



To: All Potential Candidates

From: Shawn Russell, Associate Superintendent
Chinook's Edge School Division

The following is your Candidate Election Package. Please ensure that you go through this entire package carefully before completing any of the forms contained herein. This package is designed to answer the most frequently asked questions and includes portions of the legislation relating to the School Board Election. This documentation has no legislative sanction.

Please note that this package does not contain a complete *Local Authorities Election Act* and/or *Education Act*. Anyone wishing concise information should consult the relevant statutes, regulations and By-laws. Complete copies of these Acts may be obtained from:

The Queen's Printer
Suite 700, Park Plaza
10611 – 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668
Email: qp@gov.ab.ca
On line: www.qp.alberta.ca

If you have any questions pertaining to being a School Board Trustee please contact the Returning Officer, Bonnie Milman at Chinook's Edge School Division, 4904 – 50 Street, Innisfail, AB T4G 1W4. She can be reached at 403-505-2472 or 403-227-7070 or 1-800-561-9229.

Information for Potential Candidates

Visit www.cesd73.ca for up to date election information. This package is for information only. Relevant statutes and regulations should be consulted in their entirety.

The following is your Candidate Election Package. Please ensure that you go through this entire package carefully before completing any of the forms contained. This package is designed to answer the most frequently asked questions and includes references to the legislation relation to the School Board Election.

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Elected Positions

Chinook's Edge School Division Board of Trustees has nine (9) elected trustees elected in a ward system.

Chinook's Edge works in conjunction with Red Deer County to conduct the elections in the north portion of the jurisdiction. In the south portion of the jurisdiction we work together with Mountain View County, the towns of Carstairs, Didsbury, Olds and Sundre along with the Village of Cremona. We all work together to provide one stop voting for electors.

Information Sources

This information has been compiled for your reference. It is not inclusive of all the information contained within the Relevant Statutes and Regulations. Copies of the complete documents can be obtained from the Alberta Queen's Printer:

Suite 700, Park Plaza
10611 – 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668
Email: qp@@gov.ab.ca
On line: www.qp.alberta.ca

Chinook's Edge Returning Officer

Chinook's Edge has contracted Bonnie Milman as the Returning Officer for the 2021 Election. Bonnie can be reached at 403-505-2472 or 403-227-7070.

Position of School Board Trustee

As a member of the Chinook's Edge Board, Trustees have the opportunity to **shape** the future of their communities. All decisions must be made at meetings, held in public, at which a quorum is present. A Trustees' vote is one of nine.

As a member of the Board, a Trustee will not have the power to commit his/her community to any expenditure or to direct the activities of school staff. Any promise made as part of an election campaign that involves expenditures or the activities of the Board can only be carried out if a majority of the Board votes in favor in a meeting.

All school boards within Alberta are governed by the *Education Act*. Copies of this Act are available through the Queen's Printer of Alberta at www.qp.alberta.ca.

Board Minutes

Copies of the minutes from the Board of Trustees meetings, Policies and Administrative Procedures, Audited Financial Statements and Three Year Plan are posted on the website at www.cesd73.ca.

Time Commitment

All Trustees are expected to attend both Board of Trustees and Education Committee meetings. These meetings are held once a month and typically last most of the day. Trustees may also serve on committees or as representatives to other organizations. Currently there are eight standing committees including Audit, Facilities and Maintenance, Negotiations, Policy, Stakeholder Relations, Student Appeal and Transportation. The listing of Board Committees is posted on the Division website at www.cesd73.ca. Typically, three Trustees serve on each of the committees and they meet two to ten times per year. The length of each committee meeting depends on the items on the agenda. Trustees usually attend the Fall and Spring Annual General meetings of the Alberta School Boards Association (these meetings run from Saturday to Tuesday). Each Trustee also attends the monthly School Council meetings for the school(s) in their ward.

The Board of Education Chair and the Vice Chair positions are elected at the Board's annual Organizational meeting. This is also the time when the committee membership is determined.

The 2021 Trustee Orientation meeting is scheduled in conjunction with the Board Organizational meeting on Wednesday, October 27, 2021.

A copy of the Trustee Remuneration Policy is included in this package.

Campaign Contribution Reporting

If a candidate is planning to accept campaign contributions, that candidate must register by submitting a completed Application for Registration of Notice of Intent to Become a Candidate for Public School Board Trustee. A copy of this form is posted on the Division website at www.cesd73.ca. **All candidates including self-funded ones, need to provide the required financial disclosure statement prior to February 28, 2022.**

Filing Nomination Papers

Your nomination must be filed in the prescribed form, signed by at least five (5) electors. It is suggested that you get at least double the signatures required.

