

Public School Trustee Candidate Handbook

Election 2025

eips.ca



Table of Contents

Introduction	3
Division Information	4
• Division Foundational Statements	4
• School System Information	4
• EIPS Board of Trustees	5
• Responsibilities	6
• Commitment	6
• Compensation and Expenses	8
Election Information	9
• Nominations	9
• Governing Legislation	12
• Campaign Literature	13
• Election Results	15
• Joint Elections	15
Appendixes	16
• Appendix A—Jurisdictional and Ward Maps	17
• Appendix B—2022-26 Four-Year Education Plan Overview	22
• Appendix C—Board Policy Handbook Overview	23
• Appendix D—Section References: Local Authorities Election Act	24
• Appendix E—Section References: Education Act	25
• Appendix F—Resources	26
• Appendix G—Nomination Package Checklist	27



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) and regulations. Pertinent sections have been referenced in this guide for your information (see pg. 24, "Appendix D"), and copies of the complete LAEA are available to order through Alberta King's Printer:

Alberta King's Printer

Phone: 780-427-4952 Toll free: 310-0000

kings-printer@gov.ab.ca

alberta.ca/alberta-kings-printer-contact

Shop online: alberta.ca/laws-online-catalogue

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

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: 780-417-8169

Email: karen.baranec@eips.ca

Elk Island Public Schools

Phone: 780-464-3477

Toll Free: 1-800-905-3477

communications@eips.ca

eips.ca

Division Information

Division Foundational Statements

Mission

To provide high-quality, student-centred education.

Belief Statements

- Student growth and success are the core work of the Division.
- All students deserve equitable access to high-quality teaching and learning.
- Every student can learn and experience success.
- Success is measured by academic growth, social-emotional learning, physical well-being and the competencies required to live a life of dignity and fulfilment.
- Student growth and success are a shared responsibility between all stakeholders.
- Respectful relationships are foundational to creating an environment where teamwork and collaboration thrive.
- Decisions are informed by reliable data and made in the best interest of all students.

School System Information

EIPS is one of the largest school divisions in Alberta, serving approximately 17,950 students from kindergarten to Grade 12. The system has 42 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, 2024, EIPS employs approximately 880 full-time equivalent (FTE) teachers and 550 FTE non-teaching staff.

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

In teaching students, EIPS brings together core academic subjects, diverse optional programming and a strong emphasis on character education. We strive to teach 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.

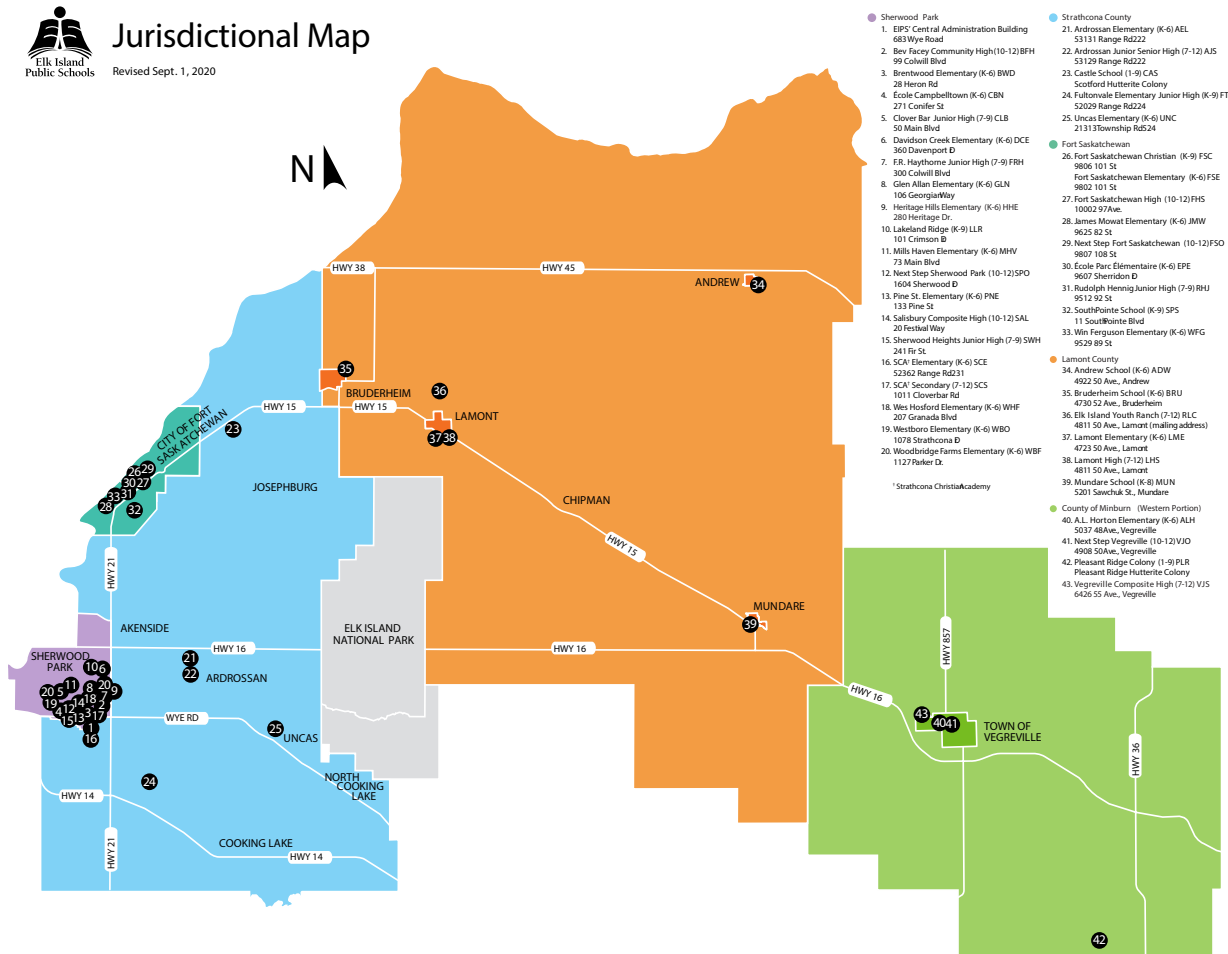
EIPS offers high-quality educational programming

