



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

SPECIAL  
MEETING

**THURSDAY, DECEMBER 5, 2024**

Board Room  
Central Services  
Administration Building

**AGENDA**

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

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- 1:00 pm 1. **CALL TO ORDER** C. Allen
2. **LAND AND PEOPLE ACKNOWLEDGMENT**
3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
- NEW BUSINESS**
4. **BYLAW NO. 009/2024 - THE ESTABLISHMENT OF WARDS  
AND ELECTORAL SUBDIVISIONS – 3<sup>rd</sup> READING** S. Stoddard/K. Baranec  
(encl.)
5. **BYLAW NO. 010/2024 - THE RULES AND PROCEDURES  
FOR THE CONDUCT OF SCHOOL TRUSTEE ELECTIONS** S. Stoddard/K. Baranec  
(encl.)

ADJOURNMENT

## RECOMMENDATIONS: BOARD OF TRUSTEES SPECIAL MEETING DEC. 5, 2024

2. *Land and People Acknowledgment*
3. *Policy 7: Board Operations, Section 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. That the Agenda be adopted, as circulated or as amended.*

4. **Reading #3: That the Board of Trustees approves third reading of Bylaw No. 009/2024 which relates to the establishment of wards and electoral subdivisions of The Board of Trustees of Elk Island Public Schools.**

**That Appendix A of Board Policy 7: Board Operations—Bylaw No. 007/20—be replaced with Bylaw No. 009/2024.**

5. **Reading #1: That the Board of Trustees approves first reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections of the Board of Trustees of Elk Island Public Schools. *The first reading must be read in full and then:***

**Reading #2: That the Board of Trustees approves second reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections of the Board of Trustees of Elk Island Public Schools.**

Consideration of Reading #3: **“That the Board of Trustees approves proceeding with the third reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections.”** And then if all trustees at the meeting are in unanimous agreement, proceed with the third reading:

**Reading #3: That the Board of Trustees approves third reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections of the Board of Trustees of Elk Island Public Schools.**



# RECOMMENDATION REPORT

**DATE:** Dec. 5, 2024

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Bylaw No. 009/2024 – The Establishment of Wards and Electoral Subdivisions

**ORIGINATOR:** Karen Baranec, Communications Networking Specialist, Communication Services

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Laura McNabb, Director, Communication Services

**REFERENCE:** *Education Act*  
Board Procedures Regulation 82/2019  
Board Policy 7: Board Operations  
*Local Authorities Election Act*

**EIPS PRIORITY:** Enhance public education through effective engagement.

**EIPS GOAL:** Engaged and effective governance.

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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## RECOMMENDATION:

Third reading of Bylaw No. 009/2024 – The Establishment of Wards and Electoral Subdivisions

Reading #3: **“That the Board of Trustees approves third reading of Bylaw No. 009/2024 which relates to the establishment of wards and electoral subdivisions of The Board of Trustees of Elk Island Public Schools.”**

**That Appendix A of Board Policy 7: Board Operations—Bylaw No. 007/20—be replaced with Bylaw No. 009/2024.**

## BACKGROUND:

Pursuant to section 76 of the *Education Act*, a board shall provide a copy of the bylaws passed regarding establishment of wards and their boundaries to the Minister of Education before December 31 in the year prior to an election year. Bylaw No. 009/2024 received first and second reading by the Board of Trustees on Nov. 28, 2024.

The Board requested clarification on wording within the bylaw before proceeding to third reading. Specifically, clarification on why “by general vote of the electors” is used in related to the County of Minburn No. 27 Ward and the Lamont County Ward, but not the Strathcona County Ward or its electoral subdivisions. Administration has consulted with legal counsel, and there are no issues with the wording in the bylaw as proposed.



# RECOMMENDATION REPORT

Page 2 of 2

In accordance with the Board Procedures Regulation 82/2019, section 6, Readings of bylaws:

- (1) Every bylaw of a board must have 3 distinct separate readings before the bylaw is passed.*
- (2) Not more than 2 readings of a bylaw must be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a 3rd reading.*
- (3) The first reading of a bylaw must be read in full and, if each board member has in the member's possession a written, printed or electronic copy of the bylaw, the 2nd and 3rd readings may be in title and description only.*

Once approved, Bylaw No. 009/2024 will replace Bylaw No. 007/2020.

