

PARKLAND SCHOOL DIVISION

2021

SCHOOL BOARD ELECTION

HANDBOOK

Be a leader in your community: become a school board trustee



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Section 1: What Interested Candidates Need to Know

Alberta school boards help shape the future of local communities by governing the education of young people. The provincial government, through the Minister of Education, grants school boards the authority to make decisions regarding the direction and quality of local public education. Accountability to the public is entrenched through the election of local school board trustees every four years.

The key responsibility for trustees is to stay in touch with community stakeholders so that they understand and reflect in their decision-making, what all citizens value and want from their local public schools. It's important to note that trustees do not represent any one school, neighbourhood or community. Rather, they make decisions based on the needs of the entire jurisdiction. As elected officials, trustees have many responsibilities, including:

- Setting school jurisdiction goals that ensure students have the knowledge and skills that enable them to be better prepared for life;
- Planning school jurisdiction priorities based on provincial curriculum requirements, community input, available resources and best practices in education;
- Review and approve an annual budget for the school jurisdiction based on curriculum requirements and strategic priorities;
- Developing policies to guide school jurisdiction administration and employees toward division goals;
- Ensuring residents of the school jurisdiction are regularly informed about the work and achievements of the school division;
- Advocating on behalf of the school community to decision-makers and stakeholders on important issues that affect education, and to ensure education is a top public priority;
- Ensuring regular opportunities for public input and access; and
- Evaluating the school jurisdiction's chief executive officer – the superintendent of schools.

Role of the Trustee

(Parkland School Division Board 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 and goals. The oath of office taken or affirmation made by each trustee when assuming the role binds that person to work diligently and faithfully in the cause of public education.

Please refer to [Parkland School Division Board Policy 3](#), which outlines the role of the trustee.

Trustee Code of Conduct

(Parkland School Division Board Policy 4 – Trustee Code of Conduct)

The Board commits itself and its members to conduct of 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.

Please refer to [Parkland School Division Board Policy 4: Code of Conduct](#), which outlines the trustee code of conduct as well as sanctions [Parkland School Division Board Policy 4: Appendix 4.1](#).



*Scan here to read
Board Policy 3: Role of
the Trustee.*



*Scan here to read
Board Policy 4: Trustee
Code of Conduct.*



*Scan here to read
Board Policy 4:
Appendix 4.1.*

Section 2: Board Policies and Draft Meeting Schedule

After understanding the role of trustees and trustee code of ethics, interested candidates are encouraged to read further into Parkland School Division's Board Policies to gain a better understanding on the fundamental principles and operations of the board.

The Board Policy Handbook of Parkland School Division is available on its [website](https://www.psd.ca/board/policies-and-procedures).
(<https://www.psd.ca/board/policies-and-procedures>).

The following Board Policies are available at the listed links below, which direct you to the Parkland School Division website.

- [Division Foundational Statements](#) (Board Policy 1)
- [Role of the Board](#) (Board Policy 2)
- [Role of the Board Chair](#) (Board Policy 5)
- [Board Operations](#) (Board Policy 7)
- [Board Committees](#) (Board Policy 8)

A draft 2021-2022 Schedule of Board and Committee Meetings and Events is included at the end of this section.



*Scan here to view all
Parkland School
Division Board Policies.*

2020-2021 Committee Meetings and Events (DRAFT)

