



MEMORANDUM

November 26, 2024
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Jason Krefting, Director
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	Local Authorities Election Act: Section 13 Education Act
SUBJECT	2025 LOCAL ELECTION RETURNING OFFICER, SUBSTITUTE RETURNING OFFICER

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees appoint Eva Beyer, of Parkland County, as the Returning Officer and Barb Williams, of Parkland County, as the Substitute Returning Officer for Parkland School Division for the 2025 Local Election.

BACKGROUND

"The Board is a corporate entity created by the provincial legislation and given authority by" the *Education Act* "and the attendant regulations. It is comprised of trustees elected in accordance with the Local Authorities Election Act." The *Local Authorities Election Act*, Section 13, states that "an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections".

REPORT SUMMARY

Local Authorities Election Act: Section 13:

Appointment of returning officer and substitute returning officer

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(3) The following persons shall not be appointed as a returning officer or substitute returning officer for a local jurisdiction:

- (a) a candidate for the elected authority for that local jurisdiction;
- (b) in respect of a candidate for the elected authority for that local jurisdiction, the candidate's spouse, adult interdependent partner, child, parent or sibling.

(4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

RSA 2000 cL-21 s13;2018 c23 s7;2020 c22 s4;2024 c11 s1(7)

Administration would be pleased to respond to any questions.

SM:kz