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 available for students to meet all graduation requirements. EIPS students have many opportunities for educational enrichments within, and outside, the classroom in a variety of academic, language, athletic, Christian and outreach programs.

Students may choose to participate in specific alternative programs such as French Immersion, German or Ukrainian Language and Culture, Alternative Christian, Logos Christian, Advanced Placement, International Baccalaureate, Outreach and Sport for Life.

Schools 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 2024, the EIPS Board of Trustees approved an operating budget of approximately \$208.1 million for the 2024–25 school year, which includes a deficit that was balanced using operating reserves and asset amortization. Over the course of the budget process, EIPS worked to provide stability for schools and maintain essential services.

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 urban service area of Sherwood Park;
- ONE trustee from Electoral Subdivision No. 3, comprised of lands lying north of Secondary Highway 630, excepting those lands within the urban service area of Sherwood Park; and
- ONE trustee from Electoral Subdivision No. 4, comprised of lands south of Secondary Highway 630, excepting those lands within the urban service area of Sherwood Park.

(See pg. 17, "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. As such, 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 they 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 their 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. 23, "Appendix C").

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. 23, "Appendix C" - Policy 2: Role of the Board and Policy 3: Role of the Trustee).

The Board of Trustees sets the overall direction for the Division by establishing a mission and belief statements, 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. 22, "Appendix B: 2022-26 Four-Year Education Plan Overview").

Commitment

While serving as a trustee, there is an expectation to attend a number of meetings throughout the year (see pg. 23, "Appendix C" - 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 a selection of schools in the Division. The types of meetings trustees are required to attend include, but are not limited to, the following:

- Board committees (two to 10 meetings per year each between one and three hours in length, depending on the terms of reference and the work required);
- Board planning retreat (three 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 to three full days);
- school council meetings (generally eight per year for each school a trustee is liaison for);
- Committee of School Councils meetings (on a rotation, approximately two per year); and
- school tours (three full days).

Trustees must also dedicate a considerable amount of time to preparing for each meeting—on average, two to five hours per 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 2025 Fall General Meeting is scheduled for Nov. 16-18, 2025 and the 2026 Spring General Meeting is scheduled for June 1-2, 2026. 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 discuss educational issues, meet with government representatives, attend professional learning sessions, network with other trustees from across the province and deal with ASBA business.

The Alberta Rural Education Symposium occurs in the spring each year. The 2026 symposium is scheduled for March 1-3, 2026.

Board Orientation

Trustees are required to take part in the Board orientation. The next orientation is currently scheduled for Oct. 27-28, 2025. The Board Organizational Meeting and first regular Board Meeting following the election will take place on Oct. 30, 2025.

Board Planning Retreat

Trustees are required to take part in the annual Board planning retreat. The next retreat is currently scheduled for Feb. 9-11, 2026.

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. 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. For those who choose to participate, the cost

of single coverage is paid by the Division. For those who opt for family coverage, the cost difference between family and single is covered by the Trustee and the single coverage cost is paid by the Division. The plans include coverage for life insurance, accidental death and dismemberment, extended health care, dental care and vision care. 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, \$2,000 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 2024–25 school year

Position	Salary	Basic Travel Allowance	Additional Travel Due to Distance from Sherwood Park	TOTAL
Trustee – Sherwood Park	36,908	3,363	-	40,271
Trustee – Fort Saskatchewan	36,908	3,363	1,401	41,672
Trustee – Strathcona County South of Wye Rd.	36,908	3,363	1,401	41,672
Trustee – Strathcona County North of Wye Rd.	36,908	3,363	1,401	41,672
Trustee – Lamont	36,908	3,363	4,930	45,201
Trustee – Minburn	36,908	3,363	4,930	45,201

Supplementary Compensation	Executive Allowance	Additional Travel Allowance for Performance of Executive Duties	TOTAL
Chair	13,178	1,405	14,583
Vice-Chair	6,409	702	7,111

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 Oct. 31, 2024. It's provided for information and is not intended to replace the Act.