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
AUGUST 2020				
28	TBD			PSD PD Day
SEPTEMBER 2020				
1	6:00 pm, CFE	Regular Board Meeting		
9	1:00 pm, CFE		Audit Committee	
22	9:00 am, CFE	Education Committee		
22	12:30 pm, CFE	PSD Tomorrow		
23	3:15 pm, CFE		Benefits Committee	
30	8:00 am, CFE	Trustee Summit		
OCTOBER 2020				
1	8:00 am, CFE	Trustee Summit		
6	9:30 am, CFE	Regular Board Meeting		
9	TBD			MCHS Class of 2020 & Gr.12 Awards (2019-2020)
9	TBD			SGCHS Class of 2020
13	4:15 pm, CFE		Teacher Board Advisory Committee	
13	7:00 pm, MCHS			MCHS Awards (2019-2020)
14 -17	Edmonton			PSBAA Fall AGM
15	7:00 pm, SGCHS			SGCHS Awards (2019-2020)
22	9:00 am, Various	Student Advisory		
22	7:00 pm, CFE		COSC first meeting	
27	9:30 am, CFE	Regular Board Meeting		
27	12:30 pm, CFE	PSD Tomorrow		
NOVEMBER 2020				
9 – 13		Fall Break		
15 - 17	Edmonton			ASBA Annual Fall Meeting
18	1:00 pm, CFE		Audit Committee	
19	7:00 pm, CFE		COSC	
24	9:30 am, CFE	Regular Board Meeting		
25	7:00 pm, TBD	Stakeholder Engagement Evening		

DECEMBER 2020				
2	3:15 pm, CFE		Benefits Committee	
15	12:30 pm, CFE	PSD Tomorrow		
Dec 21 - Jan 1		Christmas Break		
JANUARY 2021				
12	9:30 am, CFE	Regular Board Meeting		
26	9:00 am, CFE	Education Committee		
26	12:30 pm, CFE	PSD Tomorrow		
FEBRUARY 2021				
2	9:30 am, CFE	Regular Board Meeting		
16	4:15 pm, ATA Office		Teacher Board Advisory Committee	
18	7:00 pm, CFE		COSC	
23	12:30 pm, CFE	PSD Tomorrow		
MARCH 2021				
2	9:30 am, CFE	Regular Board Meeting		
11	9:00 am, Various	Student Advisory		
11	7:00 pm, CFE		COSC	
23	12:30 pm, CFE	PSD Tomorrow		
Mar 26 - Apr 5		Spring Break		
APRIL 2021				
6	6:00 pm, CFE	Regular Board Meeting		
8	8:30 am, TBD	Education Planning Day		
20	1:00 pm, CFE		Audit Committee	
21	3:15 pm, CFE		Benefits Committee	
27	9:00 am, CFE	Education Committee		
27	12:30 pm, CFE	PSD Tomorrow		
27	4:15 pm, CFE		Teacher Board Advisory Committee	
MAY 2021				
4	9:30 am, CFE	Regular Board Meeting		
6	7:00 pm, CFE		COSC	
12	1:00 pm, CFE		Audit Committee	

25	9:30 am, CFE	Regular Board Meeting		
25	12:30 pm, CFE	PSD Tomorrow		
28	Stony Plain			Milestones and Merits
JUNE 2021				
4 – 8	Red Deer	PSBAA/ASBA Spring General Meeting		PSBAA/ASBA Spring General Meeting
4	TBD			SGCHS Graduation
8	5:00 pm, TBD		Teacher Board Advisory Committee	
15	9:30 am, CFE	Regular Board Meeting		
15	11:30 am, CFE	Organizational Meeting		
19	TBD			MCHS Graduation
JULY 2021				
5 – 8	Tentative dates			Canadian School Board Association Conference

Section 3: 2021-2022 School Year Calendars

Parkland School Division's [School Year Calendars](#) are posted to the PSD website upon approval by the Board of Trustees. Please visit the Division School Year Calendars page to view the [2020-2021 School Year Calendar](#) and the [2021-2022 School Year Calendar](#).



*Scan here to view all
Parkland School
Division Calendars.*

Section 4: Nomination and Election Guide

Please note: This is an information manual only and has no legislative sanction. For certainty, please refer to the [Local Authorities Election Act](#).

Nomination Day

Nomination day is **Monday, September 20, 2021**.

The nomination period runs from **January 1, 2021 through to noon on Nomination Day**. Candidates wishing to submit their completed nomination package prior to Nomination Day will contact the Returning Officer by calling 780-999-0869 or emailing eva.beyer@parklandcounty.com or elections@parklandcounty.com to make an appointment.