Appendix A to Board Policy 7: Board Operations is the bylaw on The Establishment of Wards and Electoral Subdivisions. Administration has included a recommendation to replace Appendix A with the new bylaw.

Appendix B to Board Policy 7: Board Operations is the jurisdiction map. As there are no changes to this map, there's no need to replace this appendix.

## **COMMUNICATION PLAN:**

Bylaw No. 009/2024 will be posted to the Division website and submitted to the Minister of Education prior to Dec. 31, 2024.

## **ATTACHMENTS:**

1. Bylaw No. 009/2024

BYLAW NO. 009/2024

A BYLAW OF  
THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS  
RELATING TO  
THE ESTABLISHMENT OF WARDS AND ELECTORAL SUBDIVISIONS  
OF  
THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS

PURSUANT TO THE REGIONAL AGREEMENT AND SUBSEQUENT ORDERS IN COUNCIL NOS. 579/94 and 692/94 and MINISTERIAL ORDERS 082/94, 164/94, 165/94, 166/94 and 167/94.

AND WHEREAS STRATHCONA COUNTY (hereinafter called “the County”) and the LAMONT COUNTY (hereinafter collectively called “the Participating Boards”) entered into a Regional Agreement (hereinafter called the “Regional Agreement”) to form a Regional Division to be called the ELK ISLAND REGIONAL DIVISION (hereinafter called the “Regional Division”).

AND WHEREAS the Regional Agreement provides for the establishment of the Regional Division and the inclusion of the area comprising the County and the CITY OF FORT SASKATCHEWAN in the Regional Division.

AND WHEREAS Ministerial Order 082/94 established the Elk Island Regional Division No. 14 effective January 1, 1995.

AND WHEREAS Order in Council 579/94 repealed Ministerial Order No. 082/94 and, established the GREATER ELK ISLAND REGIONAL DIVISION NO. 14. Order in Council 579/94 established a portion of the County of Minburn No. 27 as a ward of the Regional Division, specified the number of trustees to be elected to the Board of Trustees for each Ward and the electoral subdivisions.

AND WHEREAS Order in Council 692/94 amended Order in Council 579/94 to change the name of the Greater Elk Island Regional Division No. 14 to the ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION NO. 14 effective January 1, 1995.

AND WHEREAS the Minister of Education, by Ministerial Orders 164/94, 165/94, 166/94 and 167/94, realigned the boundaries of a number of public school districts located in the COUNTY OF MINBURN NO. 27 to have the named areas included in the portion of the County of Minburn No. 27 Ward in Elk Island Public Schools Regional Division No. 14.

AND WHEREAS Ministerial Order 034/2019 continued the Elk Island Public Schools Regional Division No. 14 as THE ELK ISLAND SCHOOL DIVISION and the Board of Trustees of Elk Island Public Schools Regional Division No. 14 as THE BOARD OF TRUSTEES OF ELK ISLAND SCHOOL DIVISION effective September 1, 2019.

AND WHEREAS Ministerial Order 008/2020 approved a change in the corporate name of the Board of Trustees of Elk Island School Division to THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS effective January 21, 2020.

NOW THEREFORE, in accordance with s. 76 of the *Education Act*, THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS (hereinafter called the “Board”), enacts as follows:

- (1) Effective with the general election in October 2025, the number of trustees to be elected to the Board for each Ward shall be
  - (a) one trustee for the County of Minburn No. 27 Ward;
  - (b) one trustee for the Lamont County Ward; and
  - (c) seven trustees from the Strathcona County Ward
- (2) The election of the trustee for the County of Minburn No. 27 Ward shall be by the general vote of the electors;
- (3) The election of the trustee for the Lamont County Ward shall be by the general vote of the electors;
- (4) The election of trustees in the Strathcona County Ward shall be by electoral subdivisions as follows:
  - (a) Electoral Subdivision #1 shall be comprised of all the lands lying within the corporate limits of the City of Fort Saskatchewan.
    - (i) Two (2) trustees shall be elected from Electoral Subdivision #1.
  - (b) Electoral Subdivision #2 shall be comprised of all Strathcona County municipal lands lying within the urban ward boundaries described in Strathcona County’s Municipal Ward Boundaries & Council Composition Bylaw 31-2023 as shown on Enclosure 1.
    - (i) Three (3) trustees shall be elected from Electoral Subdivision #2.
  - (c) Electoral Subdivision #3 shall be comprised of all Strathcona County municipal lands lying north of Secondary Highway 630 (Wye Road) excluding the lands within the urban ward boundaries described in Strathcona County’s Municipal Ward Boundaries & Council Composition Bylaw 31-2023 as shown on Enclosure 1.
    - (i) One (1) trustee shall be elected from Electoral Subdivision #3.

