signed by a commissioner for oaths prior to submission to the Returning Officer.

Some forms can be completed online before printing. Candidates must save these forms to their own computer and access the locally stored file in order to complete the necessary fields.

Candidates can print multiple copies of the applicable forms if they wish to keep a copy for their own records.

### Completion of Nomination Papers and Nominee Requirements

At least five eligible voters are required to sign the nomination paper to make it valid. EIPS encourages candidates to sign additional eligible voters to ensure the validity of the nomination.

If you wish to have more than five eligible voters sign the nomination, an additional elector signatures page is available. An eligible voter is a person who:

- is at least 18 years old;
- is a Canadian citizen; and
- resides in Alberta and the person's place of

residence is located in the local jurisdiction on election day.

The candidate's acceptance requires you swear or affirm:

- you are eligible to be elected under Section 21 and Section 47 of the LAEA and Section 4(4) and Section 74 of the *Education Act*;
- you are not otherwise disqualified under Section 22 or Section 23 of the LAEA;
- you have read and understand sections 12, 21, 22, 23, 27, 28, 47, 68.1 and 151 and Part 5.1 of the LAEA; sections 4(4) and 74 of the *Education Act*; and understand the contents;
- the electors who have signed your nomination paper are eligible to vote in accordance with the LAEA and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination; and
- you will accept the office, if elected.

All portions of the nomination paper must be completed and the candidate's acceptance sworn, or affirmed, before a commissioner for oaths. Candidates must have their acceptance sworn, or affirmed, before it's presented to the returning officer, or delegate.

It's your responsibility to ensure you are fully aware of the nomination requirements and comply with them.

The returning officer, or delegate, will not rule on the validity of the information contained in your nomination paper. That responsibility lies with the courts should the election, or nomination, be challenged by a voter. However, the returning officer, or delegate, will not accept a nomination for filing if:

- it's not completed in the prescribed form;
- it's not signed by at least five eligible voters; or
- it's not sworn, or affirmed, by the person nominated.  
[see the LAEA, Section 28(4)].

### EIPS Employees Wishing to Run for Trustee

Section 22 (1.1) of the LAEA provides that an employee of a school jurisdiction, charter school or private school isn't eligible to be nominated as a candidate for election on a school board on nomination day unless that person takes a leave of

absence under Section 22. The employee may give notice of intention to take a leave of absence without pay to his or her employer to run for trustee in any school jurisdiction. An employee who gives such notice of intention to take a leave of absence, without pay, must do so on or after July 1, but before the employee's last working day prior to nomination day. A school jurisdiction, charter school or private school must grant every application.

Therefore, if you are a current EIPS employee interested in running for school trustee with any board, contact EIPS' returning officer or Human Resources for leave details. The conditions of this leave of absence are the same as any other unpaid leave of absence for any other purpose.

### Filing of Nomination Papers

File your completed nomination papers by appointment with EIPS' returning officer Karen Baranec, or delegate, during regular business hours as follows:

**DATE:**

Between Jan. 1, 2021 and 12 p.m. (noon) on Monday, Sept. 20, 2021

**LOCATION:**

Elk Island Public Schools Central Services Building  
683 Wye Rd., Sherwood Park, AB.

Appointments may be made by calling EIPS Central Services at: 780-464-3477, toll free: 1-800-905-3477

Nomination papers cannot be submitted any earlier or later than the dates and times noted. It's not necessary to personally file a nomination paper. Someone else may file it on your behalf provided it's fully completed, including having the candidate's acceptance sworn or affirmed.

Newspaper advertisements are published two weeks before nomination day—running each week—confirming the final time, date and place for receiving nomination papers. Faxed or emailed copies of nomination papers are NOT accepted.

At any time between Jan. 1, 2021 until the term of office to which the nomination papers relate has expired, a person may request to examine the filed nominations during regular business hours and in the presence of the returning officer, deputy or secretary.

### Release of Candidate Information to the Public

Throughout the election campaign, the returning officer receives numerous requests for candidates' telephone numbers, email addresses and websites. These come from the media, organizers of election forums and the public. In addition, the municipal affairs deputy minister and the education deputy minister require contact information for candidates.

For the returning officer to release contact information, candidates are asked to complete a Release of Candidate Information form and provide it to the returning officer with their nomination papers.

After nomination day, all contact information provided by candidates on the Release of Candidate Information form (see pg. 59, "Appendix J: Nomination Package Checklist") is posted online at [eips.ca](http://eips.ca), released to media and provided to individuals if requested.

NOTE: All appointed official agents are required to sign a Release of Official Agent Information form (see pg. 59, "Appendix J: Nomination Package Checklist").

### Close of Nominations

After 12 p.m. (noon) on Tuesday, Sept. 21, 2021 but before 12 p.m. (noon) on Wednesday, Sept. 22, 2021, the returning officer will post the names of all candidates who have been nominated and the offices for which they were nominated at EIPS' Central Services Building and share it online, at [eips.ca](http://eips.ca).

### Candidate's Appointment of an Official Agent

Each person nominated as a candidate may, when filing nomination papers, appoint an elector to be the candidate's official agent. Any official agent must be appointed by the candidate on the nomination paper and candidate's acceptance. If a candidate doesn't appoint an official agent on the forms or later changes the person serving as official agent, the candidate must inform the returning officer in writing according to Section 68.1 of the LAEA. Any appointed official agent is also required to sign a Release of Official Agent Information form (see pg. 59, "Appendix J: Nomination Package Checklist").

A person who has been, within the previous 10 years, convicted of an offence under the LAEA, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* is NOT eligible to be appointed as an official agent.

Additionally, no candidate shall act as an official agent for any other candidate. The duties of an official agent are those assigned to the official agent by the candidate.

### **Candidate's Appointment of Election Day Scrutineers**

If a candidate wants to appoint an election day scrutineer to observe the election process at the voting stations, the candidate must follow the process outlined by the municipality governing the election. More information about the rules and regulations is available by contacting the local municipalities.

## **Governing Legislation**

### **Qualifications of Candidates**

Section 21(1) of the LAEA says a person may be nominated as a candidate in any election if on nomination day the person

- a. is eligible to vote in that election;
- b. has been a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day; and
- c. is not otherwise ineligible or disqualified.

In section 21(3) of the LAEA, notwithstanding subsection (1), a candidate for trustee of a board of a school division that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school division.

### **Eligibility to Vote**

In Section 47(1) of the LAEA, it says a person is eligible to vote in an election held pursuant to the Act if the person

- a. is at least 18 years old;
- b. is a Canadian citizen; and
- c. resides in Alberta and the person's place of

residence is located in the local jurisdiction on election day.

An elector is eligible to vote only at the voting station for the voting subdivision in which he or she resides on election day.

### **Ineligibility for Nomination**

The following are excerpts from Sections 22-24 of the LAEA. For more detailed information refer to the complete Act.

You're not eligible to be nominated as a candidate for trustee if, on nomination day, you:

- are the auditor of the local jurisdiction for which the election is to be held;
- are you are employed by
  - a. a school division,
  - b. a charter school, or
  - c. a private school

in Alberta unless you take a leave of absence under Section 22; unable to meet residency requirements in accordance with Section 21;

- have, within the previous 10 years, been convicted of an offence under the LAEA, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*;
- are unable to meet residency requirements in accordance with Section 21;
- are in violation of the conditions of office as outlined in Section 23; or
- are disqualified for re-election in accordance with Section 24.

### **Conditions of Ineligibility**

Sections 22(3) and 22(4) of the LAEA outline the conditions under which ineligibility doesn't apply, including those specific to election of school board trustees.

### **Rules of Residence**

According to Section 48(1) of the LAEA, the place of residence is governed by the following rules:

- a. a person may be a resident of only one place at a time for the purposes of voting under the Act;
  - i. if a person has more than one residence in Alberta, that person shall, in accordance



with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of the Act;

- b. the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
- c. a person doesn't lose the person's residence by leaving the person's home for a temporary purpose;
- d. subject to clause (e), a student who
  - i. attends an educational institution within or outside Alberta,
  - ii. (temporarily rents accommodation for the purpose of attending an educational institution, and
  - iii. has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members; and
- e. if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

In Section 48 (1.1), it says for the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

- a. the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- b. the address to which the person's income tax correspondence is addressed and delivered; and
- c. the address to which the person's mail is addressed and delivered.

(2) A person who is a resident of a public school division or of a separate school division under the Education Act is deemed to be a resident of that public school division or that separate school division, as the case may be, under this Act.

Section 74(4) of the *Education Act* further clarifies

residency as it relates to elections as follows:

(3) Notwithstanding the *Local Authorities Election Act*, a resident of a separate school division is eligible

- a. to vote for, and
- b. to be nominated as a candidate for election as, a trustee of the board of either the public school division or the separate school division in which the person's residence is located, but not both.

*NOTE:* Candidates are responsible to ensure they're not in violation of the conditions of eligibility.

### **Withdrawal of Nomination**

A candidate may withdraw his or her nomination at any time during the nomination period. Following the close of nominations at 12 p.m. (noon) on Monday, Sept. 20, 2021, if more than the required number of candidates for public school trustee are nominated and you wish to withdraw your nomination, you must do so before 12 p.m. (noon) on Tuesday, Sept. 21, 2021.

To withdraw, you must deliver a notice of withdrawal in writing and in person to the returning officer, Karen Baranec, at the EIPS Central Services Building, located at 683 Wye Rd. in Sherwood Park. All withdrawal requests are processed in the order they are received.

A notice of withdrawal received by fax or email will NOT be accepted.

During the 24-hour withdrawal timeframe following the close of nominations on nomination day, if, after one or more candidates have withdrawn, the number of remaining candidates doesn't exceed the number of vacancies to be filled, the returning officer shall refuse to accept additional withdrawals.

After the 24-hour deadline has passed, all eligible candidates' names will appear on the ballot for the election.

### **If Nominations Received Equal the Positions Available**

If, at the close of nominations, the number of nominations received equals the number of persons required to be elected for public school trustee for that particular ward/electoral subdivision, the returning officer shall declare the person(s) nominated to be elected (by acclamation).





### **If Insufficient Nominations Are Received**

If sufficient nominations to fill the number of persons required for the office of public school trustee are not received by the close of nominations on nomination day, the returning officer will continue to receive nominations on the next day between the hours of 10 a.m. and 12 p.m. at the same location. The process will continue from day to day until the required number of nominations is received or a period of six days has elapsed—including nomination day, but not including Saturday, Sunday and holidays.

### **Notice of Election**

If more than the required number of persons for any office remains nominated 24 hours after the close of nominations, the returning officer shall declare an election be held for filling that office.

### **Education Act**

#### **CONFLICT OF INTEREST**

- The rules governing trustee conflicts of interest are outlined in Part 4, Division 5 of the *Education Act*. Only the pecuniary interests of a trustee's spouse or adult interdependent partner are deemed to be the pecuniary interest of the trustee.

- Once elected, trustees must file a statement with the secretary of the Board showing:
  - The names and employment information of the trustee and the trustee's spouse or adult interdependent partner;
  - the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest; and
  - the names of the corporations, partnerships, firms, governments, or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

## **Campaign Literature**

### **Prohibition**

In Section 148 of the LAEA, it says no person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates. There are severe penalties under the Act for contravening this section.

#### **CAMPAIGN LITERATURE DISTRIBUTION (LAEA; SECTION 152)**

At an advance vote or on election day, one cannot: display or distribute within a building used for a voting station or within the boundaries of the land on which a building used for a voting station is located an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other papers (except those posted by the deputy in accordance with the Act).

#### **CAMPAIGN LITERATURE AND WEBSITES**

The EIPS logo and election logo are not available for use by candidates for campaign materials, websites or for any other purposes.