It is imperative that a person that signs Nomination Papers is eligible to vote. Please refer to section 47 in the *Local Authorities Election Act*.

The Nomination Form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office and that you will accept the office if you are elected. You must swear or affirm the affidavit before a Commissioner for Oaths.

Nomination Day

The completed nomination form is to be filed with the Returning Officer after January 1, 2021. If you choose to file your nomination papers prior to September 20, 2021 please call the Returning Officer at 403-505-2472 to make an appointment to meet with her.

Nomination Day is September 20, 2021. On September 20, 2021, nominations can be delivered between 10:00 a. m. and 12:00 noon at the Chinook's Edge School Division Board room located at 4904 – 50 Street in Innisfail. This is the final date for receipt of Nomination papers. Nomination papers can be filed by the candidate or anyone on their behalf. **Nominations submitted by fax or email will not be accepted.**

Deposit

Chinook's Edge requires that each Nomination be accompanied by a \$100.00 (one hundred dollar) deposit. This deposit must be paid when your nomination paper is filed. **The deposit must be paid either by cash, certified cheque or money order payable to Chinook's Edge School Division.**

The deposit will be returned to you if you are elected or if you receive at least one-half the number of votes that the elected trustee received.

According to section 31 of the *Local Authorities Election Act*, after nominations have been closed on Monday, September 20, 2021, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer, Deputy or Secretary.

Withdrawing Your Nomination

Within 24 hours of the close of nominations, you may withdraw your nomination form, provided that more than the required number of candidates have been nominated for the office you were seeking. The Returning Officer cannot accept your withdrawal if it would result in less than the required number of candidates. If you wish to withdraw, you must provide written notice to the Returning Officer.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available the next day (and for up to six days) from 10:00 a. m. to 12:00 noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies, nominations will be closed and the Returning Officer will declare the candidates elected by acclamation. If more than sufficient nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

Late Nominations will not be accepted after 12:00 noon on Nomination Day, Monday, September 20, 2021.

Candidate Eligibility

It is the responsibility of the candidate to ensure that they are eligible to run as a candidate. Please refer to section 23 of the *Local Authorities Election Act*.

Advance Vote

Advance Voting Polls will be set up within the Division and will be posted on the Division website.

Special Ballots

Voters will have the option to vote by Special Ballot during the 2021 Election.

Special Ballots are available until **October 18, 2021, Election day at 4:30 p. m.** Applications for Special Ballots will be received by the Returning Officer by attending in person at the Chinook's Edge office located at 4904 – 50 Street, Innisfail or by written request to the Chinook's Edge Returning Officer, 4904 – 50 Street, Innisfail, AB T4G 1W4 or by calling the Returning Officer at 403-505-2472 or 403-227-7070 or 1-800-561-9229.

Special Ballots are required to be returned to the Returning Officer by 4:30 p. m. on Monday, October 18, 2021, Election day.

Election Day

Election Day is Monday, October 18, 2021. Every voting station will open promptly at 10:00 a. m. and will be kept open until 8:00 p. m. Voting stations may open earlier if the County, Town or Village has passed a By-law.

Unofficial results may be made available when the results are provided to the Returning Officer after the voting stations close. Unofficial results will be made available on the Chinook's Edge website as the results are known.

Eligibility to Vote – refer to section 47 of the *Local Authorities Election Act*.

Rules of Residence – refer to section 48 of the *Local Authorities Election Act*.

Elector Identification Requirements – refer to section 53 of the *Local Authorities Election Act*.

Printing of Campaign Literature – refer to section 134 of *Local Authorities Election Act*.

Advertising – refer to section 152 of the *Local Authorities Election Act*.

No campaign signs are allowed on the properties where the voting stations are located.

Campaign Contributions – refer to part 5.1 of the *Local Authorities Election Act*.

Candidates Official Agent – refer to section 68.1 of the *Local Authorities Election Act*.

Candidate Scrutineers – refer to section 69 of the *Local Authorities Election Act*.

Freedom of Information and Protection of Privacy (FOIP)

The *Freedom of Information and Protection of Privacy Act* aims to strike a balance between the public's right to know and the individual's right to privacy as related to information in the custody or under the control of the Division.

Please call the Division FOIP Coordinator at 403-227-7070 or 1-800-561-9229 if you have any questions regarding FOIP.

