

**PARKLAND SCHOOL DIVISION**

# **2025**

## **SCHOOL BOARD ELECTION**

### **HANDBOOK**

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



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## Introduction

*For purposes throughout this document “candidate” refers to an individual who has been nominated to run for election as a school board trustee, and an individual who intends to be nominated to run for election as a school board trustee that has given written notice to the Returning Officer in accordance with section 147.22 of the Local Authorities Election Act – prior to December 31, 2024.*

The Parkland School Division has partnered with Parkland County to conduct the 2025 school board trustee election. Parkland County’s [website](https://www.parklandcounty.com/en/county-government/2025-municipal-election.aspx) (<https://www.parklandcounty.com/en/county-government/2025-municipal-election.aspx>) provides information, links to election forms and documents, and updates for candidates.

Forms, regulations and Alberta Education’s [2025 School Board Elections Guide](https://www.alberta.ca/school-board-elections-guide) can be accessed on the Government of Alberta’s [website](https://www.alberta.ca/school-board-elections-guide) (<https://www.alberta.ca/school-board-elections-guide>).



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



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

**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: 1-825-963-5170

Email: [elections@parklandcounty.com](mailto:elections@parklandcounty.com)

This guide has been developed to answer questions and provide information most frequently asked by candidates prior to Nomination Day. While the information provided attempts to capture a good understanding of what it is to be a candidate and touches on several aspects, it is your responsibility to be familiar with the candidate requirement. We urge you to obtain a reference copy of the *Local Authorities Election Act* and *Education Act* from [Alberta King’s Printer](https://www.alberta.ca/alberta-kings-printer) (<https://www.alberta.ca/alberta-kings-printer>).

## Updates and Changes

The information in this package is subject to change. Please refer to the noted websites to view any posted changes, corrections, or updated forms. It is recommended that any potential candidate sign up for email updates through the Parkland County website to remain up to date as information is revised or added. It is not the duty of the Returning Officer to ensure that candidates receive changes to information outside of the website.

Please review here for any updates and changes to the 2025 School Board Election Handbook.

<u>Update</u>	<u>Date of Change</u>	<u>Page No.</u>
2025 School Board Elections Guide ~ updated February 12, 2025 (previously 2025 School Board Elections Information Package)	March 7, 2025	3

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

## 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. Trustees are entrusted to govern their division by balancing the diverse needs of students, families and communities. Their work encompasses several key areas:

- **Setting Direction:** Trustees establish the strategic vision and priorities for their division, ensuring that all students can succeed. This includes approving goals that reflect community input and comply with provincial guidelines.
- **Developing Policy:** By creating policies, trustees set the framework for how their division operates. These policies guide everything from fiscal oversight and student well-being to annual school calendars.
- **Budget Approval and Oversight:** Trustees approve the division's annual budget, ensuring that resources are allocated effectively and responsibly.
- **Superintendent Oversight:** Working together as the board, they hire and evaluate the superintendent, who is responsible for implementing board decisions and managing day-to-day operations.
- **Advocacy and Representation:** Trustees advocate for public education at the municipal and provincial levels, representing the interests of their communities.
- **Community Engagement:** Trustees actively communicate with parents, students and other stakeholders, ensuring everyone's voices are considered in board decisions.

The board is collectively responsible for governance and all trustees are bound by its decisions. Individual trustees hold no legal authority; decision-making power rests solely with the board. However, the role of a trustee carries leadership and accountability, both to their constituents and the broader community. In this capacity, trustees can serve as role models and set a positive example for others.

## 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. This high standard includes the proper use of authority and appropriate decorum exhibited as individuals and within group behaviour. 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. The Trustee Code of Conduct requires that trustees respect the confidentiality appropriate to issues of a sensitive nature.

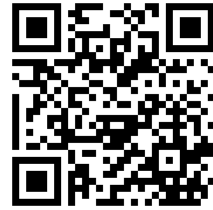
Please refer to [Parkland School Division Board Policy 4: Trustee Code of Conduct](#), which outlines the trustee code of conduct as well as sanctions [Parkland School Division Board Policy 4: Appendix 4.1](#).