(d) Electoral Subdivision #4 shall be comprised of all Strathcona County municipal lands lying south of Secondary Highway 630 (Wye Road) excluding the lands within the urban ward boundaries described in Strathcona County's Municipal Ward Boundaries and Council Composition Bylaw 31-2023 as shown in Enclosure 1.

(i) One (1) trustee shall be elected from Electoral Subdivision #4.

UPON third reading of Bylaw No. 009/2024, Bylaw No. 007/2020 is hereby repealed.

READ A FIRST TIME this 28<sup>th</sup> day of November, 2024.

READ A SECOND TIME this 28<sup>th</sup> day of November, 2024.

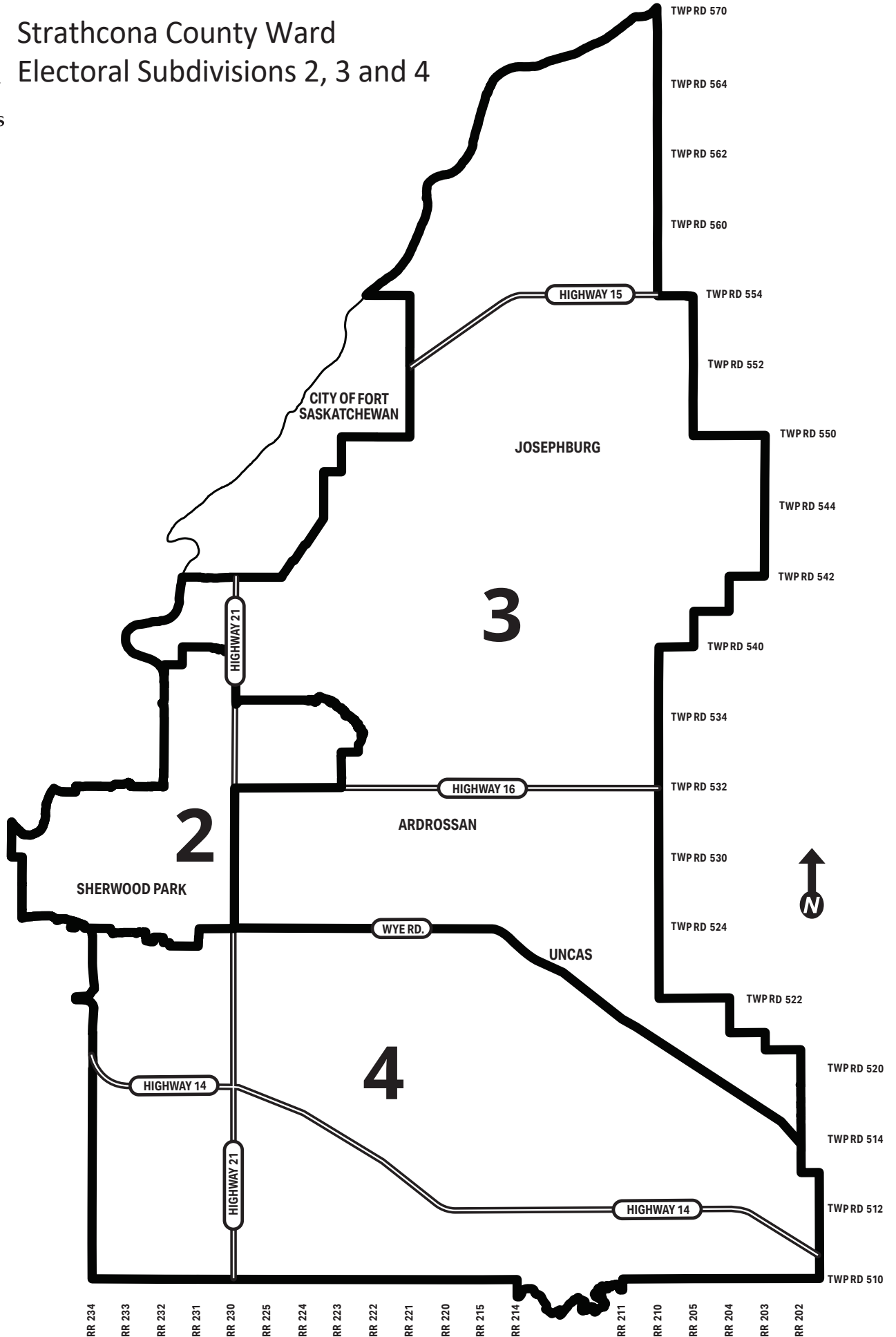
READ A THIRD and FINAL TIME this 5<sup>th</sup> day of December, 2024.