Photographs and visuals, including website images, owned by EIPS are also not available for use on campaign material. Candidates are encouraged to use original photographs and images to which they own the rights.



#### ELECTION SIGNS AND CAMPAIGN LITERATURE

Before distributing election signs and campaign literature, make sure to first consult the municipality. Each have specific regulations regarding signs and required permits.

Additionally, Section 153 of the LAEA states:

A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offence and liable:

- a. if the person is an officer, to a fine of not more than \$1,000 and
- b. in any other case, to a fine of not more than \$200.

#### USE OF SCHOOLS AND SCHOOL RESOURCES IN CAMPAIGNING PROHIBITED

Campaigning in EIPS schools and buildings is strictly prohibited.

- students and student work will not be used for political purposes;
- posting or distribution of campaign materials associated with elections on lands, vehicles and within buildings is prohibited;
- employee electioneering is prohibited;

- any public statements or opinions by individuals shall be stated as that of the individual, not as an employee of the Division;
- use of the Division's system email, fax, website or courier is prohibited; and
- soliciting employees for political purposes during the school or workday is prohibited.

Contact the EIPS returning officer for clarification and the complete details regarding EIPS election protocols.

#### Voters List

EIPS doesn't maintain, nor does it compile, a voters list. Some of the Division's partnering municipalities may prepare such a list. If available, EIPS will obtain copies the returning officer can provide to candidates, upon request, as of the day after nominations can be withdrawn.

#### Other Information for Candidates

It may become necessary for EIPS to provide supplemental information to candidates leading up to nomination day. All new information is posted on the EIPS election website at [eips.ca](http://eips.ca). Prospective candidates are encouraged to visit the page frequently for the latest updates.

## Election Results

### Election Night Posting

EIPS expects to begin posting unofficial trustee election results online, at [eips.ca](http://eips.ca), by 8:30 p.m. on Oct. 18, 2021.

### Election Results

The complete unofficial election results should be posted online, at [eips.ca](http://eips.ca), by 10 a.m. the day following the election.

Official election results will be posted at EIPS' Central Services Building and online, at [eips.ca](http://eips.ca), at 12 p.m. (noon) on Friday, Oct. 22, 2021.

### Recount by Returning Officer

Section 98 of the LAEA has the specific requirements for the recount process by a returning officer.

#### CONDITIONS WHERE A RECOUNT MAY BE CONDUCTED BY THE RETURNING OFFICER

The returning officer may choose to conduct a recount if:

- a candidate, candidate's official agent or scrutineer shows grounds the returning officer considers reasonable for alleging the count of votes at any voting station is inaccurate,
- the returning officer considers the number of valid ballots objected to, or rejected ballots other than those on which no vote has been cast by an elector, was sufficient to affect the election result had they, respectively, not been counted or rejected, or
- the returning officer is of the opinion there may have been an administrative error that may have caused an error in the vote count.

#### DEADLINE TO APPLY FOR A RECOUNT

An application must be made by a candidate or their official agent within 44 hours of polls closing—by 4 p.m. on Oct. 20, 2021—to the municipality hosting the election.

#### NOTIFICATION OF A RECOUNT

If a recount is conducted, the returning officer will notify any candidates who may be affected at least 12 hours before the recount is made.

#### PROCEDURE TO BE FOLLOWED

If a recount is authorized by the LAEA, or the returning officer chooses to make a recount, the ballots will be counted in the same manner the presiding deputy returning officer at the voting stations was directed to do.

### Judicial Recount

Sections 103-115 of the LAEA have the specific requirements for the judicial recount process. Refer to these sections of the LAEA for more details.

## Joint Elections

The election for EIPS trustees in the respective wards and electoral subdivisions is being conducted jointly with the municipal elected authorities in the particular wards. Therefore, voters will only need to go to one location to cast a ballot for municipal and school purposes.

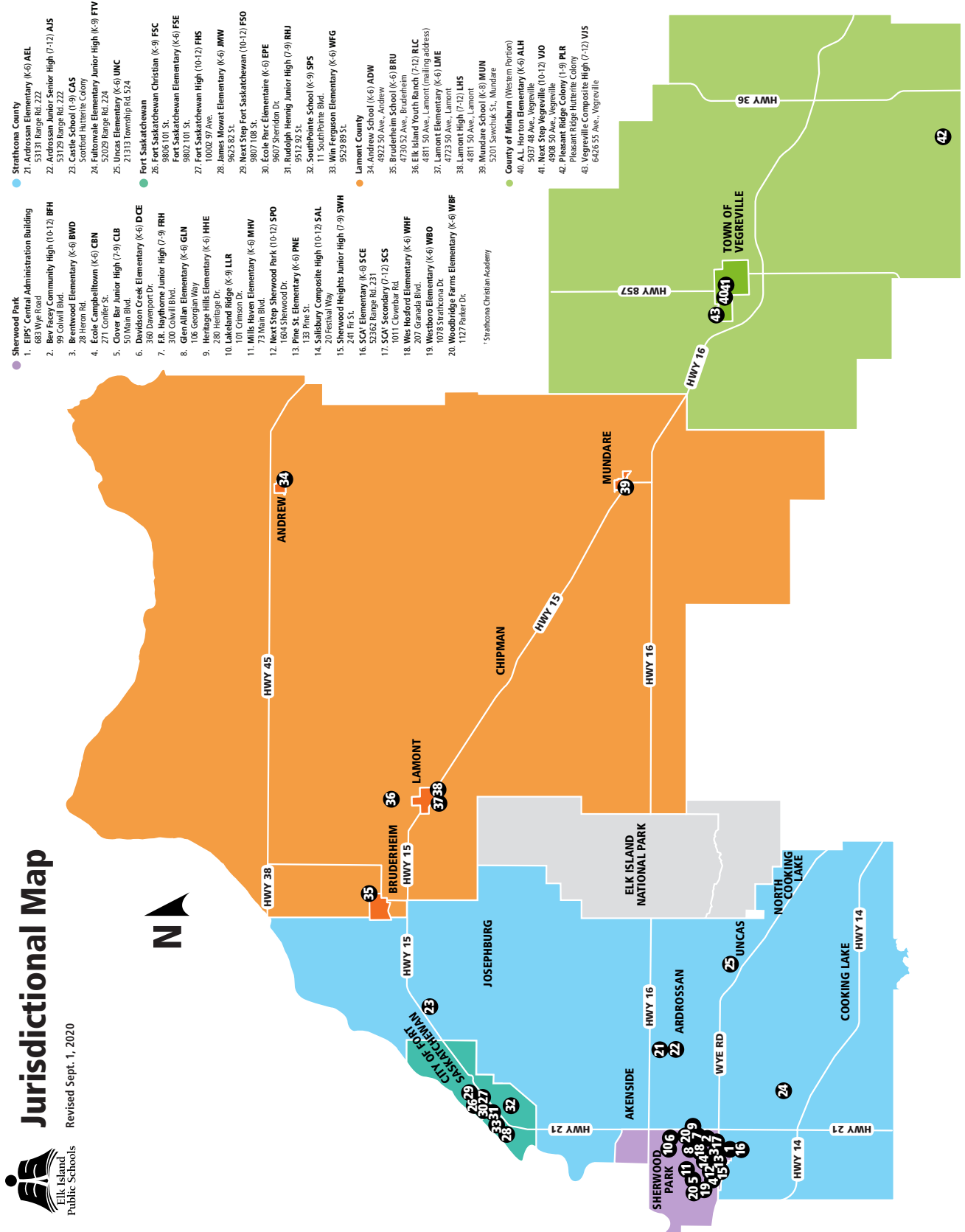
Strathcona County is conducting the election for public school trustee in the Strathcona County Ward—electoral subdivisions 2, 3, 4—jointly with the municipal election. Similarly, the City of Fort Saskatchewan is conducting the election for public school trustee in Electoral Subdivision No. 1—Fort Saskatchewan. The municipal authorities in the respective wards of Lamont County and the County of Minburn are conducting the election in conjunction with their municipal election.

General election information regarding signage, voting stations, dates for advance votes and voting times is available from the municipal authorities conducting the election for the respective wards. Contact information for the respective municipal authorities is available on page 58, Appendix I: Resources.



# Appendices





- **Sherwood Park**
  1. EPS Central Administration Building
  2. Box Frexy Community High (10-12) **BFH**
  3. Brentwood Elementary (K-6) **BWD**
  4. Ecole Campbelltown (K-6) **CBN**
  5. Clover Bar Junior High (7-9) **CLB**
  6. Davidson Creek Elementary (K-6) **DCE**
  7. ER Haythorne Junior High (7-9) **RH**
  8. Glen Alan Elementary (K-6) **GLN**
  9. Heritage Hills Elementary (K-6) **HHE**
  10. Lakeland Ridge (K-9) **LLR**
  11. Milk Haven Elementary (K-6) **MHV**
  12. Next Step Sherwood Park (10-12) **SPO**
  13. Pine St. Elementary (K-6) **PNE**
  14. Salisbury Composite High (10-12) **SAL**
  15. Sherwood Heights Junior High (7-9) **SWH**
  16. SCA Elementary (K-6) **SCE**
  17. SCA Secondary (7-12) **SCS**
  18. Westford Elementary (K-6) **WFH**
  19. Westwood Elementary (K-6) **WBO**
  20. Woodbridge Farms Elementary (K-6) **WBF**

- **Fort Saskatchewan**
  21. Ardrossan Elementary (K-6) **AEL**
  22. Ardrossan Junior Senior High (7-12) **AJS**
  23. Castle School (1-9) **CAS**
  24. Fultonvale Elementary Junior High (K-9) **FTV**
  25. Uncas Elementary (K-6) **UNC**

- **Lamont County**
  26. Fort Saskatchewan Christian (K-9) **FSC**
  27. Fort Saskatchewan Elementary (K-6) **FSE**
  28. James Mowat Elementary (K-6) **JMW**
  29. Next Step Fort Saskatchewan (10-12) **FNS**
  30. Park Elementary (K-6) **EPE**
  31. Reddish Herring Junior High (7-9) **RHH**
  32. SouthPointe School (K-9) **SPS**
  33. Win Ferguson Elementary (K-6) **WFG**

- **Lamont County**
  34. Andrew School (K-6) **ADW**
  35. Bruderheim School (K-6) **BRU**
  36. Elk Island Youth Ranch (7-12) **ELC**
  37. Lamont Elementary (K-6) **LME**
  38. Lamont High (7-12) **LHS**
  39. Mundare School (K-8) **MUN**

- **County of Minburn (Western Portion)**
  40. A.L. Horton Elementary (K-6) **ALH**
  41. Next Step Vegreville (10-12) **VNO**
  42. Pleasant Ridge Colony (1-9) **PLR**
  43. Vegreville Composite High (7-12) **VCS**