Welcome!

Thank you for reviewing this document, as you consider the time, commitment and rewards of running for the position of Public School Trustee for Chinook's Edge School Division. Chinook's Edge enjoys a progressive and innovative approach to learning, with a strong focus on traditional values and character education. Our nine elected Trustees work together to govern this broad School Division. Each of our 41 school communities make site-based decisions and each enjoys strong support and involvement from School Councils.

We invite you to consider adding your voice and your skills to ensure Chinook's Edge continues to be the Division "where students come first". Please visit our website at www.cesd73.ca for a list and profile of each school and for more information about our School Division.

Chinook's Edge

- Is one of the largest rural school Divisions in Alberta
- Serves over 11,000 students in 41 schools in Central Alberta
- Employs over 605 teachers and over 600 support staff
- Has an annual budget over 131 million dollars
- Has 9 Trustees on our Board who serve a four-year term

Chinook's Edge values:

- Personal responsibility
- Relationships based upon honesty, integrity, respect and compassion
- Dedication and commitment
- An environment of belonging: safe, caring and inclusive
- Growth and development through learning

Our Mission: *Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.*

Our Vision: *Chinook's Edge School Division will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.*

What do School Board Trustees do?

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 Board the independent 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 school board election is **October 18, 2021.**

School Board responsibilities – it is up to School Boards to ensure all students in the community receive a quality education. Specific School Board responsibilities include:

Communicating, informing and involving parents, staff and the community at large in School Board decisions and activities.

- Adopting an annual budget that achieves jurisdiction priorities
- Setting goals and priorities for the jurisdiction that achieve provincial education standards, meet the needs of student and reflect the community's wishes
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students
- Lobbying the municipal and provincial governments on education issues of importance to the jurisdiction
- Adjudicating policy or decision appeals
- Hiring and evaluating the Superintendent

The Role of the Trustee – A 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, neighborhood or community. Rather, they make decisions based on the needs of the entire jurisdiction. As elected officials, Trustees have these roles:

- Plans for the jurisdiction, setting priorities
- Sets goals for the Division, ensuring education stays in step with today's world
- Evaluates the jurisdiction's Chief Executive Officer – the Superintendent of Schools
- Adopts an annual budget for the school system
- Develops policy to guide the administration and employees toward division goals
- Communicates with the community on behalf of the division
- Educates others to ensure education is a top public priority to make the community aware of the divisions achievements
- Gather information to make sound decisions
- Hears appeals
- Lobbies all levels of government on behalf of education
- **Communicators:** Trustees ensure the community has a say in what students learn by communicating effectively with stakeholders and ensuring their concerns and wishes are heard
- **Planners:** Trustees develop plans to deal with student needs and to actively participate in the economic and social strength of local communities
- **Policy makers:** Trustees create policies to guide administration and staff. They also evaluate the impact of these policies and make adjustments where necessary.
- **Advocates:** Trustees address and seek resolution of public education issues of importance to students, parents and the community at large
- **Educators:** Trustees play a key role in developing tomorrow's citizens because they have the ability to make independent decisions that impact the direction and quality of public education
- **Adjudicators:** Trustees hear and make judgements concerning local education decisions, procedures or policies that individuals, groups or the public feel are unfair or improper
- **Lobbyists:** Trustees communicate with municipal and provincial governments to ensure those who influence funding and other resources hear the voice of the community
- **Legislators:** Trustees make decisions that have the status and impact of law – for example, decisions governing and enforcing the conduct of students and staff
- **Politicians:** Trustees are elected every four years to govern the local public education system on behalf of the community. The democratic process ensures the public is engaged in the public education system.

Organizational Meeting

The first meeting after the election will be an organizational meeting held on **Wednesday, October 27, 2021** in the Board Office at Innisfail starting at 9:00 a. m. The Chair and Vice Chair will be elected at this meeting. As well, all Trustees will take an Oath of Office, disclose required information and declare any pecuniary interests.

To Learn More

The following links will help you learn more about education in Alberta, being a school trustee and the election process.

Local Authorities Election Act – qp.alberta.ca

Education Act – qp.alberta.ca

Chinook's Edge School Division – cesd73.ca

Alberta School Boards Association – asba.ab.ca

Public School Boards Association – public-schools.ab.ca

Alberta Education – alberta.ca/education

Alberta Teachers' Association – teachers.ab.ca

Disclaimer

This information is for reference purposes only; candidates should view the online *Local Authorities Election Act* at www.qp.alberta.ca.