NOMINATION DAY: Monday, Sept. 22, 2025

The returning officer, or designate, shall receive nominations at the EIPS Central Services office in Sherwood Park within the period beginning on Jan. 1, 2025 and ending at 12 p.m. (noon) on nomination day.

ELECTION DAY: Monday, Oct. 20, 2025

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 at any time within the period beginning on Jan. 1, 2025 and ending at 12 p.m. (noon) on nomination day, Monday, Sept. 22, 2025—four-weeks prior to election day.

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

Notice of Intention to be Nominated

As per new requirements within the LAEA, section 147.22, an individual who intends to be nominated must file a written Notice of Intent with the returning officer, or designate, before incurring any campaign expenses or accepting any campaign contributions (see pg. 27, "Appendix G: Nomination Package Checklist").

Submitted Notice of Intent forms will be used by the returning officer to compile a register of candidates, which will be published on the Division website, eips.ca, as per section 147.221 of the LAEA.

Nomination Papers

A checklist of all forms required in a complete nomination package is provided in this handbook (see pg. 27, "Appendix G: Nomination Package Checklist"). Candidates are responsible for ensuring

all required documents 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.

Criminal Record Checks

In December 2024, the EIPS Board of Trustees approved [*Bylaw No. 011/2024*](#) requiring all trustee nomination packages be accompanied by a name-based criminal record check conducted by an authorized police force issued no earlier than 12 months prior to the election. The nomination package cannot be accepted without this criminal record check.

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 sections 21 and 47 of the LAEA and sections 4(4) and 74 of the *Education Act*;
- you are not otherwise disqualified under sections 22, 23 or 23.1 of the LAEA;
- you have read and understand sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1 and 151 and Part 5.1 of the LAEA and sections 4(4) and 74 of the *Education Act*;
- you have provided a criminal record check with your nomination package;
- 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 designate.

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

The returning officer, or designate, 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 designate, will not accept a nomination for filing if:

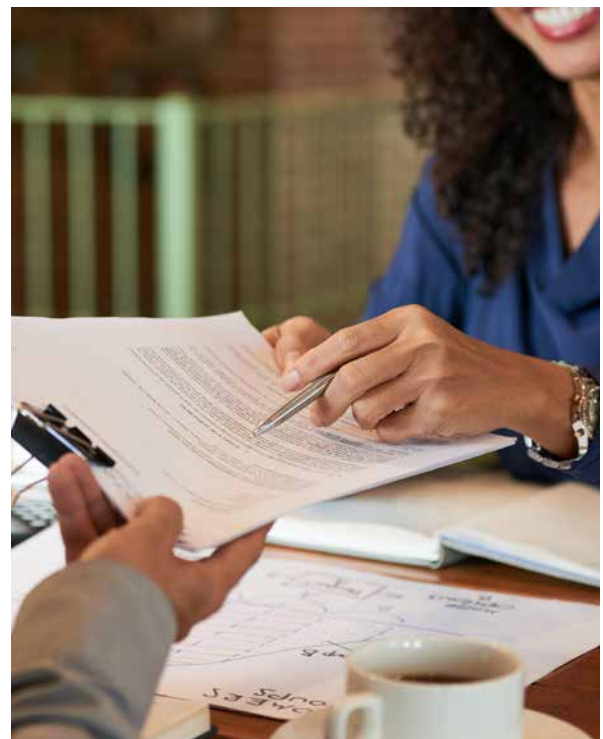
- it's not completed in the prescribed form;
- it's not signed by at least five eligible voters;

- it's not sworn, or affirmed, by the person nominated;
- it's not accompanied by a criminal record check in the prescribed form as outlined in EIPS Bylaw No. 011/2024.
[see the LAEA, section 28(4)].

School Board 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 their 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 January 1 of the election year, but before the employee's last working day prior to nomination day. A school jurisdiction, charter school or private school must grant every application.

If you are a current EIPS employee—or an employee of another school jurisdiction, charter school or



private school—interested in running for school trustee with any board, contact EIPS' returning officer or your Human Resources department for leave details.

Filing of Nomination Papers

File your completed nomination papers with EIPS' returning officer, or designate, during regular business hours as follows:

DATE:

Between Jan. 1, 2025 and 12 p.m. (noon) on Monday, Sept. 22, 2025

LOCATION:

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

Appointments, if needed, 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. Faxed or emailed copies of nomination papers are NOT accepted.

Newspaper advertisements are published two weeks before nomination day—running each week—confirming the final time, date and place for receiving nomination papers.

At any time between Jan. 1, 2025 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. 27, "Appendix G: Nomination Package Checklist") is posted online at 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. 27, "Appendix G: Nomination Package Checklist").

Close of Nominations

After 12 p.m. (noon) on Tuesday, Sept. 23, 2025 but before 12 p.m. (noon) on Wednesday, Sept. 24, 2025, 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 office and share it online, at 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. 27, "Appendix G: Nomination Package Checklist").