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Board Chair

\_\_\_\_\_  
Secretary-Treasurer



# Strathcona County Ward Electoral Subdivisions 2, 3 and 4







# RECOMMENDATION REPORT

**DATE:** Dec. 5, 2024

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Bylaw No. 010/2024 – The Rules and Procedures for the Conduct of School Trustee Elections

**ORIGINATOR:** Karen Baranec, Communications Networking Specialist, Communication Services

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Laura McNabb, Director, Communication Services

**REFERENCE:** *Education Act*  
Board Procedures Regulation 82/2019  
Board Policy 7: Board Operations  
*Local Authorities Election Act*

**EIPS PRIORITY:** Enhance public education through effective engagement.

**EIPS GOAL:** Engaged and effective governance.

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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## RECOMMENDATION:

Three readings of Bylaw No. 010/2024 – The Rules and Procedures for the Conduct of School Trustee Elections

Reading #1: **“That the Board of Trustees approves first reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections of The Board of Trustees of Elk Island Public Schools.”** The first reading must be read in full and then:

Reading #2: **“That the Board of Trustees approves second reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections of The Board of Trustees of Elk Island Public Schools.”**

Consideration of Reading #3: **“That the Board of Trustees approves proceeding with the third reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections.”** And then if all trustees at the meeting are in unanimous agreement, proceed with the third reading:

Reading #3: **“That the Board of Trustees approves third reading of Bylaw No. 010/2024 which relates to the rules and procedures for the conduct of School Trustee Elections of The Board of Trustees of Elk Island Public Schools.”**



# RECOMMENDATION REPORT

## **BACKGROUND:**

Administration reviewed Bylaw 008/2020 and proposes the following amendments in consultation with legal counsel:

1. An update to reference new Bylaw No. 009/2024;
2. An update to reference the receipt of nominations for trustee elections to be in accordance with applicable sections of the *Local Authorities Election Act*;
3. Removal of any references to automated voting equipment, including electronic tabulators; and
4. Repeal Bylaw No. 008/2020 as it is much cleaner to approve a new bylaw than create amendments

Attachment 1 outlines the proposed changes on Bylaw No. 008/2020. Attachment 2 is the new proposed Bylaw No. 010/2024.

In accordance with the Board Procedures Regulation 82/2019, section 6, Readings of bylaws:

- (1) *Every bylaw of a board must have 3 distinct separate readings before the bylaw is passed.*
- (2) *Not more than 2 readings of a bylaw must be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a 3rd reading.*
- (3) *The first reading of a bylaw must be read in full and, if each board member has in the member's possession a written, printed or electronic copy of the bylaw, the 2nd and 3rd readings may be in title and description only.*

The following partnering municipalities will be contracted to carry out the 2025 school trustee elections for EIPS:

- City of Fort Saskatchewan
- County of Minburn
- Lamont County
- Strathcona County
- Town of Bruderheim
- Town of Lamont
- Town of Mundare
- Town of Vegreville
- Village of Andrew
- Village of Chipman

## **COMMUNICATION PLAN:**

Bylaw No. 010/2024 will be followed for the 2025 school trustee election, and subsequent school trustee elections, as applicable. Relevant information will be included within the Candidate Handbook.

A copy of Bylaw No. 010/2024 will be provided to partnering municipalities as requested.