*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.*

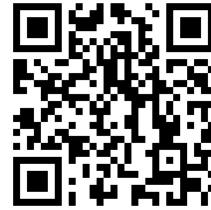
## Section 2: Board Policies, Committees and Representation

### Board Policies

After reviewing 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 Policies of Parkland School Division are available on its [website](https://www.psd.ca/board/policies-and-procedures) (<https://www.psd.ca/board/policies-and-procedures>). The following Board Policies can be viewed through the listed links below:

- [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 and Representation](#) (Board Policy 8)



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

### Committees and Representation

The Board shall establish standing or ad hoc committees for ongoing study of major areas of responsibility or for specific, defined purposes.

Additionally, the Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange or information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Included on the next page is a list of the Board's Committee and Board meetings, engagements and other various events. A full list of the [2024-2025 Draft Schedule of Committee Meetings and Events](#) is established at the June Organizational meeting and can be viewed on the PSD website. The 2025-2026 draft schedule will not be available until June 2025.

### Committee Meetings and Events (Draft Schedule)

PSD Board Representation for Meetings, Committees and Events		
Meetings of the Whole		
Education Planning Day	Annually (Apr)	Full day
Governance and Planning Session	Monthly (Sep – Jun)	Full day
Organizational Meeting	Annually (Jun)	Morning
Regular Board Meeting	Monthly (Sep – Jun)	Morning
Stakeholder Engagement Evening	Annually (Nov)	Evening
Student Advisory	Annually (Mar)	Afternoon
Trustee Summit	Annually (Oct)	3 Consecutive Days
Committee Meetings		
Alberta School Boards Association (ASBA) Zone 2/3	Monthly (Sep – Jun)	Morning
Audit Committee	4 per year	Afternoon
Benefit Plan Advisory Committee	3 per year	Afternoon
Council of School Councils	5 per year	Evening
Public School Boards' Council (PSBC)	Trimonthly	2 Consecutive days
Teacher Board Advisory Committee	4 per year	Evening
Events		
ASBA Fall Conference and AGM	Annually	3 Consecutive Days
High School Awards Ceremony	Biannually (Jun)	2 Evenings
Joint Meeting with City of Spruce Grove	Annually	Afternoon or Evening
Joint Meeting with Conseil scolaire Centre-Nord	Annually	Afternoon or Evening
Joint Meeting with Evergreen Catholic	Annually	Afternoon or Evening
Joint Meeting with Parkland County	Annually	Afternoon or Evening
Joint Meeting with Paul First Nation	Annually	Afternoon or Evening
Joint Meeting with Town of Stony Plain	Annually	Afternoon or Evening
Milestones and Merits	Annually (Jun)	Evening
PSBAA Fall Conference and AGM	Annually	3 Consecutive Days
PSD Opening Day	Annually (Aug)	Morning



## Section 3: School Year Calendars

### 2024-2025 School Year Calendar

Parkland School Division's School Year Calendars are posted to the PSD website upon approval of the Superintendent.

Please visit the Division's [Calendar & Events](#) page to view the complete [2024-2025 School Year Calendar](#), as sampled below.

The 2025-2026 School Year Calendar will be released no later than March 1, 2025.

<b>LEGEND</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
Student First 28	M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31
Student Last 26			
PD / Non Instructional x	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>
	M T W T F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	M T W T F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31
Non Operational x			
Statutory x	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
	M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30
TRC Day 30			
Diploma Exam x			
High School Transition △	<b>MAY</b>	<b>JUNE</b>	
	M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	



Scan here to view all  
Parkland School  
Division Calendars.

## Section 4: Nomination and Election Guide

### Nomination Day

Nomination day is **Monday, September 22, 2025**.

The nomination period runs from **January 1, 2025 through to noon on Nomination Day**. Candidates wishing to submit their completed nomination form prior to Nomination Day will need to contact the Returning Officer by calling 1-825-963-5170 or emailing [elections@parklandcounty.com](mailto:elections@parklandcounty.com) to book an appointment.