A person who has, 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* 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 they reside 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 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;
- are employed by the Office of the Ombudsman unless you take a leave of absence under section 22;
- 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;
- meet any other ineligibility conditions in section 22;
- are in violation of the conditions of office as outlined in section 23; or
- are disqualified for election or re-election in accordance with sections 23.1 or 24.

Rules of Residence

According to section 48(1) of the LAEA, a person may be a resident of only one place at a time for the purposes of voting under the Act. If a person has more than one residence in Alberta, that person shall designate one place of residence as the person's place of residence for the purposes of the Act.

Additional details regarding residency, including temporary residency, rules of residence for students attending an educational institution and documentation used to designate a person's place of residence, are outlined in sections 48(1) and 48(1.1).

When determining residency of either the public or separate school division, section 48(2) of the LAEA stipulates 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 the LAEA.

Section 74(4) of the *Education Act* further clarifies residency as it relates to elections as follows:

(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.

NOTE: Candidates are responsible for ensuring they're not in violation of the conditions of eligibility.

Withdrawal of Nomination

A candidate may withdraw their nomination at any time during the nomination period. Following the close of nominations at 12 p.m. (noon) on Monday, Sept. 22, 2025, 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. 23, 2025.

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 office, located at 683 Wye Rd. in Sherwood Park.

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

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 remain 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*. Generally, 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 Division's Corporate Secretary 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, in addition to other prohibitions, 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 has 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 or compile a voters list.

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. 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, on the evening of Oct. 20, 2025.

Election Results

The complete unofficial election results will be posted online, at eips.ca, as soon as they are available later in the week.

Official election results will be posted at EIPS' Central Services office and online, at eips.ca, at 12 p.m. (noon) on Friday, Oct. 24, 2025.

Recount by Returning Officer

Section 98 of the LAEA sets 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.

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 set the specific requirements for the judicial recount process. Refer to these sections of the LAEA for more details.

Joint Elections

The elections 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.

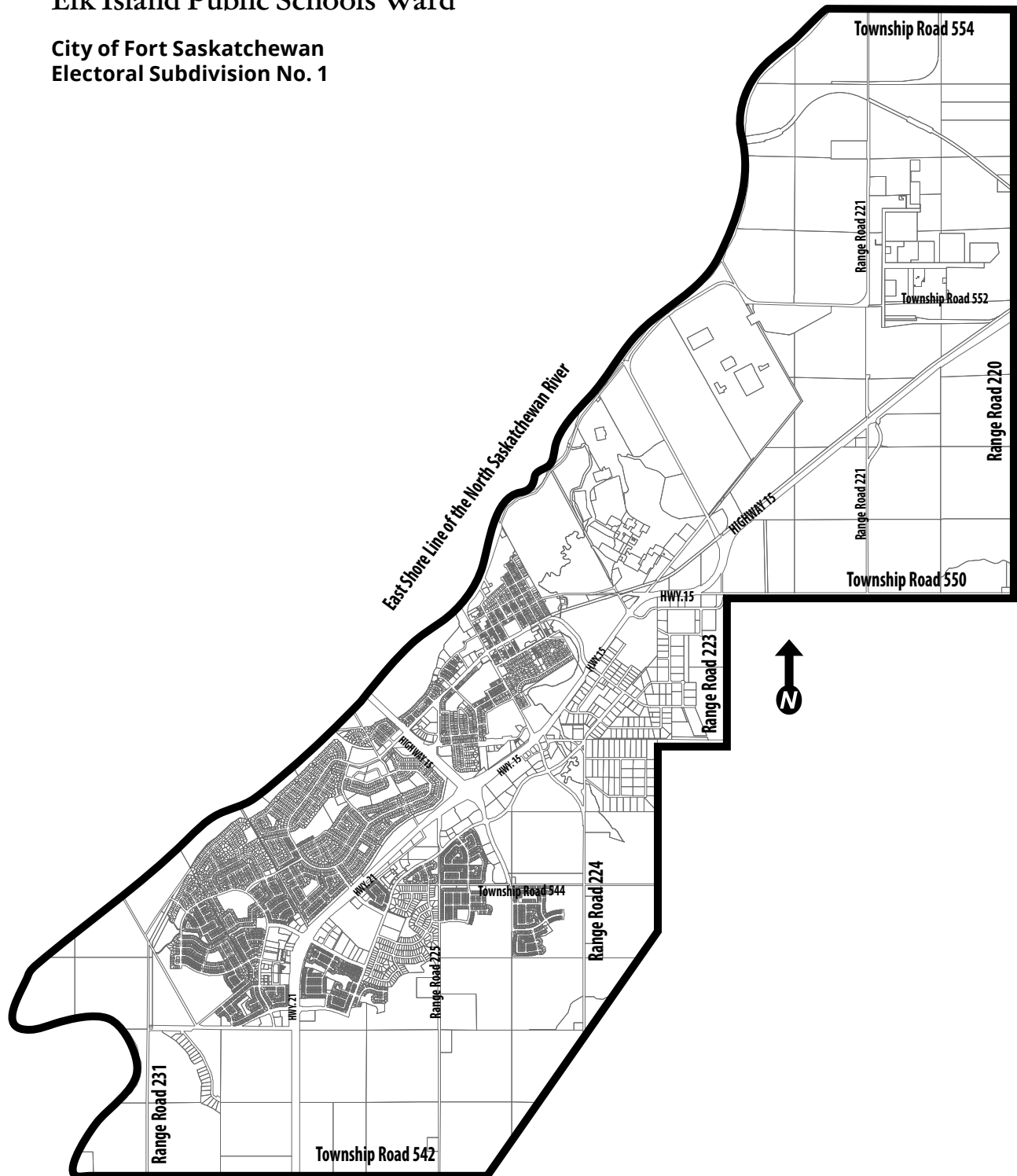
General election information regarding signage, voting stations, dates for advance votes and voting times is available from the municipal authorities conducting the election for the respective wards. Contact information for the respective municipal authorities is available on pg. 26, "Appendix F: Resources."