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 28, 47,
68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator _____ 403-227-7070 _____
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Chinook's Edge School Division , PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of _____
Candidate Surname Given Names
_____ as a candidate at the election
Complete Address and postal code

about to be held for the office of Public School Board Trustee
Office Nominated for

of Chinook's Edge School Division
Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

 Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)
 as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

 Candidate's Surname Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____,
 in the Province of Alberta,
 this _____ day of _____, 20_____.



 Candidate's Signature

 Signature of Returning Officer or Commissioner for Oaths
 or Notary Public in and for Alberta
 (Also include printed or stamped name and expiry date)

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

 Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
 CONTAINS A FALSE STATEMENT**

Candidate Information

Local Authorities Election Act
(Section 27)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator

403-227-7070

Title of the Responsible Official

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address of place(s) where candidate records are maintained _____

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable)

Name(s) of signing authorities for each depository listed above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

NOTE: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator 403-227-7070
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION Chinook's Edge School Division, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____, Alberta
Postal Code _____

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

CAMPAIGN CONTRIBUTIONS:

- 1. Pre-Campaign Period Contributions (up to a limit of \$2,000) \$ _____
- 2. Pre-Campaign Period Expenses (up to a limit of \$2,000) \$ _____

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

- 1. Total amount of contributions of \$50.00 or less \$ _____
- 2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \$ _____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

- 3. Deduct total amount of contributions returned \$ _____
- 4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$ _____

OTHER SOURCES:

- 5. Total amount contributed out of candidate's own funds \$ _____
- 6. Total net amount received from fund-raising functions \$ _____
- 7. Transfer of any surplus or deficit from a candidate's previous election campaign \$ _____
- 8. Total amount of other revenue \$ _____
- 9. TOTAL OTHER SOURCES (add line 5, 6, 7 and 8) \$ _____
- 10. Total Campaign Period Revenue (add lines 4 and 9) \$ _____

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid \$ _____ Unpaid \$ _____ TOTAL \$ _____

The Candidate must attach an itemized expense report to this form.

Campaign Period Surplus (Deficit)

(deduct line 11 from line 10) \$ _____

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

Signature of Candidate _____ Date _____

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Registration of a Third Party

Local Authorities Election Act
(Section 163)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 163 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator, 403-227-7070

Title and Business Phone Number of the Responsible Official

Initial Registration

Update to Registration

Name of Third Party

Registration Type

Election Advertising

Political Advertising

Entity Type

Person

Group

Corporation

Primary Contact

Name (Include Title: Mr.,Ms,Dr.) _____

Mailing Address _____

_____, Alberta

Postal Code _____

E-mail Address _____

Primary Phone _____

Alternate Phone _____

Chief Financial Officer (CFO)

Name (Include Title: Mr.,Ms,Dr.) _____

Mailing Address _____

_____, Alberta

Postal Code _____

E-mail Address _____

Primary Phone _____

Alternate Phone _____

Location Records are Maintained and Communications Addressed (If Other Than CFO's Address)

Name (Include Title: Mr.,Ms,Dr.) _____

Mailing Address _____

_____, Alberta

Postal Code _____

E-mail Address _____

Primary Phone _____

Alternate Phone _____

Financial Institution

Name _____

Mailing Address _____

_____, Alberta

Postal Code _____

E-mail Address _____

Office Phone _____

Signing Officer(s) _____

Notes

1. If the third party requesting registration is a Corporation, the Primary Contact information must be that of the officer who has signing authority for it.
2. If the third party requesting registration is a Group, the Primary Contact information must be that of the Principal Officer or Principal Member. A listing of all Officers or Members must also be attached to this application.
3. Where there is any change in the above mentioned information, the registered third party shall notify the local jurisdiction in writing within 30 days of such changes by submitting a completed registration form.
4. A copy of the resolution authorizing the third party to incur political and/or election advertising expenses, as indicated above under Registration Type, must be included if the third party has a governing body.

Endorsement By Third Party CFO (For Initial Registration or Change to Registration Information)		
Printed Name	Signature of CFO	Date
Acceptance By Local Jurisdiction (For Initial Registration or Change to Registration Information)		
Authorized Signature	Local Jurisdiction	Date

Third Party Advertising Contribution Statement

Local Authorities Election Act
(Sections 180, 181)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 180 and 181 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

FOIP Coordinator 403-227-7070

 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Chinook's Edge School Division , PROVINCE OF ALBERTA

Third Party Name _____

Third Party's Mailing Address _____
 _____ , Alberta

Postal Code _____

Election Advertising Period

Advertising Contributions

1. Total amount of contributions of \$250.00 or less \$ _____
2. Total amount of all contributions of \$250.01 and greater \$ _____

Complete the following table for all contributions of \$250.01 and greater, attaching additional sheets as necessary.