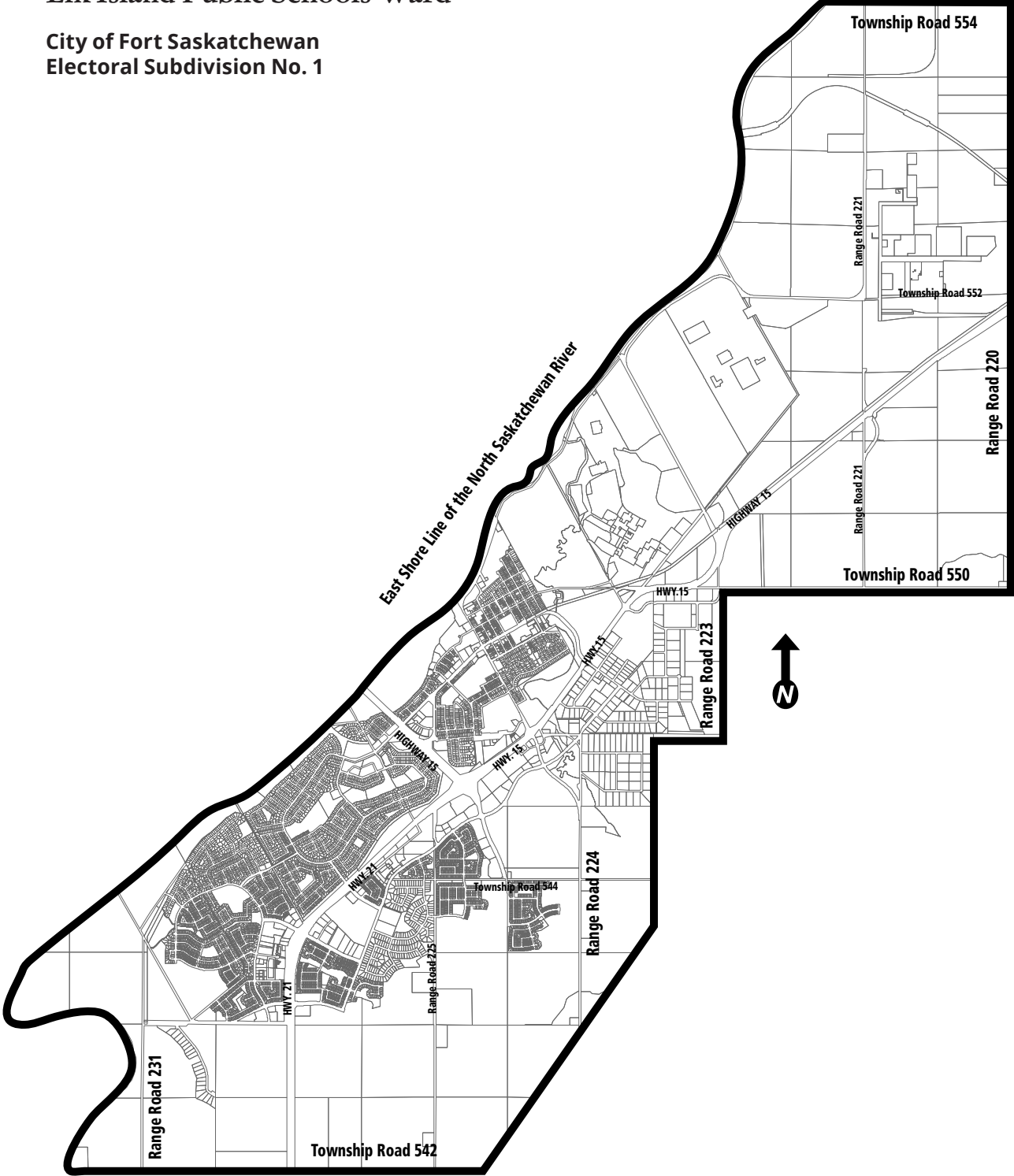
**Jurisdictional Map**  
 Revised Sept. 1, 2020

Download a PDF version of the map at [eps.ca/schools/boundaries](https://eps.ca/schools/boundaries)



### Elk Island Public Schools Ward

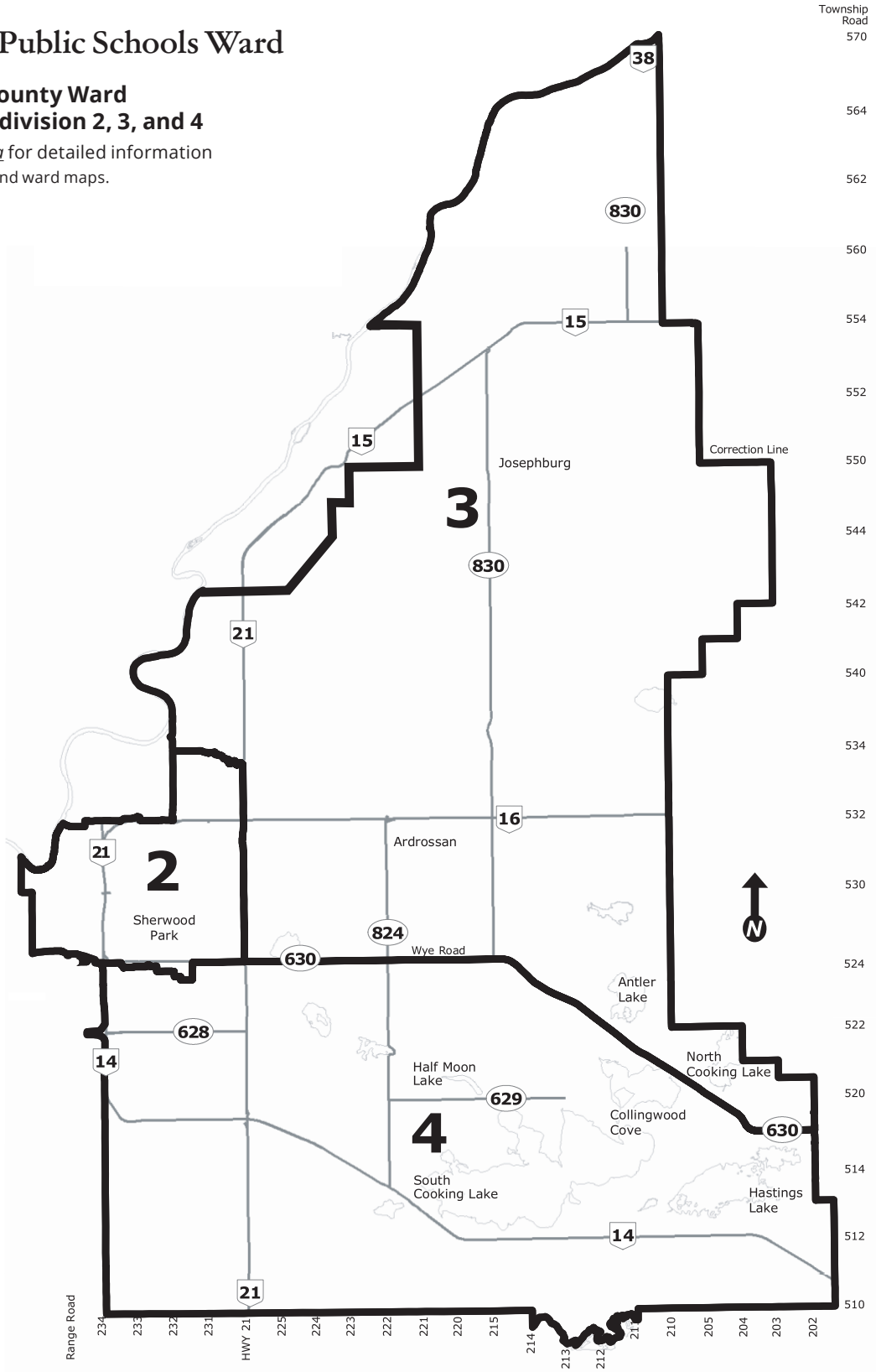
City of Fort Saskatchewan  
Electoral Subdivision No. 1



### Elk Island Public Schools Ward

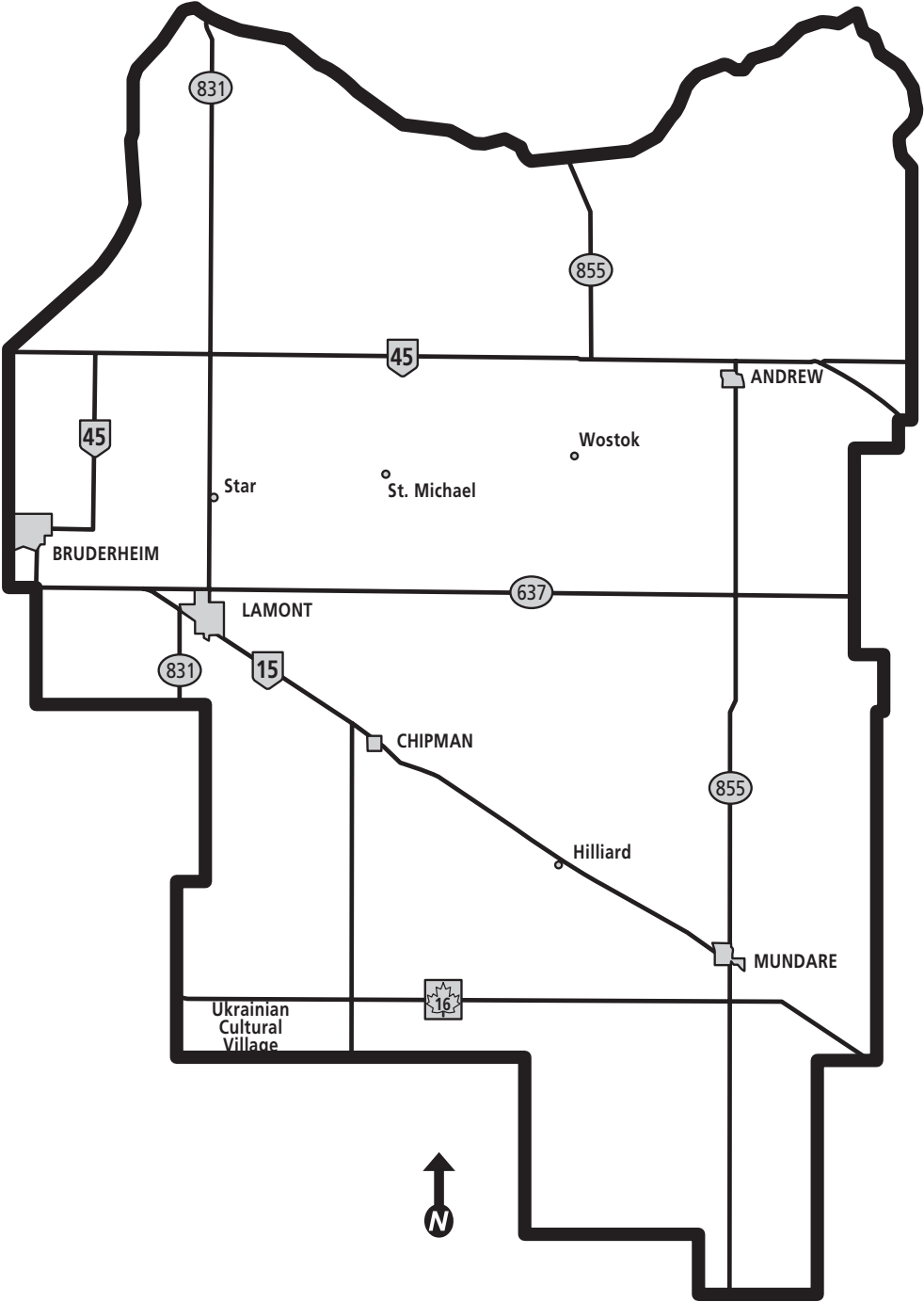
#### Strathcona County Ward Electoral Subdivision 2, 3, and 4

Visit [strathcona.ca](http://strathcona.ca) for detailed information on voting stations and ward maps.