Elk Island Public Schools Ward

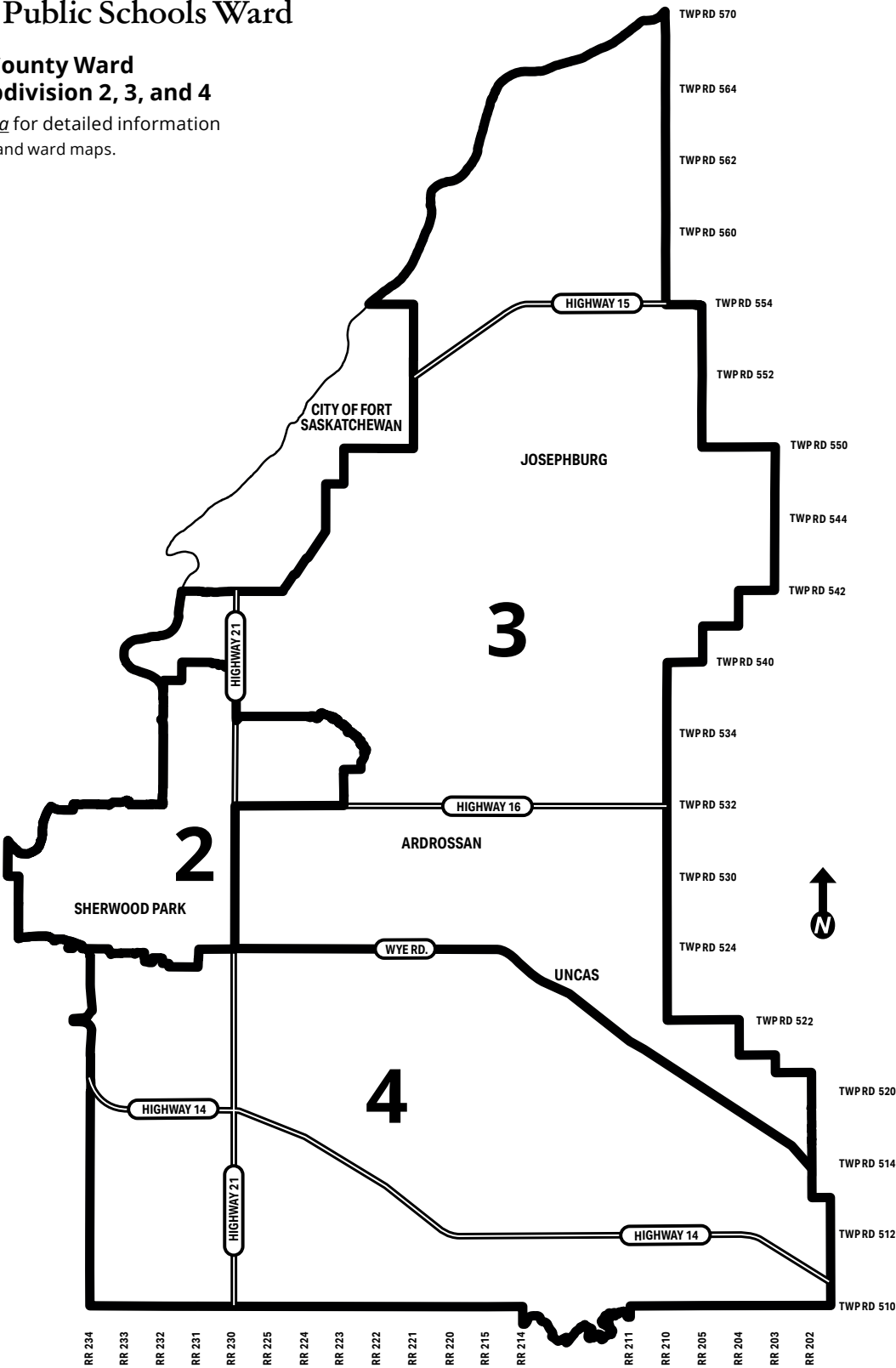
City of Fort Saskatchewan
Electoral Subdivision No. 1