## **ATTACHMENTS:**

1. Bylaw No. 008/2020 (marked)
2. Bylaw No. 010/2024 (unmarked)

BYLAW NO. ~~008010/2020~~2024

A BYLAW OF  
THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS  
TO ESTABLISH RULES AND PROCEDURES  
FOR THE CONDUCT OF SCHOOL TRUSTEE ELECTIONS

WHEREAS the Board of Trustees of Elk Island Public Schools (the “Division”) is a local jurisdiction for the purposes of the *Local Authorities Election Act*, RSA 2000, c. L-21 (“*Local Authorities Election Act*”) established under the *Education Act*, SA 2012, c. E-0.3 (“*Education Act*”);

AND WHEREAS Order in Council 579/94 established the GREATER ELK ISLAND REGIONAL DIVISION NO. 14; established a portion of the County of Minburn No. 27 as a ward of the Regional Division; specified the number of trustees to be elected to the Board of Trustees for each Ward; and specified the electoral subdivisions;

AND WHEREAS Order in Council 692/94 amended Order in Council 579/94 to change the name of the Greater Elk Island Regional Division No. 14 to the ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION NO. 14 effective January 1, 1995;

AND WHEREAS The Minister of Education, by Ministerial Orders 164/94, 165/94, 166/94 and 167/94 realigned the boundaries of a number of public school districts located in the COUNTY OF MINBURN NO. 27 to have the named areas included in the portion of the County of Minburn No. 27 Ward in Elk Island Public Schools Regional Division No. 14;

AND WHEREAS Ministerial Order 034/2019 continued the Elk Island Public Schools Regional Division No. 14 as THE ELK ISLAND SCHOOL DIVISION and the Board of Trustees of Elk Island Public Schools Regional Division No. 14 as THE BOARD OF TRUSTEES OF ELK ISLAND SCHOOL DIVISION effective September 1, 2019.

AND WHEREAS Ministerial Order 008/2020 approved a change in the corporate name of the Board of Trustees of Elk Island School Division to THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS effective January 21, 2020.

AND WHEREAS The Division now lies within the geographic boundaries of Strathcona County, County of Minburn, Lamont County and the City of Fort Saskatchewan;

AND WHEREAS The Division is governed by a Board of Trustees (the “Board”) which is a corporate body established pursuant to the *Education Act*;

AND WHEREAS on ~~December 5, 2024~~ ~~October 15, 2020~~, the Board approved Bylaw No. ~~009/2024-007/20~~, by which it established the electoral subdivisions, wards and the number of trustees to be elected in each ward;

AND WHEREAS The Board has appointed its Returning Officer and Substitute

Returning Officer who will be responsible for the conduct of the election of Board trustees (“Trustee Elections”);

AND WHEREAS Each of the following municipalities has indicated an intention to enter into agreements with the Board to provide services for the conduct of the Trustee Elections in conjunction with their own municipal elections: City of Fort Saskatchewan, County of Minburn, Lamont County, Strathcona County, Town of Bruderheim, Town of Lamont, Town of Mundare, Town of Vegreville, Village of Andrew, and Village of Chipman (the “Participating Municipalities”);

AND WHEREAS each of the Participating Municipalities will conduct the Trustee Elections taking place within their respective boundaries in accordance with their bylaws governing the conduct of their respective municipal elections, and the agreements between the Board and each of the Participating Municipalities;

NOW THEREFORE, the Board of Trustees of Elk Island Public Schools, duly assembled, enacts the following:

1. DEFINITIONS

1.1 THAT words in this bylaw are defined in the same manner as they are defined in the *Local Authorities Election Act*, the *Education Act*, the *Municipal Government Act* and the respective election bylaws of the Participating Municipalities, as applicable.

2. SCOPE

2.1 THAT this bylaw applies to the conduct of Board general elections and by-elections conducted within the Participating Municipalities’ boundaries.

3. RETURNING OFFICER

3.1 THAT the Board’s Returning Officer may do all things the Returning Officer deems necessary and appropriate for the conduct of the Trustee Elections, including, but not limited to, entering into agreements with the Participating Municipalities for any matter relating to the conduct of the Trustee Elections.

4. NOMINATIONS

4.1 THAT Nominations for Trustee Elections will be taken by the Returning Officer or delegate at 683 Wye Road, Sherwood Park, Alberta, T8B 1N2.

4.2 THAT receipt of nominations for Trustee Elections will be in accordance with section 25 and section 27 of the *Local Authorities Election Act*.

## 5. VOTING PROCEDURES

5.1 THAT the Trustee Elections will be conducted in accordance with the election procedures prescribed by applicable enactments and the Participating Municipalities' election bylaws, and without limiting the preceding, the votes of Board electors may be taken:

~~a. by means of voting machines, vote recorders or automated voting systems, including the use of tabulators and express or electronic ballot marking options;~~

~~b.a.~~ using ~~machine-readable~~ ballots listing the names of candidates in alphabetical order; and

~~b.~~ in accordance with each Participating Municipality's procedures for processing spoiled ballots, ~~tabulator errors~~, ballot counting and recounts.