On Nomination Day, papers will be received by the Returning Officer **between 10am and noon on Monday, September 20, 2021** in the Parkland County Administration Building (53109A Hwy 779, Parkland County, Alberta T7Z 1R1). Should candidates wish to withdraw their nomination, they may do so **until the nomination period closes at noon on Nomination Day**.

Nomination papers may be handed in by any person. The Nomination Paper and Candidate's Acceptance form (Form 4) and Candidate Information form (Form 5) can be accessed on the [Parkland County Elections](#) page. A link to Form 4 and Form 5 is included in Section 5 of this handbook.

At any time after 12:00 noon on nomination day, nomination papers may be examined by an elector during regular business hours and in the presence of the Returning Officer.

Every nomination must be accompanied by a **deposit of \$100.00** (cash, bank drafts and money orders are acceptable forms of payment; personal cheques will **not** be accepted). As outlined in [Ministerial Order MSD103-20](#), in-person credit and debit card payments will be accepted to reduce physical contact between election candidates and municipal staff due to COVID-19 health risks. This order is in effect only for the 2021 general election year.

Qualification of Candidates

To be nominated as a candidate in the school board election under the [Local Authorities Election Act](#), a person must be eligible under sections 21 and 27 of the *Local Authorities Election Act* and sections 4(4) and 74 of the [Education Act](#) (if applicable) to be elected to the office, and not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*.



Scan here to view the
*Local Authorities
Election Act.*



Scan here to view the
Education Act.

Advance Vote

Requirements to Vote

Advance Vote dates are permitted as alternative dates for voting. You do not have to declare any special circumstances to be permitted to vote at the Advance Vote. Each voter must sign an Elector Register (Form 13) and present the required voter identification. Any person who does not comply with the legislation will not be allowed to vote.

Advance vote will be held for Parkland County, the City of Spruce Grove and the Town of Stony Plain on:

- Thursday, October 7
- Friday, October 8
- Tuesday, October 12
- Thursday, October 14
- Saturday, October 16

Advance voting times and locations have yet to be determined and will be posted once available.

Locations of the Advance Vote

The locations of the advance votes have not yet been determined. Please check each municipality's website regularly for updates.

- [Parkland County](#)
- [City of Spruce Grove](#)
- [Town of Stony Plain](#)



*Scan here to view the
Parkland County
website.*



*Scan here to view
City of Spruce Grove
website.*



*Scan here to view
Town of Stony Plain
website.*

Advertisement Distribution

Section 152 of the [Local Authorities Election Act](#) states:

- (1) Subject to subsection (2), a person who, at an advance vote or on election day, canvases or solicits votes or, communicates with any person with the intent to influence a vote or,
 - (a) displays 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, or
 - (b) distributes within a building used for a voting station or within the boundaries of the land on which the building used for a voting station is located,an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.00.
- (2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.
- (3) Repealed 2018 c23 s53
- (4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal.

Section 153 of the [Local Authorities Election Act](#) further 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.

Please also refer to [Administrative Procedure 160: Political Electioneering](#), on Parkland School Division's website.

Candidate's Scrutineer

Section 69 of the [Local Authorities Election Act](#) states:

- (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



*Scan here to view
Administrative
Procedure 160:
Political
Electioneering.*

- (b) stating that a 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.

Section 71 of the [Local Authorities Election Act](#) further states:

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.

Election Day

Election day is **Monday, October 18, 2021**. Voting stations shall be open during the below hours:

Parkland County: **9:00 am - 8:00 pm**

City of Spruce Grove: **6:30 am - 8:00 pm**

Town of Stony Plain: **9:00 am - 8:00 pm**

Voting Stations

The list of voting stations will be listed on each municipality's website and posted in the local newspapers. Specific voting station locations have yet to be confirmed, but this information will be shared once available.