Elk Island Public Schools Ward

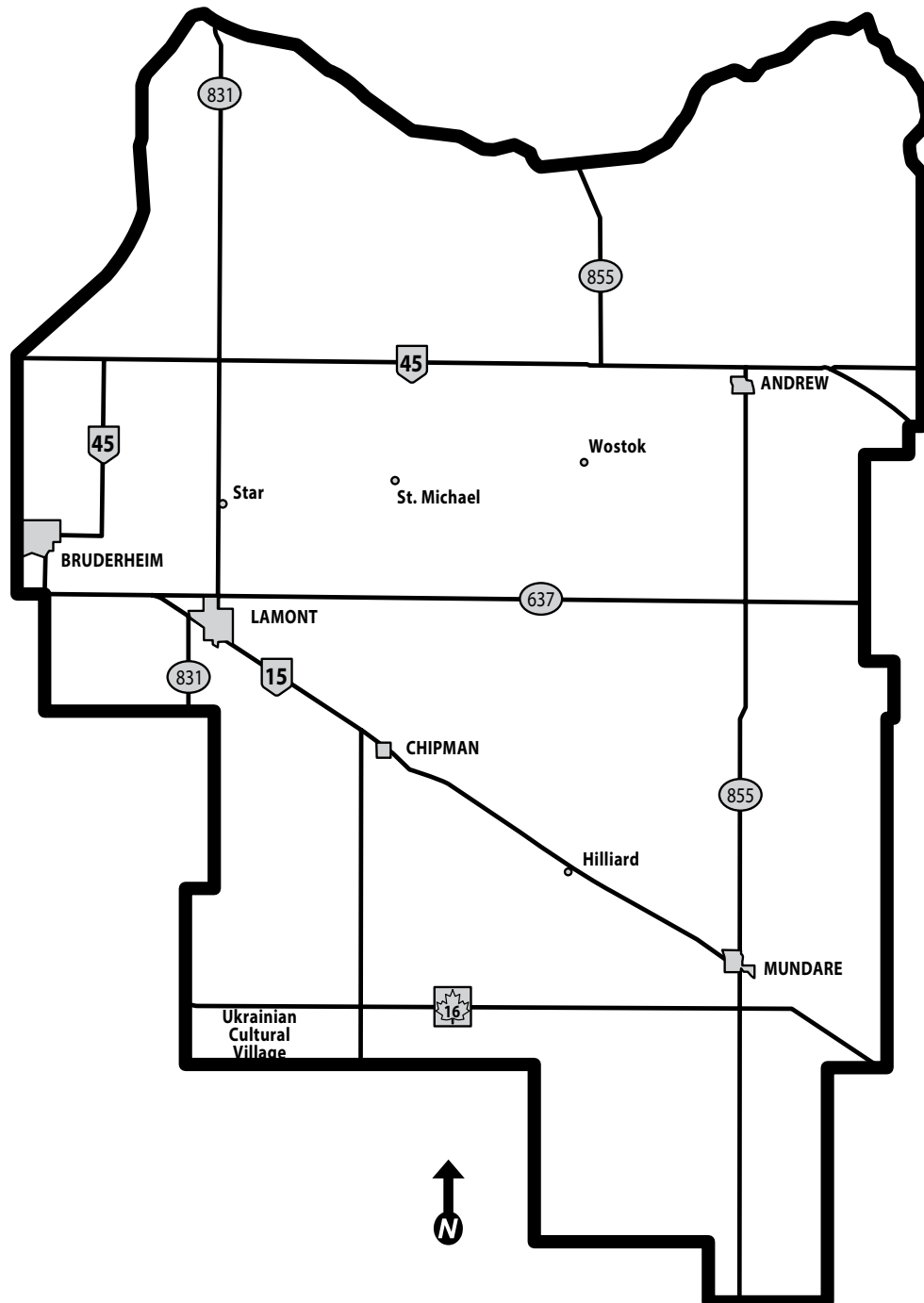
Strathcona County Ward
Electoral Subdivision 2, 3, and 4

Visit strathcona.ca for detailed information
on voting stations and ward maps.