## 6. SPECIAL VOTES

6.1 THAT advance votes, institutional votes, at-home votes, and special ballots (collectively, the "Special Votes"), as applicable, are approved for the Trustee Elections, with the procedure for Special Votes to follow the procedures prescribed by the Participating Municipalities' election bylaws, and as directed or designated by the Returning Officer conducting the municipal election for each of the Participating Municipalities.

## 7. AGREEMENTS

7.1 THAT the Returning Officer is authorized to approve and enter into any agreement for the conduct of the Trustee Elections the Returning Officer deems necessary, subject to the Returning Officer's approved budget limits.

## 8. VOTING STATIONS

8.1 THAT the voting stations for the Trustee Elections will be the same as the ones designated for the municipal elections in the Participating Municipalities.

## 9. DISPOSITION OF ELECTION MATERIALS

9.1 THAT Trustee Election materials in the possession of the Participating Municipalities will be managed and destroyed in the same manner as the Participating Municipalities' election materials, in accordance with the requirements of the *Local Authorities Elections Act*.

## 10. GENERAL

10.1 THAT if any matter required for the conduct of the Trustee Elections within the Participating Municipalities is not expressly provided for in this bylaw, the applicable provision of the election bylaw in the Participating

Municipality will govern, modified by the Returning Officer as required for the conduct of the Trustee Elections.

UPON third reading of Bylaw No. ~~010/2024-008/2020~~, Bylaw No. 008/2020 is 002/95 and Bylaw No. 006/2017 are hereby repealed.

READ A FIRST TIME this 5<sup>th</sup> 17<sup>th</sup>-day of December, ~~2020~~2024.

READ A SECOND TIME this 5<sup>th</sup> 17<sup>th</sup>-day of December, ~~2020~~2024.

READ A THIRD and FINAL TIME this 5<sup>th</sup> 17<sup>th</sup>-day of December, ~~2020~~2024.

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Board Chair

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Secretary-Treasurer

## BYLAW NO. 010/2024

A BYLAW OF  
THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS  
TO ESTABLISH RULES AND PROCEDURES  
FOR THE CONDUCT OF SCHOOL TRUSTEE ELECTIONS

WHEREAS the Board of Trustees of Elk Island Public Schools (the “Division”) is a local jurisdiction for the purposes of the *Local Authorities Election Act*, RSA 2000, c. L-21 (“*Local Authorities Election Act*”) established under the *Education Act*, SA 2012, c. E-0.3 (“*Education Act*”);

AND WHEREAS Order in Council 579/94 established the GREATER ELK ISLAND REGIONAL DIVISION NO. 14; established a portion of the County of Minburn No. 27 as a ward of the Regional Division; specified the number of trustees to be elected to the Board of Trustees for each Ward; and specified the electoral subdivisions;

AND WHEREAS Order in Council 692/94 amended Order in Council 579/94 to change the name of the Greater Elk Island Regional Division No. 14 to the ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION NO. 14 effective January 1, 1995;

AND WHEREAS The Minister of Education, by Ministerial Orders 164/94, 165/94, 166/94 and 167/94 realigned the boundaries of a number of public school districts located in the COUNTY OF MINBURN NO. 27 to have the named areas included in the portion of the County of Minburn No. 27 Ward in Elk Island Public Schools Regional Division No. 14;

AND WHEREAS Ministerial Order 034/2019 continued the Elk Island Public Schools Regional Division No. 14 as THE ELK ISLAND SCHOOL DIVISION and the Board of Trustees of Elk Island Public Schools Regional Division No. 14 as THE BOARD OF TRUSTEES OF ELK ISLAND SCHOOL DIVISION effective September 1, 2019.

AND WHEREAS Ministerial Order 008/2020 approved a change in the corporate name of the Board of Trustees of Elk Island School Division to THE BOARD OF TRUSTEES OF ELK ISLAND PUBLIC SCHOOLS effective January 21, 2020.