City of Spruce Grove and Town of Stony Plain voters will be able to vote at any of their own municipality's voting stations. Parkland County voters will be able to locate the voting stations designated for their divisions by entering their addresses into the County's online app (coming soon).

Voting Station Recount

In accordance with **Section 98** of the [Local Authorities Election Act](#), an application for a recount may be made during the 44 hours immediately following the closing of the voting stations. The deadline to apply for a recount under Section 98(4) is **4:00 pm, Wednesday, October 20, 2021**.

Judicial Recount of Votes

In accordance with **Section 103** of the [Local Authorities Election Act](#), an application can be made by any elector to the Court at any time within 19 days after the close of the voting stations on election day.

Who Can Vote

In accordance with **Section 47** of the [Local Authorities Election Act](#), a person must:

- (a) be at least 18 years old,
- (b) be a Canadian citizen, and
- (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

In accordance with **Section 4(4)** of the [Education Act](#), 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.

For More Information

Parkland School Division has partnered with Parkland County to conduct the 2021 school board election. Parkland County's [website](https://www.parklandcounty.com/en/county-office/elections.aspx) (<https://www.parklandcounty.com/en/county-office/elections.aspx>) provides information, links to election forms and documents and updates for candidates.

Forms, regulations and the [2021 School Board Elections Information Package](https://education.alberta.ca/media/3795940/2021-school-board-elections-information-package-october-2020.pdf) by Alberta Education can be accessed on Alberta Education's [website](https://education.alberta.ca/media/3795940/2021-school-board-elections-information-package-october-2020.pdf) (<https://education.alberta.ca/media/3795940/2021-school-board-elections-information-package-october-2020.pdf>).



*Scan here to view the
Parkland County
Election website.*



*Scan here to view the
Alberta Education
School Board Elections
Information Package.*

For information regarding the nomination and election process, please contact the Returning Officer:

Eva Beyer

Returning Officer for Parkland School Division

53109A HWY 779

Parkland County, AB T7Z 1R1

Phone: 780-999-0869

Email: eva.beyer@parklandcounty.com or

Email: elections@parklandcounty.com

Section 5: Nomination Paper and Candidate's Acceptance

Please note: As of December 2020, these forms have not yet received Ministerial Approval, and may be subject to change. Approved forms will be posted to the Parkland School Division website once available.

[Form 4 - Nomination Paper and Candidate's Acceptance](https://www.alberta.ca/municipal-election-forms.aspx) and other forms can be accessed on the Government of Alberta's website (<https://www.alberta.ca/municipal-election-forms.aspx>). Web browser-friendly versions of these forms can be accessed on Parkland School Division's Election 2021 webpage (<https://www.psd.ca/board/election-2021>).

These forms should be completed and submitted as part of each candidate's nomination package.



*Scan here to view the
Government of
Alberta's Municipal
Election Form website.*



*Scan here to view
Form 4 – Nomination
Paper and Candidate's
Acceptance.*



*Scan here to view
Form 5 – Candidate
Information.*



*Scan here to view the
Parkland County
Candidate Contact
Consent Form.*

Section 6: After Election

The role of trustee is an important one. Each year our Board makes decisions that have a tremendous impact on our local communities and individual residents. There are a few important dates that successful candidates would need to mark in their calendars.

TBD	The swearing-in ceremony for Trustees will take place at the Centre for Education at 6:30 pm.
TBD	The two-day mandatory Board Orientation/Retreat will be held off site in Hinton. Further details will be provided to successful candidates prior to the orientation.
TBD	The Board's Organizational Meeting will take place at 9:00 am. Trustees' regular Board Meeting will immediately follow at 9:30 am.
TBD	Public School Boards' Association of Alberta (PSBAA) University and Annual General Meeting will be held in Edmonton.
TBD	Alberta School Boards Association (ASBA) Fall General Meeting will be held in Edmonton.



4603-48 Street

Stony Plain, AB T7Z 2A8

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