On Nomination Day, applications will be received by the Returning Officer **between 10:00 am and noon on Monday, September 22, 2025** at the Parkland County Centre (53109A Hwy 779, Parkland County, Alberta T7Z 1R1).

Nomination papers may be handed in by any person. The Nomination Paper and Candidate's Acceptance form - PSD (Form 4), Candidate Financial Information form (Form 5), and Candidate Contact form can be accessed on the [Parkland County Elections](#) page. Links to these forms are also 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, certified cheque, money order, e-transfer, debit card or credit card are acceptable forms of payment. Personal cheques will not be accepted.

### 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 section 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.*

## Advertisement Distribution

Candidates may prepare and distribute election information they deem necessary to share during the campaign period. When it comes to campaign advertising including all forms of election billboards, placards, lawn signs, etc., candidates must follow the rules that are applicable for the Ward they are running for. For detailed information, please contact the Returning Officer.

Parkland School Division's 5 wards can be viewed on the [Electoral Wards map](#).

## Candidate's Official Agent

Candidates may identify an official agent at the time of nomination and will notify the Returning officer with any changes to the Official Agent. Each candidate will determine the role of the Official Agent as they deem fit as per section 68 of the *Local Authorities Election 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 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 at various locations and times as posted on the appropriate website. As information is updated, it will be posted at the links below. Votes will be taken for the School Board Trustees at the various locations.

### Locations of the Advance Vote

Please check each municipality's website regularly for updates in regards to the locations, dates and times for advance voting.

- [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.

## Special Ballot (Mail-in Voting)

Voters who are unable to vote at their designated advance vote or Election Day voting station, may apply to vote by special (mail-in) ballot, starting on August 1, 2025.

Fill in the below form and send to [elections@parklandcounty.com](mailto:elections@parklandcounty.com), or contact the Returning Officer by phone: 825-963-5170 for more details on how to request a special ballot.

- Special Ballot Package Request (***Link to be updated soon***)
- View the Special Ballot process prepared by Municipal Affairs (***Link to be updated soon***)

## Advertisement Distribution at Voting Locations

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,
  - (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.
- (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.



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

## **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
  - (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.
  - (5.1) A scrutineer may perform the duties of a scrutineer at more than one voting station.

- (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 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.
- (7) Except as otherwise provided in this Act, no person may impede a scrutineer from performing the duties of a scrutineer during voting hours.

**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 20, 2025**. Voting stations shall be open during the below hours:

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

City of Spruce Grove: **9:00 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 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](#), the returning Officer may make a recount of the votes cast at one or more voting stations if the returning officer deems grounds are considered reasonable to require a recount; or the returning officer receives an application for a recount in accordance with the 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 22, 2025**.

## 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 for a recount 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,
- (c) resides in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the local jurisdiction on election day, and

In accordance with **Section 74** of the [Education Act](#), an individual is a resident of a separate school division when:

- (a) the person's place of residence is within the school division, and
- (b) 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;

A resident of a separate school division is eligible to vote for the public school division or the separate school division in which the person's residence is located, but not both.

## Section 5: Nomination Paper and Candidate's Acceptance

**Please note:** As of December 2024, 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.

The below 3 forms should be completed and submitted as part of each candidate's nomination package:

- [Form 4 - Nomination Paper and Candidate's Acceptance](#)
- [Form 5 – Candidate Financial Information](#)
- [Candidate Contact Consent Information](#)

Web browser-friendly versions of these forms will be available on Parkland School Division's Election 2025 [webpage](https://www.psd.ca/board/election-2025) (<https://www.psd.ca/board/election-2025>). Additional forms can be accessed on the Government of Alberta's [website](https://www.alberta.ca/municipal-election-forms) (<https://www.alberta.ca/municipal-election-forms>).



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.
TBD	The mandatory Board Orientation/Retreat will be held shortly after the election. Further details will be provided to successful candidates prior to the orientation.
TBD	The Board's Organizational Meeting will take place followed immediately by the Trustees' regular Board Meeting.
TBD	Public School Boards' Association of Alberta (PSBAA) University and Annual General Meeting.
TBD	Alberta School Boards Association (ASBA) Fall General Meeting.



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