AND WHEREAS The Division now lies within the geographic boundaries of Strathcona County, County of Minburn, Lamont County and the City of Fort Saskatchewan;

AND WHEREAS The Division is governed by a Board of Trustees (the “Board”) which is a corporate body established pursuant to the *Education Act*;

AND WHEREAS on December 5, 2024, the Board approved Bylaw No. 009/2024, by which it established the electoral subdivisions, wards and the number of trustees to be elected in each ward;

AND WHEREAS The Board has appointed its Returning Officer and Substitute

Returning Officer who will be responsible for the conduct of the election of Board trustees (“Trustee Elections”);

AND WHEREAS Each of the following municipalities has indicated an intention to enter into agreements with the Board to provide services for the conduct of the Trustee Elections in conjunction with their own municipal elections: City of Fort Saskatchewan, County of Minburn, Lamont County, Strathcona County, Town of Bruderheim, Town of Lamont, Town of Mundare, Town of Vegreville, Village of Andrew, and Village of Chipman (the “Participating Municipalities”);

AND WHEREAS each of the Participating Municipalities will conduct the Trustee Elections taking place within their respective boundaries in accordance with their bylaws governing the conduct of their respective municipal elections, and the agreements between the Board and each of the Participating Municipalities;

NOW THEREFORE, the Board of Trustees of Elk Island Public Schools, duly assembled, enacts the following:

#### 1. DEFINITIONS

1.1 THAT words in this bylaw are defined in the same manner as they are defined in the *Local Authorities Election Act*, the *Education Act*, the *Municipal Government Act* and the respective election bylaws of the Participating Municipalities, as applicable.

#### 2. SCOPE

2.1 THAT this bylaw applies to the conduct of Board general elections and by-elections conducted within the Participating Municipalities’ boundaries.

#### 3. RETURNING OFFICER

3.1 THAT the Board’s Returning Officer may do all things the Returning Officer deems necessary and appropriate for the conduct of the Trustee Elections, including, but not limited to, entering into agreements with the Participating Municipalities for any matter relating to the conduct of the Trustee Elections.

#### 4. NOMINATIONS

4.1 THAT Nominations for Trustee Elections will be taken by the Returning Officer or delegate at 683 Wye Road, Sherwood Park, Alberta, T8B 1N2.

4.2 THAT receipt of nominations for Trustee Elections will be in accordance with section 25 and section 27 of the *Local Authorities Election Act*.



## 5. VOTING PROCEDURES

5.1 THAT the Trustee Elections will be conducted in accordance with the election procedures prescribed by applicable enactments and the Participating Municipalities' election bylaws, and without limiting the preceding, the votes of Board electors may be taken:

- a. using ballots listing the names of candidates in alphabetical order; and
- b. in accordance with each Participating Municipality's procedures for processing spoiled ballots, ballot counting and recounts.

## 6. SPECIAL VOTES

6.1 THAT advance votes, institutional votes, at-home votes, and special ballots (collectively, the "Special Votes"), as applicable, are approved for the Trustee Elections, with the procedure for Special Votes to follow the procedures prescribed by the Participating Municipalities' election bylaws, and as directed or designated by the Returning Officer conducting the municipal election for each of the Participating Municipalities.

## 7. AGREEMENTS

7.1 THAT the Returning Officer is authorized to approve and enter into any agreement for the conduct of the Trustee Elections the Returning Officer deems necessary, subject to the Returning Officer's approved budget limits.

## 8. VOTING STATIONS

8.1 THAT the voting stations for the Trustee Elections will be the same as the ones designated for the municipal elections in the Participating Municipalities.

## 9. DISPOSITION OF ELECTION MATERIALS

9.1 THAT Trustee Election materials in the possession of the Participating Municipalities will be managed and destroyed in the same manner as the Participating Municipalities' election materials, in accordance with the requirements of the *Local Authorities Elections Act*.

## 10. GENERAL

10.1 THAT if any matter required for the conduct of the Trustee Elections within the Participating Municipalities is not expressly provided for in this bylaw, the applicable provision of the election bylaw in the Participating Municipality will govern, modified by the Returning Officer as required for the conduct of the Trustee Elections.

UPON third reading of Bylaw No. 010/2024, Bylaw No. 008/2020 is hereby repealed.

READ A FIRST TIME this 5<sup>th</sup> day of December, 2024.

READ A SECOND TIME this 5<sup>th</sup> day of December, 2024.

READ A THIRD and FINAL TIME this 5<sup>th</sup> day of December, 2024.

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Board Chair

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Secretary-Treasurer