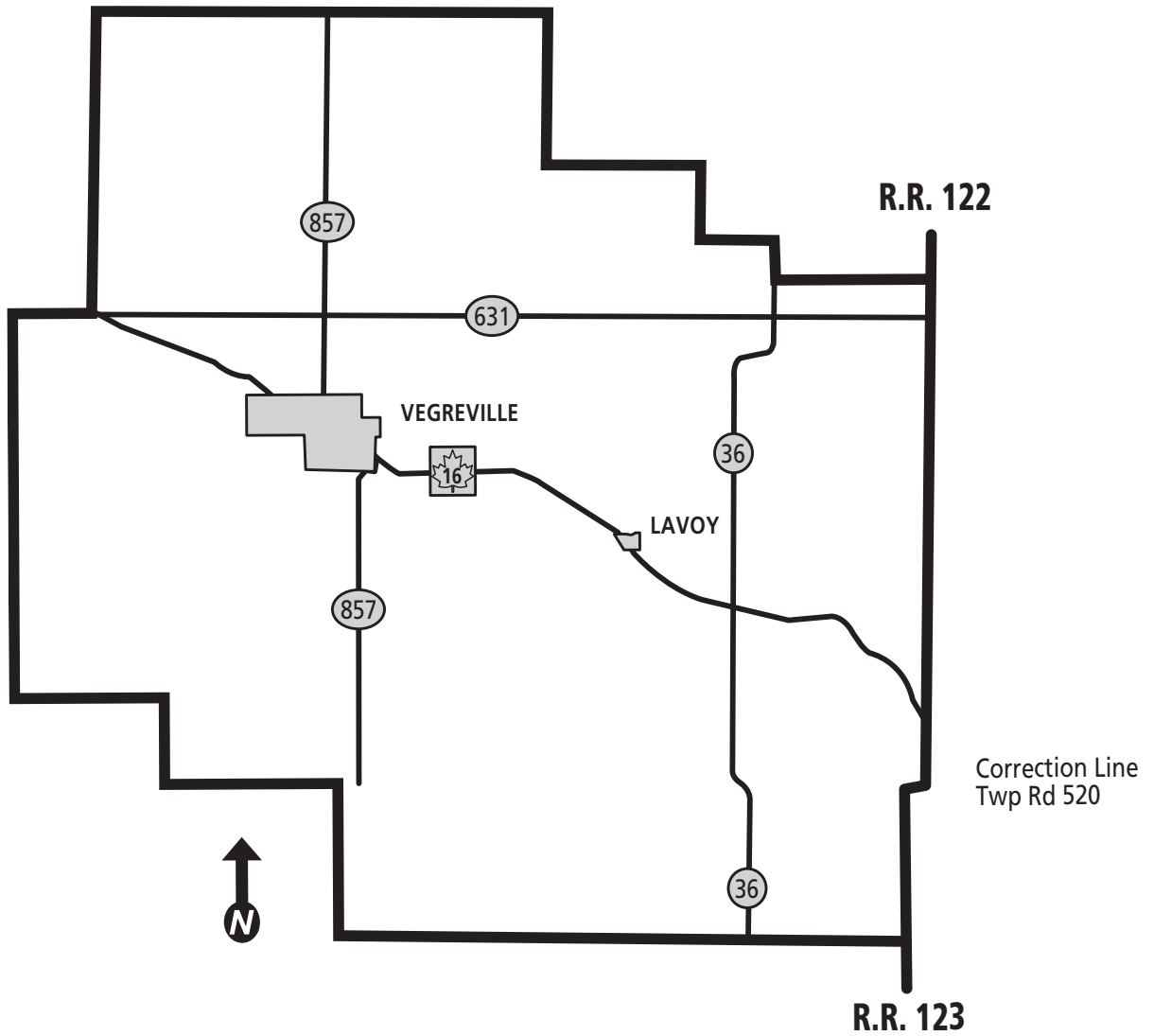
### Elk Island Public Schools Ward

Lamont County No. 30 Ward



Elk Island Public Schools Ward

County of Minburn (western portion) No. 27 Ward



# 2020-24 Four-Year Education Plan

## Priority 1: Promote growth and success for all students

**GOAL 1: EXCELLENT START TO LEARNING**

Outcome: More children reach developmental milestones by Grade 1.

**GOAL 2: SUCCESS FOR EVERY STUDENT**

Outcome: More students are engaged in school and achieve student-learning outcomes.

Outcome: More students achieve a minimum of one year's growth in literacy and numeracy.

Outcome: Self-identified First Nations, Métis and Inuit students and English Second Language students are demonstrating growth in achievement.

Outcome: More students are supported and prepared for life beyond high school.

## Priority 2: Enhance high-quality learning and working environments

**GOAL 1: POSITIVE LEARNING AND WORKING ENVIRONMENTS**

Outcome: The Division's learning and working environments are welcoming, inclusive, respectful and safe.

**GOAL 2: QUALITY INFRASTRUCTURE FOR ALL**

Outcome: Student learning is supported through the use of effective planning, management and investment in Division infrastructure.

**Goal 3: A CULTURE OF EXCELLENCE AND ACCOUNTABILITY**

Outcome: The Division uses evidence-based practices to support and enhance the quality of teaching, learning and leading.

## Priority 3: Enhance public education through effective engagement

**GOAL 1: PARENT ENGAGEMENT**

Outcome: Student learning is supported and enhanced by providing meaningful opportunities for parents to be involved in their child's education.

**GOAL 2: ENGAGED AND EFFECTIVE GOVERNANCE**

Outcome: The Division is committed to engagement and advocacy to enhance public education.



## Policy 2

# Role of the Board

As the corporate body elected by the electors that support Elk Island Public Schools, the Board of Trustees shall provide overall direction and leadership to the Division and is accountable for the provision of appropriate educational services and programs to resident students within the Division, in keeping with the requirements of government legislation and the values of the electorate.

### Specific areas of responsibility

1. Accountability to provincial government
  - 1.1. Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - 1.2. Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to community
  - 2.1. Make informed decisions that consider community values and represent the interests of the interests of the Division as a whole.
  - 2.2. Establish processes and provide opportunity for focused community input.
  - 2.3. Report Division outcomes to the community at least annually.
  - 2.4. Develop appeal procedures and hold hearings as required by statute and/or Board policy.
  - 2.5. Model a culture of respect and integrity.
3. Four-year Education Plan
  - 3.1. Provide overall direction for the Division by establishing mission and values.
  - 3.2. Annually approve the process and timelines for the Four-Year Education Plan.
  - 3.3. Identify Board priorities and goals at the outset of the annual Four-Year Education Planning process.
  - 3.4. Annually approve the Four-Year Education Plan, including strategic priorities and key results, for submission to Alberta Education.
  - 3.5. Monitor the achievement of outcomes.
  - 3.6. Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
  - 3.7. Approve the Annual Education Results Report for distribution to the public.
4. Policy
  - 4.1. Develop, approve, and monitor the implementation of policies to guide the Division.
  - 4.2. Provide direction in those areas over which the Board wishes to retain authority.
5. Superintendent/Board relations
  - 5.1. Select the Superintendent.
  - 5.2. Provide the Superintendent with clear corporate direction.
  - 5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

- 5.4. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's action, which are exercised within the delegated discretionary powers of the position.
- 5.5. Annually evaluate the Superintendent.
- 5.6. Annually review compensation of the Superintendent.
6. Advocacy
  - 6.1. Identify issues for advocacy on an ongoing basis.
  - 6.2. Plan for advocacy including focus, key messages, relationships and mechanisms.
  - 6.3. Act as an advocate for public education and the Division.
7. Board development
  - 7.1. Develop a plan for Board/trustee development.
  - 7.2. Develop an annual work plan with timelines.
  - 7.3. Annually evaluate Board effectiveness.
8. Fiscal accountability
  - 8.1. Approve budget assumptions and establish priorities at the outset of the budget process.
  - 8.2. Approve annual budget and allocation of resources.
  - 8.3. Approve substantive budget adjustments when necessary.
  - 8.4. Monitor the fiscal management of the Division through receipt of quarterly variance analyses and semi-annual year-end projections.
  - 8.5. Receive the audit report and ensure the terms of engagement are met.
  - 8.6. Approve annually the Three-Year Capital Plan for submission to Alberta Education.
  - 8.7. Set the parameters for negotiations after soliciting advice from the Superintendent and others.
  - 8.8. Approve conditions of employment for employees/groups.
  - 8.9. At its discretion, ratify Memoranda of Agreement with bargaining units.
  - 8.10. Approve transfer of funds to reserves.
  - 8.11. Approve school fee schedules, student transportation fees, school facility rental rates, Alberta non-resident and international student tuitions, and specialized student services fees charged to other school jurisdictions.
  - 8.12. Approve the Borrowing Resolution.
  - 8.13. Approve the Investment Policy Statement.

### **Selected responsibilities**

1. The Board shall
  - 1.1. Acquire and dispose of land and buildings.
  - 1.2. Approve the Signing Authority Matrix.
  - 1.3. Approve Client Service Centre establishment and termination.
  - 1.4. Approve school attendance areas.

- 1.5. Name schools and other Division-owned facilities.
- 1.6. Approve the Division school-year calendar.
- 1.7. Provide for Division recognition of students, staff and community.
- 1.8. Decide whether the junior high honours program will be terminated.
- 1.9. Make a recommendation to the Minister for the dissolution of a school council.
- 1.10. Approve contracts and agreements as follows:
  - 1.10.1. Consulting contracts with purchase orders in excess of \$350,000 (dual signing authority with the Secretary-Treasurer);
  - 1.10.2. Personal services contracts in excess of \$200,000 (dual signing authority with the Associate Superintendent, Human Resources);
  - 1.10.3. The Superintendent's contract; and
  - 1.10.4. Non-compliant transactions over \$2,500,000 (dual signing authority with the Secretary-Treasurer).
- 1.11. Encourage the formation of a Committee of School Councils (COSC).
  - 1.11.1. If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils (SCs), the Board, the Superintendent and the community.
  - 1.11.2. Parents with concerns are encouraged to present their concerns directly to the teacher/ Principal. School personnel or individual student concerns shall not be discussed at COSC meetings.
  - 1.11.3. Further terms of reference and operating procedures shall be as determined by COSC.

**REFERENCE:**

Sections 33, 51, 52, 53, 54, 60, 67, 139, 222 *Education Act*

Last updated: May 26, 2021

## Policy 3

# Role of the Trustee

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each Trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A Trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

### Specific Responsibilities of Individual Trustees

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Promote positive community engagement.
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. The Trustee, upon receiving a complaint or an inquiry from a parent or community member about operations, shall refer the parent or community member back to the school or department and shall inform the Superintendent of this action.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
7. Attend Board meetings prepared to participate in, and contribute to, the decisions of the Board in order to provide the best possible outcomes for education within the Division.
8. Attend business meetings, caucus meetings and other public duties of the Board.
9. Respectfully bring forward and advocate for local issues.
10. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.
12. Participate in Board/Trustee development sessions so the quality of leadership and service in the Division can be enhanced.
13. Stay current with respect to provincial, national, and international educational issues and trends.

14. Share the materials and ideas gained with fellow trustees at a Board Caucus meeting, in written format, following a trustee professional development activity.
15. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
16. Attend school council meetings as assigned.
17. Attend, when possible, Division or school community functions.
18. Participate, when possible, in community initiatives/activities.
19. Attend, when possible, functions of provincial associations of which the Board is a member.
20. Become familiar with, and adhere to, the Trustee Code of Conduct.
21. Report any violation of the Trustee Code of Conduct to the Board Chair.

### **Orientation**

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

The Board Chair, Superintendent and Secretary-Treasurer are responsible for ensuring the development and implementation of the Division's orientation program for trustees.

1. The Division shall provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars.
2. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures, and issues.

### **REFERENCE:**

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*

## Policy 4

# Trustee Code of Conduct

The Board commits itself and its members to conduct that meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

### Specifically

1. Each trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
2. Trustees shall discharge their duties faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
3. Trustees shall devote time, thought and attention to the duties of a trustee so that they may render effective and knowledgeable service.
4. All trustees of the Board shall accept that authority rests with the Board, and that a trustee has no individual authority other than that delegated by the Board.
5. Trustees shall respect and preserve information of a sensitive or confidential nature that is not otherwise available to the public.
6. No trustee shall engage in conduct during meetings of the Board or committees of the Board, or at any other times that would discredit or compromise the integrity of the Board.
7. Trustees shall not use their influence to obtain employment or financial gain within the Division for family members or friends.
8. While elected from specific wards, trustees must represent the best interests of the entire Division.
9. Fiduciary responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs, or acting as an individual consumer of the Division's services.
10. When expressing individual views, trustees shall respect the differing points of view of other trustees, staff, students and the public.
11. A trustee shall not advance allegations of misconduct and/or a breach of the Trustee Code of Conduct that are vexatious against another trustee.

Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Board Policy 4: Appendix - Trustee Code of Conduct Sanctions.

### REFERENCE

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90 *Education Act*

## Policy 7

# Board Operations

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations are to preserve and enhance the public trust in education and in the affairs of the Board's operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

### 1. Wards

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1.1. Each of the following is established as a ward of the Regional Division:

1.1.1. County of Minburn No. 27 (western portion)

1.1.2. Lamont County

1.1.3. Strathcona County, further divided into the following electoral subdivisions:

1.1.3.1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;

1.1.3.2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

1.1.3.3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;

1.1.3.4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.

1.2. The number of trustees to be elected in each ward is as follows:

1.2.1. One trustee from the County of Minburn No. 27 (western portion) ward



- 1.2.2. One trustee from the Lamont County ward
- 1.2.3. Seven trustees from the Strathcona County ward, elected as follows:
  - 1.2.3.1. Two trustees from electoral subdivision 1
  - 1.2.3.2. Three trustees from electoral subdivision 2
  - 1.2.3.3. One trustee from electoral subdivision 3
  - 1.2.3.4. One trustee from electoral subdivision 4

- 1.3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
- 1.4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.

## 2. Swearing-In Ceremony

- 2.1. A formal swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.

## 3. Organizational Meeting

- 3.1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
- 3.2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
- 3.3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
- 3.4. The organizational meeting shall, in addition:
  - 3.4.1. Elect a Vice-Chair;
  - 3.4.2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
  - 3.4.3. Review standing committees of the Board as deemed appropriate;
  - 3.4.4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  - 3.4.5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  - 3.4.6. Address other organizational items as required.
- 3.5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
  - 3.5.1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
  - 3.5.2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

#### 4. Regular Meetings

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

- 4.1. All meetings shall ordinarily be held in the Division office in Sherwood Park.
- 4.2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
- 4.3. All trustees who are absent from three consecutive regular meetings shall:
  - 4.3.1. Obtain authorization by resolution of the Board to do so; or
  - 4.3.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.  
Failure to attend may result in disqualification.
- 4.4. Attendance of all trustees at board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a board meeting or committee meeting by using electronic means or other communication facilities in accordance with section 5, Board Procedures Regulation of the *Education Act*.
  - 4.4.1. A trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
  - 4.4.2. A trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
  - 4.4.3. A trustee shall be able to participate electronically a maximum of three times per year.
  - 4.4.4. Costs incurred for long distance telephone service shall be charged to the office of the trustee(s) participating electronically.
  - 4.4.5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
  - 4.4.6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  - 4.4.7. The Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  - 4.4.8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  - 4.4.9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
- 4.5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.

- 4.6. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

## 5. Special Meetings

- 5.1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 5.2. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 5.3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by electronic mail or in person at least two days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.
- 5.4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 5.5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 5.6. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

## 6. In-Camera Sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

- 6.1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
- 6.2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
  - 6.2.1. Personnel
    - 6.2.1.1. Individual students;
    - 6.2.1.2. Individual employees;
  - 6.2.2. Matters relating to negotiations;
  - 6.2.3. Acquisition/disposal of real property;
  - 6.2.4. Litigation brought by or against the Board;
  - 6.2.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 6.3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 6.4. The Board shall, during the in-camera session, adopt only such resolution as is required to reconvene the Board in an open, public meeting.

## 7. Agenda for Regular Meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

- 7.1. The agenda shall be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
    - 7.1.1. Report for Recommendation
    - 7.1.2. Report for Information or
    - 7.1.3. Report for Feedback.
  - 7.2. Items may be placed on the agenda in one of the following ways:
    - 7.2.1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
    - 7.2.2. By notice of motion at the previous meeting of the Board.
    - 7.2.3. As a request from a committee of the Board.
    - 7.2.4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
  - 7.3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.
  - 7.4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
  - 7.5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
  - 7.6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.
- 8. Minutes for Regular or Special Meetings**
- The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 8.1. The minutes shall record:
    - 8.1.1. Date, time, and place of meeting;
    - 8.1.2. Type of meeting;
    - 8.1.3. Name of presiding officer;
    - 8.1.4. Names of those trustees and senior administration in attendance;
    - 8.1.5. Approval of preceding minutes;
    - 8.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
    - 8.1.7. Names of persons making the motions;
    - 8.1.8. Points of order and appeals;
    - 8.1.9. Appointments;
    - 8.1.10. Receipt of reports of committees;

- 8.1.11. Recording of the vote on all motions;
- 8.1.12. Trustee declaration of vote pursuant to the *Education Act*; and
- 8.1.13. The hour of adjournment.

8.2. The minutes shall:

- 8.2.1. Be prepared as directed by the Superintendent;
- 8.2.2. Be reviewed by the Superintendent prior to submission to the Board;
- 8.2.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 8.2.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

8.3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.

8.4. The Superintendent or designate shall establish and maintain a file of all Board minutes.

8.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

8.6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

### 9.1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 9.2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 9.3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair shall normally speak just prior to the last speaker who shall be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a

motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair. Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

#### 9.4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 9.5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board shall decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

#### 9.6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 10. Comments, Presentations, and Delegations at Board Meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

#### 10.1. General Comments on an Educational Issue at a Board Meeting

10.1.1. A member of the public or a staff group representative may address the Board on any educational issue.

10.1.2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.

10.1.3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.

10.1.4. Speakers shall address their comments to the Board Chair.

#### 10.2. Comments on Specific Board Agenda Items

10.2.1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.

10.2.2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.

10.2.3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority

vote of the Board.

10.2.4. Speakers shall address their comments to the Board Chair.

### 10.3. Formal Delegations and Presentations to Board

10.3.1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.

10.3.2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the Administration.

10.3.3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

10.3.4. The Board reserves the right to determine whether the delegation shall be heard, and if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.

10.3.5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.

10.3.6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.

10.3.7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

## 11. Audio Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

## 12. Trustee Compensation and Expenses

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the governance budget must be set, monitored, and publicly reported as part of the budgeting process.

12.1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.



- 12.2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
- 12.3. Remuneration shall be paid annually, in 12 equal monthly payments.
- 12.4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.
- 12.5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
- 12.6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
- 12.7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
- 12.8. Travel allowance is separated into three categories:
  - 12.8.1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
    - 12.8.1.1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
    - 12.8.1.2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
  - 12.8.2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
  - 12.8.3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
- 12.9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
- 12.10. Discretionary funds can be allocated to four main categories of trustee expenses:
  - 12.10.1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
  - 12.10.2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.

- 12.10.3. Equipment – Expenses incurred to provide equipment to perform the trustee’s role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops shall be allocated out of general funds.
- 12.10.4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review.
- 12.11. It is the trustee’s responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
- 12.12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis and placement of funds shall be determined at a public meeting of the Board.
- 12.13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
- 12.13.1. Trustees participate in employee benefits plans at their own expense.
- 12.13.2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
- 12.13.3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
- 12.13.4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and shall be covered until the end of the four year period.
- 12.13.5. Participating trustees make application for benefits through the human resources department. The premium costs shall be deducted from their monthly remuneration.
- 12.13.6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
- 12.13.7. Claims for reimbursement shall be submitted directly to the insurance carrier.
- 12.13.8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
- 12.14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
- 12.15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### 13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board. The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in

the requirement to declare conflict of interest.

13.1. The trustee is expected to be conversant with sections 85-96 of the *Education Act*.

13.2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.

13.2.1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

13.2.2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

13.3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that his/her declaration and absence is properly recorded within the minutes.

13.4. The recording secretary shall record in the minutes:

13.4.1. The trustee's declaration;

13.4.2. The trustee's abstention from the debate and the vote; and

13.4.3. That the trustee left the room in which the meeting was held.

#### 14. **Board Self-Evaluation**

On an annual basis, the Board shall complete a self-evaluation.

#### REFERENCE

Sections 53, 54, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last updated: Jan. 21, 2021

# Excerpts:

## *Local Authorities Election Act*

### Qualification of candidates

21(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person

- (a) is eligible to vote in that election,
  - (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
  - (c) is not otherwise ineligible or disqualified.
- (2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.
- (3) Notwithstanding subsection (1), a candidate for trustee of a board of a school division that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school division.
- (4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this section, to have been a resident, during that time, of the local jurisdiction to which the land was added.

RSA 2000 cL-21 s21;2012 cE-0.3 s276;2018 c23 s10

### Ineligibility

22(1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day

- (a) the person is the auditor of the local jurisdiction for which the election is to be held;
- (b) subject to subsection (4), the person is an

employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this section;

(c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount

- (i) any indebtedness for current taxes, and
- (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;

(d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;

(d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).

(e),(f) repealed 2006 c22 s13.

(1.1) A person is not eligible to be nominated as a candidate for election as a trustee of a board of a school division if on nomination day the person is employed by

- (a) a school division,
- (b) a charter school, or
- (c) a private school,

in Alberta unless the person takes a leave of absence under this section.

(1.2) A person is not eligible to be nominated as a candidate for election as a councillor or a school board trustee if

- (a) a report was transmitted under section 147.8(1) in respect of the person,
- (b) the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and
- (c) subject to subsection (1)(d.1), nomination day for the election occurs within

(i) the 8-year period following the day on which the secretary transmitted the report to council or the school board, or

(ii) where the disclosure statement required by section 147.4 has been filed with the secretary, the 3-year period following the day of filing,

whichever period expires first.

(1.3) Subsection (1.2) applies

(a) with respect to a candidate for election as a councillor, if a report has been transmitted under section 147.8(1)(a) respecting a campaign period beginning on or after January 1, 2014, and

(b) with respect to a candidate for election as a school board trustee, if a report has been transmitted under section 147.8(1)(b) respecting a campaign period beginning on or after January 1, 2019.

(2) Repealed 2006 c22 s13.

(3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a board of a school division.

(4) Subsection (1)(b) does not apply to a person by reason only

(a) - (f) repealed 2018 c23 s11;

(g) that the person is appointed to a position under the *Emergency Management Act*;

(h) repealed 2018 c23 s11;

(i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;

(j) - (l) repealed 2018 c23 s11;

(m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

(5) A person who is an employee of a municipality and who wishes to be nominated as a candidate in an election to be held for that municipality may notify that person's employer on or after July 1 in

the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(5.1) A person employed by an entity referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a board of a school division may notify that person's employer on or after July 1 in the year of an election but before the person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every person who notifies an employer in accordance with subsection (5) or (5.1) is entitled to a leave of absence without pay.

(6.1) Repealed 2012 c5 s107.

(7) An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

(8) If an employee who takes a leave of absence under this section is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.

(9) If an employee who takes a leave of absence under this section is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

(10) If an employee who takes a leave of absence under this section is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.

(11) Subject to subsection (12), an employee who takes a leave of absence under this section and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.



(12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

RSA 2000 cL-21 s22;2001 cC-28.1 s458;2001 c23 s1(11);  
2002 cA-4.5 s52;2002 c23 s1;2006 c22 s13;2007 c12 s12;  
2009 c53 s104;2010 c9 s1;2012 cE-0.3 s276;2012 c5  
s107;2018 c23 s11

### Ineligibility for nomination

23(1) A person is not eligible to be nominated for more than one office of the same elected authority.