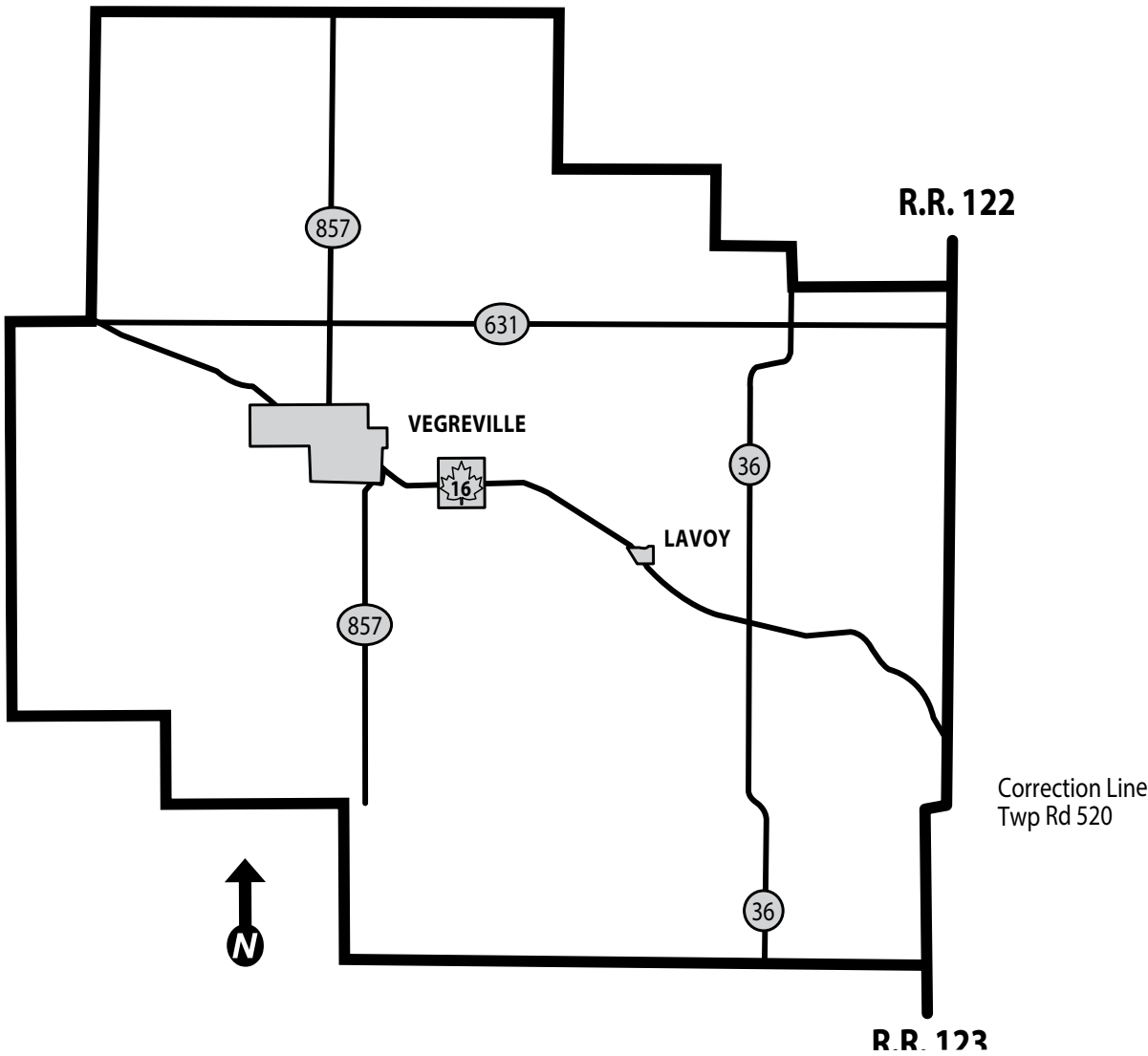
Elk Island Public Schools Ward

Lamont County No. 30 Ward



Elk Island Public Schools Ward

County of Minburn (western portion) No. 27 Ward



Appendix B—2022-26 Four-Year Education Plan Overview

Priority 1: Promote growth and success for all students

GOAL 1: EXCELLENT START TO LEARNING

Outcome: Kindergarten children reach developmental milestones by Grade 1.

Outcome: Students develop a strong foundation for learning through reading and doing mathematics at grade level by the end of Grade 3.

GOAL 2: SUCCESS FOR EVERY STUDENT

Outcome: Students are engaged with their learning and achieve student-learning outcomes.

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

Outcome: Self-identified First Nations, Métis and Inuit students are engaged in holistic, lifelong learning that is culturally relevant and fosters success.

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

Priority 2: Enhance high-quality learning and working environments

GOAL 1: A CULTURE OF EXCELLENCE AND ACCOUNTABILITY

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

GOAL 2: POSITIVE LEARNING AND WORKING ENVIRONMENTS

Outcome: The Division's learning and working environments are welcoming, caring, respectful, safe and foster student and staff well-being.

Goal 3: QUALITY INFRASTRUCTURE FOR ALL

Outcome: Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

Priority 3: Enhance public education through effective engagement

GOAL 1: PARENT AND CAREGIVER ENGAGEMENT

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

GOAL 2: ENGAGED AND EFFECTIVE GOVERNANCE

Outcome: The Division is committed to engaging stakeholders to augment its decision-making and support student success.

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

Appendix C— Board Policy Handbook Overview

The Board Policy Handbook has been developed to highlight and support the very important governance function of the Board. In addition to clearly defining the role of the Board, the role of the Superintendent and the delegation of authority from the Board to the Superintendent, it includes the following policies:

1. Foundational statements that provide guidance and direction for all activities within the Division;
2. Directions for how the Board itself is to function and how individual trustees are to conduct themselves; how Board committees and representatives are to function;
3. Statements as to how appeals and hearings will be conducted;
4. Non-delegable matters such as school closures and policy-making; and
5. Specific matters which the Board has chosen not to delegate to the Superintendent.

All Board policies are reviewed annually. The complete and most up-to-date *Board Policy Handbook* is available online at eips.ca. Policies of particular note include:

- *[Policy 2: Role of the Board](#)*
- *[Policy 3: Role of the Trustee](#)*
- *[Policy 4: Trustee Code of Conduct](#)*
- *[Policy 7: Board Operations](#)*

Appendix D—Section References: Local Authorities Election Act

School board trustee elections are governed by the *Local Authorities Election Act* (LAEA) and regulations. Interested candidates are responsible for reviewing and understanding how the various sections of the LAEA apply when considering running for trusteeship and to ensure they're meeting all requirements.

The complete LAEA is available electronically or to order in print form from Alberta King's Printer:

- Online version: *Local Authorities Election Act* - kings-printer.alberta.ca/documents/Acts/L21.pdf
- Order printed publications: alberta.ca/laws-online-catalogue

Sections of note include, but are not limited to, the following:

- Section 21 Qualification of candidates
- Section 21.1 Criminal record check
- Section 22 Ineligibility
- Section 23 Ineligibility for nomination
- Section 23.1 Disqualification of candidate
- Section 24 Re-election
- Section 25 Nomination day
- Section 26 Notice of nomination day
- Section 27 Form of nomination
- Section 28 Nominations
- Section 31 Insufficient nominations
- Section 32 Withdrawal of nomination
- Section 33 Death of candidate
- Section 34 Election by acclamation
- Section 47 Eligibility to vote
- Section 48 Rules of residence
- Section 68.1 Option for official agent
- Section 69 Candidate's scrutineer
- Section 71 Proof of appointment
- Part 5.1 Election Finances and Contributions Disclosure, sections 147.1-147.91
- Section 151 Offence — candidate's acceptance

Appendix E—Section References: Education Act

In addition to residency requirements outlined within the LAEA, the *Education Act* also includes specific sections that speak to residency that apply to those interested in running for or voting for a school board trustee. Excerpts of these applicable sections are provided below.

The complete *Education Act* is available electronically or to order in print form from Alberta King's Printer:

- Online version: *Education Act* - kings-printer.alberta.ca/documents/Acts/E00P3.pdf
- Order printed publications: alberta.ca/laws-online-catalogue

Excerpts

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

Appendix F—Resources

Election Timeline

Wednesday, Jan. 1, 2025	Nomination period begins
Monday, Sept. 8, 2025	Notice of nomination day
Monday, Sept. 15, 2025	Second notice of nomination day
Monday, Sept. 22, 2025	Nomination day —closes at 12 p.m. (noon)
Tuesday, Sept. 23, 2025	Withdrawal of nomination —prior to 12 p.m. (noon)
Monday, Oct. 20, 2025	Election day—10 a.m. to 8 p.m.
Wednesday, Oct. 22, 2025	Last day for a candidate or their official agent to apply for a recount—4 p.m.
Friday, Oct. 24, 2025	Declare official election results—12 p.m. (noon)
Saturday, Nov. 8, 2025	Last day for an elector to request a judicial recount
Friday, Nov. 21, 2025	Last day for school boards to hold an organizational meeting (<i>Education Act</i> , Board Procedures Regulation; section 1)

References

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

Municipal Directory

Strathcona County

strathcona.ca
election@strathcona.ca
 780-400-3800

City of Fort Saskatchewan

fortsask.ca
elections@fortsask.ca
 780-992-6200

Lamont County

lamontcounty.ca
info@lamontcounty.ca
 780-895-2233

Village of Andrew

andrewab.com
cao@liveinandrew.com
 780-365-3687

Town of Bruderheim

bruderheim.ca
sherry.cote@bruderheim.ca
 780-796-3731

Village of Chipman

chipmanab.ca
chipmanab@mcsnet.ca
 780-363-3982

Town of Lamont

lamont.ca
general@lamont.ca
 780-895-2010

Town of Mundare

mundare.ca
cao@mundare.ca
 780-764-3929

County of Minburn

minburncounty.ab.ca
info@minburncounty.ab.ca
 780-632-2082

Town of Vegreville

vegreville.com
election@vegreville.com
 780-632-2606

Appendix G— Nomination Package Checklist

1. Notice of Intent to be Nominated (NEW)

Candidates must file a Notice of Intent **before** accepting any campaign contributions or incurring any campaign expenses. 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,
urban service area of Sherwood Park

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

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

Lamont County Ward

County of Minburn (western portion) Ward

- ☐ Completed in full
- ☐ Sworn or affirmed by the candidate
- ☐ Signed by a Commissioner for Oaths

2. 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,
urban service area of Sherwood Park

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

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

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

3. Candidate Financial Information form

- ☐ Completed in full

4. Release of Candidate Information form

- ☐ Completed in full
- ☐ Signed by candidate

5. Criminal Record Check (NEW)

As per EIPS Bylaw No. 011/2024, all trustee nomination packages must be accompanied by a criminal record check in the prescribed form.

- ☐ Provided in the prescribed form

6. Release of Official Agent Information form (if applicable)

- ☐ Completed in full
- ☐ Signed by official agent



683 Wye Rd.
Sherwood Park, AB T8B 1N2
phone 780-464-3477 *toll free* 1-800-905-3477
communications@eips.ca
eips.ca