(2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority

(a) unless the member's term of office is expiring, or

(b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

1983 cL-27.5 s23

### Re-election

24(1) A person who held office on a board of trustees under the *Education Act* and

(a) who resigned that office to avoid making restitution for money the person received that disqualified the person from holding that office pursuant to this or any other Act and has been ordered by a judge to make restitution, or

(b) who was declared by a judge to be disqualified to hold that office pursuant to this or any other Act,

is not eligible to become a member of that board of trustees until after 2 general elections have occurred after the date on which the person was ordered to make restitution or was declared to be disqualified.

(2) Notwithstanding that a by-election or general election has been held between the time when the disqualification of the member or former member arose and the time when the order or declaration has been made by the judge, subsection (1) applies

and, if the person was re-elected, the person is not eligible to remain a member of the board of trustees.

(3) Notwithstanding subsections (1) and (2), a judge

(a) who has made an order described in subsection (1)(a), or

(b) who has declared a person to be disqualified

may reduce the period of disqualification.

(4) An appeal against the decision of a judge under this section lies to the Court of Appeal.

RSA 2000 cL-21 s24;2012 cE-0.3 s276

### Nomination day

25(1) Nomination day is 4 weeks before election day.

(2) A person may file a nomination to become a candidate

(a) for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day, and

(b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.

RSA 2000 cL-21 s25;2018 c23 s12;2020 c22 s5

### Notice of nomination day

26(1) The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

(2) On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s26;2003 c27 s9

### Form of nomination

27(1) Every nomination of a candidate must

- (a) be in the prescribed form,
- (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating
  - (i) that the person is eligible to be elected to the office,
  - (ii) the name, address and telephone number of the person's official agent, if one has been appointed,
  - (iii) that the person will accept the office if elected,
  - (iv) that the person will read and comply with the municipality's code of conduct if elected, and
  - (v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,

and

- (d) if required by bylaw, be accompanied with a deposit in the required amount.

(1.1) A person who files a nomination shall also submit, in the prescribed form, the following information to the returning officer:

- (a) the full name and contact information of the candidate;
- (b) the address of the place or places where records of the candidate are maintained and of the place to which communications may be addressed;
- (c) the name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
- (d) the names of the signing authorities for each account referred to in clause (c), if applicable.

(1.2) When there is any change in the information required to be provided under subsection (1.1), the

candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly.

(1.3) Notice under subsection (1.2) may be sent by fax or e-mail.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10,000 or a board of trustees under the *Education Act* of a local jurisdiction with a population of at least 10,000 may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) Repealed 2018 c23 s13.

RSA 2000 cL-21 s27;2003 c27 s10;2006 c22 s14;  
2012 cE-0.3 s276;2017 c13 s4;2018 c23 s13;2020 c22 s6

### Nominations

28(1) Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period.

(1.1) An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(1.2) If an elected authority passes a bylaw referred to in subsection (1.1), nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.

(2) The person nominated as a candidate is responsible for ensuring that the nomination filed under this section meets the requirements of section 27.

(3) Any person may file a nomination described in section 27 in accordance with this section.

(4) A returning officer shall not accept the following for filing:

- (a) a nomination that is not completed in the prescribed form;
- (b) a nomination that is not signed by at least the minimum number of persons required to sign the nomination;
- (c) a nomination that is not sworn or affirmed by the person nominated;
- (d) if a bylaw has been passed under section 29(1), a nomination that is not accompanied by the deposit required by the bylaw.

(5) If the returning officer has not rejected a nomination form under subsection (4), the returning officer must sign the form to indicate that the form has been accepted.

(6) At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(7) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the papers relate has expired.

(8) Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.

(9) A statement referred to in subsection (8) may be forwarded by electronic means, including by fax or e-mail.

(10) Within 48 hours of the close of nominations on nomination day, the returning officer shall post or cause to be posted at the local jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

RSA 2000 cL-21 s28;2003 c27 s11;2006 c22 s15;  
2012 c5 s108;2018 c23 s14;2020 c22 s7

### Insufficient nominations

31(1) If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations

(a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and

(b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

(2) Repealed 2018 c23 s15.

(3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.

(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.

RSA 2000 cL-21 s31;2018 c23 s15

### Withdrawal of nomination

32(1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

(2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

(3) If, after one or more candidates have withdrawn in accordance with subsection (2), the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

RSA 2000 cL-21 s32;2020 c22 s8

### Death of candidate

33(1) An elected authority may, by a bylaw passed prior to nomination day, provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,

(a) the election for the position for which the deceased candidate was nominated shall be discontinued, and

(b) the elected authority shall as soon as practicable provide for the holding of a new election for that office.

(2) If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

1983 cL-27.5 s33;1991 c23 s2(14)

### Election by acclamation

34(1) When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they were nominated.

(2) Forthwith after having declared a person elected, the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected and of the offices to which they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.

(2.1) Repealed 2006 c22 s18.

(3) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(4) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the nomination papers relate has expired.

RSA 2000 cL-21 s34;2003 c27 s13;2006 c22 s18

### Eligibility to vote

47(1) A person is eligible to vote in an election held pursuant to this Act if the person

(a) is at least 18 years old,

(b) is a Canadian citizen, and

(c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

(2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

(3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

(4) Repealed 2018 c23 s19.

RSA 2000 cL-21 s47;2003 c27 s15;2006 c22 s23;2018 c23 s19

### Rules of residence

48(1) For the purposes of this Act, the place of residence is governed by the following rules:

(a) a person may be a resident of only one place at a time for the purposes of voting under this Act;

(a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;

(b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;

(c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;

(d) subject to clause

(e), a student who

(i) attends an educational institution within or outside Alberta,

(ii) temporarily rents accommodation for the purpose of attending an educational institution, and

(iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution

is deemed to reside with those family members;

(e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

(1.1) For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

(a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;

(b) the address to which the person's income tax correspondence is addressed and delivered;

(c) the address to which the person's mail is addressed and delivered.

(2) A person who is a resident of a public school division or of a separate school division under the *Education Act* is deemed to be a resident of that public school division or that separate school division, as the case may be, under this Act.

(3) Repealed 2012 cE-0.3 s276.

RSA 2000 cL-21 s48;2003 c27 s16;2010 c9 s1;  
2012 cE-0.3 s276

### Option for official agent

68.1(1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.

(1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact

information of the new official agent.

(2) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

(3) No candidate shall act as an official agent for any other candidate.

(4) The duties of an official agent are those assigned to the official agent by the candidate.

2006 c22 s32;2012 c5 s112;2020 c22 s10

### Candidate's scrutineer

69(1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

(a) signed by a candidate, and

(b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

(2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.

(3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

(3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

(4) A candidate or official agent personally may

(a) undertake the duties that the candidate's scrutineer may undertake, and

(b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

(5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.

(6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers

(a) that are authorized to attend, and

(b) that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

RSA 2000 cL-21 s69;2006 c22 s33;  
2012 c5 s113;2018 c23 s26;2020 c22 s10

### Proof of appointment

71 If a person is appointed as a scrutineer under section 70, the person shall

(a) before being admitted as a scrutineer to the voting station during voting hours, or

(b) before being permitted to attend at the voting station for the counting of votes,

produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

RSA 2000 cL-21 s71;2003 c27 s23;2006 c22 s35

### Offence — candidate's acceptance

151 A candidate for elective office who signs a candidate's acceptance form that contains a false

statement is guilty of an offence and liable to a fine of not more than \$1000.

1983 cL-27.5 s151

## Part 5.1

### ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE

#### Interpretation

147.1(1) In this Part,

(a) "campaign expense" means any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period, and includes an expense incurred for, or a non-monetary contribution in relation to,

(i) the production of advertising or promotional material,

(ii) the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset,

(iii) the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity,

(iv) securing a meeting place,

(v) the conduct of election surveys or other surveys or research during a campaign period, or

(vi) the production of a review engagement required by this Act;

(b) "campaign period" means

(i) in the case of a general election, the period of time from January 1 to December 31 in a year in which a general election is held, and

(ii) in the case of a by-election, the period of time set by bylaw or resolution to 60 days immediately following the by-election;

(c) "contribution" means any money, personal property, real property or service that is



provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate, but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services;

(d) "employee organization" means an organization, other than a trade union, that bargains collectively for employees;

(e) "group" means an unincorporated group of individuals or corporations acting in consort for a common purpose and includes a trade union and an employee organization or any combination of individuals, corporations, trade unions or employee organizations;

(f) "prohibited organization" means a corporation and an unincorporated organization, including a trade union and an employee organization;

(f.1) "review engagement" means a review engagement as defined in the *Chartered Professional Accountants Act*;

(g) "trade union" means an organization of employees that has a written constitution, rules or bylaws and has as one of its objects the regulation of relations between employers and employees.

(2) The value of a contribution, other than money, provided to a candidate is the fair market value of the contribution at the time it is provided.

(3) If any personal property, real property or service or the use of personal property or real property is provided to a candidate for a price that is less than the fair market value at the time it is provided, the amount by which the value exceeds the price is a contribution for the purposes of this Part.

(4) For the purposes of this section, the use of goods in a 2nd or subsequent election is a non-monetary contribution.

(5) In this section, "expense incurred" means an expense that is incurred, whether it is paid or unpaid.

2009 c10 s3;2010 c9 s1;2018 c23 s51;2020 c22 s14

147.11 Repealed 2018 c23 s51.

### Application of Part

147.12 This Part applies to candidates for election as a councillor in a municipality or as a trustee of a school board.

2018 c23 s51

### Responsibility of contributors

147.13(1) A prospective contributor is responsible for ensuring, before making a contribution under this Act, that the contributor is not prohibited from making a contribution and is not making a contribution that is in excess of the limit prescribed by section 147.2(3).

(2) Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions of this Part relating to contributions.

2018 c23 s51

### Limitations on contributions

147.2(1) Only an individual ordinarily resident in Alberta may make a contribution to a candidate.

(2) No prohibited organization and no individual ordinarily resident outside Alberta shall make a contribution to a candidate.

(3) Subject to subsection (4), no individual ordinarily resident in Alberta shall contribute in any campaign period an amount that exceeds

(a) \$5000 to any candidate for election as a councillor, and

(b) \$5000 to any candidate for election as a school board trustee.

(4) A candidate may contribute an amount of up to \$10,000 that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidate's own campaign expenses.

(4.1) Any amount paid by a candidate for campaign expenses from the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, including an amount referred to in subsection (4), is a contribution to the candidate's own campaign for the purposes of this Act.

(5) No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or

accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization or an individual ordinarily resident outside Alberta.

(6) No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to in subsection (3).

2009 c10 s3;2010 c9 ss1,2;2018 c23 s51;2020 c22 s15

147.21 Repealed 2018 c23 s51.

### Acceptance of contributions

147.22(1) No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate.

(2) No candidate and no person acting for a candidate shall accept a contribution except during the campaign period.

(3) Subsections (1) and (2) do not apply to the following:

(a) a person who accepts not more than \$5000 in the aggregate per year in contributions outside the campaign period;

(b) a candidate who makes a contribution of not more than \$10,000 in the aggregate per year to the candidate's own campaign from the candidate's own funds.

2018 c23 s51;2020 c22 s16

### Anonymous and unauthorized contributions

147.23 Any anonymous contributions and any contribution or portion of a contribution made in contravention of this Part accepted by a candidate or a person acting on behalf of a candidate must not be used or expended, and the candidate or the person acting on behalf of the candidate shall

(a) return the contribution to the contributor if the contributor's identity can be established, or

(b) if the contributor's identity cannot be established, pay an amount equivalent to the contribution to a registered charity or to the local jurisdiction for which the candidate is running for election.

2018 c23 s51

### Contributions not belonging to contributor

147.24(1) No individual shall contribute to a candidate

(a) funds not belonging to that individual, or

(b) funds that have been given or furnished to the individual by another individual or a prohibited organization for the purpose of making a contribution of those funds to a candidate.

(2) No individual and no prohibited organization shall give or furnish funds to another individual for the purpose of having that other individual make a contribution of those funds to a candidate.

(3) No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the contribution is contrary to subsection (1).

2018 c23 s51

### Duties of candidate

147.3(1) A candidate shall ensure that

(a) a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1000 in the aggregate,

(b) if a campaign account has been opened in accordance with clause (a), all contributions of money are deposited into the campaign account,

(c) money in the campaign account shall only be used for the payment of campaign expenses,

(d) contributions of real property, personal property and services are valued,

(e) receipts are issued for every contribution and obtained for every expense,

(f) records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which disclosure statements were required to be filed under section 147.4, and

(g) proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and

accept or solicit contributions on behalf of the candidate.

(2) A candidate shall not knowingly make a false or misleading statement in any disclosure statement or financial statement or other information required to be filed under this Part.

2009 c10 s3;2010 c9 s2;2015 c5 s120;2018 c23 s51

### Fund-raising functions

147.31(1) In this section, “fund-raising function” includes any social function held for the purpose of raising funds for the candidate’s election campaign by whom or on whose behalf the function is held.

(2) The gross income from any fund-raising function must be recorded by the candidate on whose behalf the function was held.

(3) If a fund-raising function is held by the sale of tickets by or on behalf of a candidate, the amount of the contribution is to be determined under clause (a) or under clause (b), at the option of the candidate:

(a) if the individual charge

(i) is \$50 or less, it is not considered to be a contribution unless the individual who pays the charge specifically requests that it be so considered, in which case 1/2 of the amount is allowed for expenses and 1/2 is considered to be a contribution,

(ii) is more than \$50 but not more than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution, and

(iii) is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution;

(b) the amount of the contribution is the difference between the price of the ticket and the fair market value of what the ticket entitles the bearer to obtain.

(4) The price paid at a fund-raising function in excess of the fair market value at that time for goods or services received is considered to be a contribution to the candidate’s election campaign.

2018 c23 s51

### Receipts

147.32 Every candidate or a person acting on behalf of the candidate shall issue a receipt for every contribution accepted in a form acceptable to the local jurisdiction.

2018 c23 s51

### Loans

147.33(1) A candidate

(a) may borrow money only from a financial institution, and

(b) shall record all loans and their terms and shall report accordingly to the relevant local jurisdiction.

(2) Only a person ordinarily resident in Alberta may make a payment on behalf of the borrower in respect of a loan to which subsection (1) applies.

(3) Any payment in respect of a loan to which subsection (1) applies made by a person referred to in subsection (2) becomes, for the purposes of this Act, including, without limitation, section 147.2,

(a) a contribution by that individual, and

(b) a contribution accepted by the borrower,

if the individual is not reimbursed by the borrower before the borrower is next required to file a disclosure statement.

(4) This section does not apply to the borrowing of money for purposes unrelated to the candidate’s election campaign.

2018 c23 s51

### Campaign expense limits

147.34 No candidate and no chief financial officer of a candidate shall incur campaign expenses that exceed, in the aggregate, the amounts determined by the regulations.

2018 c23 s51

### Campaign disclosure statements

147.4(1) On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the secretary of the candidate’s local jurisdiction a disclosure statement in the prescribed form, which must include

(a) the total amount of all contributions received

during the campaign period that did not exceed \$50 in the aggregate from any single contributor,

(b) the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate,

(c) the total amount of all contributions received as referred to in section 147.22(3),

(d) the total amount from fund-raising functions,

(e) the total amount of other revenue,

(f) the total amount of campaign expenses,

(g) an itemized campaign expense report setting out the campaign expenses incurred by the candidate,

(h) the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,

(i) the total amount of any campaign surplus, including any surplus from previous campaigns, and

(j) the amount of any deficit.

(2) A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall file a review engagement with the disclosure statement referred to in subsection (1).

(3), (4) Repealed 2020 c22 s17.

(5) With respect to the period during which a candidate is nominated, this section applies to a candidate who withdraws as a candidate.

(6) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) or the review engagement required under subsection (2) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the local jurisdiction.

(7) The local jurisdiction must ensure that all documents filed under this section are available to the public during regular business hours for a period of 4 years after the election.

(8) to (10) Repealed 2020 c22 s17.

2009 c10 s3;2010 c9 s1;2015 c5 s121;2018 c23 s51;  
2020 c22 s17

### Campaign surplus

147.5(1) If a candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction,

(a) shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000, and

(b) may, with respect to any amount that is less than \$1000,

(i) retain all or any portion of that amount, and

(ii) donate all or any portion of that amount to a registered charity.

(2) A candidate who donates an amount to a registered charity in accordance with subsection (1) (a) or (b)(ii) shall, within 30 days after the expiration of the 60-day period referred to in subsection (1), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

(3) This section applies to a candidate whether or not the candidate is elected.

2009 c10 s3;2010 c9 s1;2015 c5 s122;2018 c23 s51;  
2020 c22 s18

### Transitional — campaign surplus

147.51(1) Where, on September 1, 2020, an amount is held in trust under section 147.5(2) as it read on August 31, 2020, the candidate in respect of whom the amount is held in trust, no later than January 1, 2022,

(a) shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000, and

(b) may, with respect to any amount that is less than \$1000,

(i) retain all or any portion of that amount, and

(ii) donate all or any portion of that amount to a registered charity.

(2) If a local jurisdiction does not receive a direction under subsection (1) on or before January 1, 2022, the money becomes the property of the local jurisdiction. (3) This section applies to money paid to a local jurisdiction pursuant to a court order under section 147.84(2).

2020 c22 s18

### Campaign deficit

147.52(1) If a candidate's disclosure statement shows a deficit, the candidate shall eliminate the deficit within 60 days after filing the disclosure statement with the local jurisdiction.

(2) For the purpose of eliminating a deficit referred to in subsection (1), a candidate may, notwithstanding section 147.22(2), accept contributions in accordance with this Act during the period referred to in subsection (1).

(3) Subject to subsection (4), a candidate shall not accept a contribution of an amount that exceeds \$5000 from any individual for the purpose of this section.

(4) A candidate may make a contribution from the candidate's own funds that does not exceed \$10,000 to reduce a deficit shown on the candidate's disclosure statement for the purpose of this section.

(5) A candidate referred to in subsection (1) shall, within 30 days after the expiration of the 60-day period referred to in subsection (1), file an amended disclosure statement showing that the deficit has been eliminated.

2020 c22 s18

147.6 Repealed 2012 c5 s123.

### Late filing

147.7(1) In this section, "filing deadline" means the day by which a disclosure statement referred to in section 147.4 is required to be filed with a local jurisdiction.

(2) A candidate who is required to file a disclosure statement under section 147.4 and fails to file that document by the filing deadline must pay a late filing fee of \$500 to the relevant local jurisdiction.

(3) A local jurisdiction shall not transmit a report in relation to a candidate under section 147.8 if the return is filed no later than 10 days after the filing deadline.

(4) If the late filing fee is not paid within 30 days after the date the fee was payable, the local jurisdiction shall send a notice to the candidate, indicating the amount of the late filing fee that is required to be paid.

(5) If a candidate who is sent a notice by the local jurisdiction under subsection (4) fails to pay the late filing fee set out in the notice, the local jurisdiction may file a copy of the notice with the clerk of the Court of Queen's Bench, and, on being filed, the notice has the same force and effect and may be enforced as if it were a judgment of the Court.

2009 c10 s3;2012 c5 s124;2018 c23 s51

### Effect of non-compliance in relation to disclosure statements

147.8(1) Subject to section 147.7, if a candidate fails to file a disclosure statement as required by section 147.4

(a) in the case of an election of municipal councillors, the secretary shall transmit a report to that effect to council, which shall on its receipt make the report public, and

(b) in the case of an election of school board trustees, the secretary of the school board shall transmit a report to that effect to the school board, which shall on its receipt make the report public.

(2) A candidate under subsection (1) may, within the 60-day period following the date on which the report under subsection (1) is made public, apply to the Court for relief.

(3) On hearing the application, the Court may

(a) dispense with compliance with section 147.4, or any provision of it, if it considers that the non-compliance is due to circumstances beyond the control of the candidate and that it is not reasonably possible to comply with that section,

(b) extend the time for compliance with section 147.4, or any provision of it, if it finds mitigating reasons for non-compliance with the section,

(c) make any order that it considers appropriate to secure compliance with as much of section 147.4 as it considers reasonable in the circumstances, or

(d) refuse the application.



(4) A candidate may apply to the Court under this section and name the municipality or the school board, as the case may be, as the respondent.

(5) The decision of the Court is final and not subject to appeal.

2009 c10 s3;2010 c9 s1;2018 c23 s51

### Prosecution

147.81 A prosecution under this Part may be commenced within 3 years of the commission of the alleged offence but not afterwards.

2018 c23 s51

### Offences relating to contributions

147.82(1) A prohibited organization or a person acting on its behalf that contravenes section 147.2 is guilty of an offence and liable to a fine of not more than \$10,000.

(2) An individual who contravenes section 147.2 is guilty of an offence and liable to a fine of not more than \$5000.

(3) A candidate who contravenes section 147.22(1) or (2) is guilty of an offence and liable to a fine of not more than \$1000.

(4) A candidate or a person acting on behalf of a candidate who fails to return or pay an amount referred to in section 147.23(a) or (b) is guilty of an offence and liable to a fine of not more than \$5000.

(5) A prohibited organization or a person acting on its behalf that contravenes section 147.24 is guilty of an offence and liable to a fine of not more than \$10,000.

(6) An individual who contravenes section 147.24 is guilty of an offence and liable to a fine of not more than \$5000.

2018 c23 s51

### Failure of candidate to comply with duties

147.83 A candidate who contravenes section 147.3 is guilty of an offence and liable to a fine of not more than \$1000.

2018 c23 s51

### Failure to file

147.84(1) A candidate who fails to comply with section 147.4(1) or (2) by April 1 in the year following a general election, or, in the case of a by-election,

within 150 days after the by-election, is guilty of an offence and liable to a fine of not more than \$5000.

(1.1) A candidate who fails to comply with the following sections within 30 days after the expiration of the period referred to in that section is guilty of an offence and liable to a fine of not more than \$5000:

(a) section 147.4(6);

(b) section 147.5(1) and (2);

(c) section 147.52(1) and (5).

(2) If a candidate is found guilty of contravening section 147.4, the Court may, in addition to the penalty provided for in subsection (1), order the candidate to pay any surplus to the local jurisdiction as soon as possible.

(3) Repealed 2020 c22 s19.

2018 c23 s51;2020 c22 s19

### Expenses more than maximum

147.85 A candidate who contravenes section 147.34 is guilty of an offence and liable to a fine of not more than \$10,000.

2018 c23 s51

147.9 Repealed 2010 c9 s2.

### Regulations and bylaw

147.91(1) The Minister may make regulations

(a) determining campaign expense limits for the purpose of section 147.34;

(b) respecting transitional matters relating to the coming into force of *An Act to Renew Local Democracy in Alberta* not otherwise provided for in that Act, including remedying any confusion, difficulty, inconsistency or impossibility resulting from the enactment of that Act.

(2) An elected authority may pass a bylaw determining campaign expense limits for the purpose of section 147.34 in an amount that is less than the amount determined by regulation under subsection (1)

(a) with respect to a general election, prior to December 31 of the year before the general election is held, and

(b) with respect to a by-election, at least 180 days before the byelection at which the bylaw is to



take effect.

2009 c10 s3;2018 c23 s51

147.92 Repealed 2018 c23 s51.

### Transitional — definitions

147.93 In sections 147.94 to 147.96,

(a) “former Act” means the *Local Authorities Election Act* as it read immediately before the Bill received first reading;

(b) “the Bill” means the Bill to enact *An Act to Renew Local Democracy in Alberta*.

2018 c23 s51

### Transitional — all candidates

147.94(1) In this section, “candidate” means a candidate for election as a municipal councillor and, subject to subsection (2), for election as a school board trustee.

(2) For the purpose of this section, an individual is a candidate for election as a school board trustee if, before the Bill receives first reading, the individual accepted contributions or incurred campaign expenses on or after January 1, 2018, for the purposes of a school board election campaign.

(3) Subject to subsection (4), section 147.95(4) and 147.96(4), if a candidate or a person acting on behalf of a candidate received a contribution on or after January 1, 2018 but before the date the Bill receives Royal Assent, other than a contribution used to eliminate a deficit shown on the candidate’s disclosure statement for the most recent election campaign, the contribution is deemed to be collected in the next campaign period.

(4) If a candidate or a person acting on behalf of a candidate receives a contribution from a prohibited organization, trade union or employee organization within the meaning of section 147.1 of the former Act on or after the date the Bill receives first reading but before the date it receives Royal Assent, the candidate, no later than 30 days after the Bill receives Royal Assent, shall

(a) return the contribution to the contributor if the contributor’s identity can be established, or

(b) if the contributor’s identity cannot be established, pay an amount equivalent to the contribution to a registered charity or to the local jurisdiction in which the individual is a

candidate.

(5) If a candidate fails to comply with subsection (4), the candidate is deemed to have contravened section 147.2(5) as enacted by section 51 of *An Act to Renew Local Democracy in Alberta*.

(6) A candidate who fails to comply with subsection (4) is guilty of an offence and liable to a fine of not more than \$5000.

2018 c23 s51

### Transitional — municipal candidates

147.95(1) In this section, “candidate” means a candidate for election as a municipal councillor.

(2) If during the campaign period that commenced January 1, 2018, money paid by a candidate in accordance with section 147.11 of the former Act before the Bill receives first reading equalled or exceeded \$4000, the candidate is not entitled to make any further contributions under section 147.2, as enacted by section 51 of *An Act to Renew Local Democracy in Alberta*.

(3) An individual ordinarily resident in Alberta who, before the Bill receives first reading, made contributions in 2018 to one or more candidates in accordance with section 147.2 of the former Act that in the aggregate equalled or exceeded \$4000 shall not make any further contributions to a candidate in 2018 under section 147.2, as enacted by section 51 of *An Act to Renew Local Democracy in Alberta*, and no candidate shall accept those contributions.

(4) On or after the day the Bill receives first reading but before the day it receives Royal Assent, if a candidate receives a contribution from a person who has, on or after January 1, 2018, already contributed \$4000 or more to one or more candidates, the candidate, no later than 30 days after the Bill receives Royal Assent, shall return any contribution in excess of \$4000 to the contributor, or pay an amount equivalent to the excess beyond \$4000 to a registered charity or to the local jurisdiction in which the individual is a candidate.

(5) If a candidate fails to comply with subsection (2), (3) or (4), or an individual fails to comply with subsection (3), the candidate or the individual, as the case may be, is guilty of an offence and liable to a fine of not more than \$5000.

2018 c23 s51

### **Transitional — school board trustee candidates**

147.96(1) In this section, subject to subsection (2), “candidate” means a candidate for election as a school board trustee.

(2) For the purpose of this section, an individual is a candidate for election as a school board trustee if, before the Bill receives first reading, the individual accepted contributions or incurred campaign expenses on or after January 1, 2018, for the purposes of a school board election campaign.

(3) An individual ordinarily resident in Alberta who, before the Bill receives first reading, made contributions in 2018 to one or more candidates for school board trustee under the former Act that in the aggregate equalled or exceeded \$4000 shall not make any further contributions to a candidate in 2018 under section 147.2, as enacted by section 51 of *An Act to Renew Local Democracy in Alberta*, and no candidate shall accept those contributions.

(4) On or after the day the Bill receives first reading but before the day it receives Royal Assent, if a candidate receives a contribution from a person who has, since January 1, 2018, already contributed \$4000 or more to one or more candidates, the candidate, no later than 30 days after the Bill receives Royal Assent, shall return any contribution in excess of \$4000 to the contributor, or pay an amount equivalent to the excess beyond \$4000 to a registered charity or to the local jurisdiction in which the individual is a candidate.

(5) A candidate shall, no later than 90 days after the Bill receives Royal Assent,

(a) file with the local authority a statement disclosing the total amount of all campaign contributions held by the candidate, and

(b) pay any campaign surplus held by the candidate to the local authority.

(6) If an individual fails to comply with subsection (3), or a candidate fails to comply with subsection (4) or (5), the candidate or the individual, as the case may be, is guilty of an offence and liable to a fine of not more than \$5000.

(7) A bylaw made under section 118 of the former Act applies only with respect to campaign expenses accepted and campaign expenses incurred before

the Bill receives first reading, and section 118(2.2) of the former Act continues to apply with respect to the examination of the statements of contributions and campaign expenses made under that section.

(8) Despite the repeal of section 118 of the former Act, a school board may make bylaws respecting the transition from its bylaw passed under section 118(2) of the former Act and the coming into force of *An Act to Renew Local Democracy in Alberta*, for the purposes of reporting contributions.

2018 c23 s51

*(NOTE: Sections 147.93 to 147.96 are deemed to have come into force on November 5, 2018.)*

# Excerpts:

## *Education Act*

4(4) Where a separate school district is established, an individual residing within the boundaries of the separate school district who is of the same faith as those who established that district, whether Protestant or Roman Catholic,

(a) is a resident of the separate school division responsible for operating the separate school district, and

(b) is not a resident of the public school division.

### **Eligibility**

74(1) In addition to section 48(1) and (1.1) of the *Local Authorities Election Act*, this section applies to determine whether an individual is a resident of a public school division or a separate school division for the purposes of determining eligibility to vote or to be nominated as a candidate for election as a trustee of a school board under the *Local Authorities Election Act*.

(2) Subject to subsection (3), for the purposes of subsection (1), an individual is a resident of the school division in which the individual resides.

(3) Where a separate school district is established, an individual residing within the boundaries of the separate school district is a resident of the separate school division if the individual declares that the individual is of the same faith as those who established the separate school district, whether Protestant or Roman Catholic.

(4) Notwithstanding the *Local Authorities Election Act*, a resident of a separate school division is eligible

(a) to vote for, and

(b) to be nominated as a candidate for election as,

a trustee of the board of either the public school division or the separate school division in which the person's residence is located, but not both.

2012 cE-0.3 s74;2015 c6 s16

# Resources

## Election Timeline

Friday, Jan. 1, 2021	Nomination period begins
Tuesday, Sept. 7, 2021	Notice of nomination day
Monday, Sept. 13, 2021	Second notice of nomination day
Monday, Sept. 20, 2021	Nomination day —closes at 12 p.m. (noon)
Monday, Sept. 20, 2021	View nomination forms —after 12 p.m. (noon)
Tuesday, Sept. 21, 2021	Withdrawal of nomination —prior to 12 p.m. (noon)
Monday, Oct. 18, 2021	Election day—10 a.m. to 8 p.m.
Wednesday, Oct. 20, 2021	Last day for a candidate or their official agent to apply for a recount—4 p.m.
Friday, Oct. 22, 2021	Declare official election results—12 p.m. (noon)
Saturday, Nov. 6, 2021	Last day for an elector to request a judicial recount
Friday, Nov. 19, 2021	Last day for school boards to hold an organizational meeting ( <i>Education Act, Board Procedures Regulation; Section 1</i> )

## References

- Alberta School Boards Association: [asba.ab.ca](http://asba.ab.ca)
- Canadian School Boards Association: [cdnsba.org](http://cdnsba.org)
- Alberta Teachers' Association: [teachers.ab.ca](http://teachers.ab.ca)
- Public School Boards' Association of Alberta: [public-schools.ab.ca](http://public-schools.ab.ca)
- Alberta Municipal Affairs: [alberta.ca/municipal-affairs](http://alberta.ca/municipal-affairs)
- Alberta Municipal Affairs, municipal and local authorities elections: [alberta.ca/municipal-elections](http://alberta.ca/municipal-elections)
- Alberta Education: [alberta.ca/education](http://alberta.ca/education)
- Alberta Education, School Board Trustee Elections: [education.alberta.ca/school-board-elections](http://education.alberta.ca/school-board-elections)

## Municipal Directory

### Strathcona County

[strathcona.ca](http://strathcona.ca)  
[election@strathcona.ca](mailto:election@strathcona.ca)  
 780-400-3800

### City of Fort Saskatchewan

[fortsask.ca](http://fortsask.ca)  
[elections@fortsask.ca](mailto:elections@fortsask.ca)  
 780-992-6200

### Lamont County

[lamontcounty.ca](http://lamontcounty.ca)  
[info@lamontcounty.ca](mailto:info@lamontcounty.ca)  
 780-895-2233

### Village of Andrew

[andrewab.com](http://andrewab.com)  
[andrew@mcsnet.ca](mailto:andrew@mcsnet.ca)  
 780-365-3687

### Town of Bruderheim

[bruderheim.ca](http://bruderheim.ca)  
[Sherry.Cote@bruderheim.ca](mailto:Sherry.Cote@bruderheim.ca)  
 780-796-3731

### Village of Chipman

[chipmanab.ca](http://chipmanab.ca)  
[chipmanab@mcsnet.ca](mailto:chipmanab@mcsnet.ca)  
 780-363-3982

### Town of Lamont

[lamont.ca](http://lamont.ca)  
[general@lamont.ca](mailto:general@lamont.ca)  
 780-895-2010

### Town of Mundare

[mundare.ca](http://mundare.ca)  
[cao@mundare.ca](mailto:cao@mundare.ca)  
 780-764-3929

### County of Minburn

[minburncounty.ab.ca](http://minburncounty.ab.ca)  
[info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)  
 780-632-2082

### Town of Vegreville

[vegreville.com](http://vegreville.com)  
[election@vegreville.com](mailto:election@vegreville.com)  
 780-632-2606

# Nomination Package Checklist

## 1. Nomination Paper and Candidate's Acceptance form

Candidates must ensure they complete the applicable form for the ward or electoral subdivision in which they are running.

City of Fort Saskatchewan, Electoral Subdivision No. 1

Strathcona County Ward, Electoral Subdivision No. 2, Hamlet of Sherwood Park

Strathcona County Ward, Electoral Subdivision No. 3, lands north of Secondary Highway 630 (Wye Road)

Strathcona County Ward, Electoral Subdivision No. 4, lands south of Secondary Highway 630 (Wye Road)

Lamont County Ward

County of Minburn (western portion) Ward

- Completed in full
- Signed by at least five electors who are eligible to vote and resident in EIPS, in the applicable ward or electoral subdivision, on the date of signing
- Optional: Additional pages for more elector signatures may be attached
- Sworn or affirmed by the candidate
- Signed by a Commissioner for Oaths
- Includes the name and contact information of an Official Agent, if applicable

## 2. Candidate Financial Information form

- Completed in full

## 3. Release of Candidate Information form

- Completed in full
- Signed by candidate

## 4. Release of Official Agent Information form (if applicable)

- Completed in full



683 Wye Road  
Sherwood Park, Alberta T8B 1N2  
*phone* 780-464-3477 *toll free* 1-800-905-3477  
*fax* 780-417-8181  
communications@eips.ca  
eips.ca