Contributions of \$250.01 and Greater			
Contributor's Name	Contributor's Address	Amount of Contribution	Date of Contribution

Note:
For lines 1 and 2, and the table, include all money and real property, goods or service contributions.

Forward the signed original of this document to the address of the local jurisdiction in which the third party is registered.

Political Advertising Period

Advertising Contributions

- 1. Total amount of contributions of \$250.00 or less \$ _____
- 2. Total amount of all contributions of \$250.01 and greater \$ _____

Complete the following table for all contributions of \$250.01 and greater, attaching additional sheets as necessary.

Contributions of \$250.01 and Greater			
Contributor's Name	Contributor's Address	Amount of Contribution	Date of Contribution

Note:

For lines 1 and 2, and the table, include all money and real property, goods or service contributions.

Forward the signed original of this document to the address of the local jurisdiction in which the third party is registered.

The personal information collected on these forms is being collected under the authority of the *Local Authority Election Act* and will be used for:

The 2021 Election

Please note that your phone number and mailing address as listed will be released publicly.

I hereby consent to the release by Chinook's Edge School Division the following personal information about me to the Chinook's Edge Division Website, any interested person or organization until the completion of the 2021 Municipal Election.

Name: _____

Please Print

Signature: _____

Date: _____

Phone Number you can be contacted at: _____

Mailing Address: _____

Election Night Contact Number: _____

Email Address: _____

Statement of Scrutineer or Official Agent

Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act.

FOIP Coordinator 403-227-7070
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Chinook's Edge School Division, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): October 18, 2021

I, Name of Scrutineer or Official Agent

of Complete Address and Postal Code

in the Province of Alberta, am at least 18 years of age and,
Name of Province

(a) For the purposes of an election, will act as scrutineer on behalf of Name of Candidate
for the office of Public School Board Trustee
Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [x] One) [] promoting the passing of Bylaw No.

[] opposing the passing of Bylaw No. n/a

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [x] One) [] voting in the positive on the question set out.

[] voting in the negative on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT



PL 2 – 03.4.0 Trustee Remuneration

Related Policies:	Date of Approval: 2017 August 1
Related Procedures:	Last Amended: 2019 September 11
Exhibits:	Last Reviewed: 2020 September 9

FOUNDATIONAL PILLAR – Board Governance and Processes

EXPECTATION

The Board expects to fairly compensate trustees for the governance work they do.

DEFINITIONS

Approved meetings – Board of Trustee Meetings, Special Meetings of the Board, Education Committee Meetings, In-Camera Board Meetings, committee meetings, Alberta School Boards Association meetings, Public School Boards Association meetings, Teachers' Convention, Division organized events (including school tours), school council meetings, school public events and any meetings approved by the Board or Board Chair.

REQUIREMENTS AND LIMITS

1. Trustees will receive the following remuneration
 - a. a monthly honoraria of \$500
 - b. an electronic communications allowance of \$150
 - c. a per diem rate for approved meetings of \$259 per day (including travel time). The per diem is prorated based on the worked per calendar day, according to the following schedule
 - i. up to and including 2.5 hours – 0.25 per diem rate
 - ii. up to and including 4.5 hours – 0.50 per diem rate
 - iii. up to and including 6.5 hours – 0.75 per diem rate
 - iv. up to and including 8.5 hours – 1.00 per diem rate
 - v. up to and including 10.5 hours – 1.25 per diem rate
 - vi. over 10.5 hours – 1.50 per diem rate.
 - d. an annual contribution to a Health Spending Account of \$725
 - e. a contribution toward ASEBP equivalent to the package offered to teachers. Trustees over the age of 65, who are not eligible for ASEBP, are eligible to receive the equivalent in Board contributions
 - f. compensation for mileage to *approved meetings* at the Government of Canada automobile allowance rate
 - g. with required receipts, compensation for accommodation expenses to *approved meetings*
 - h. with required receipts, compensation for air travel expenses to *approved meetings*
 - i. with required receipts, compensation for meal expenses (including GST and a reasonable tip) to a maximum of
 - i. \$25 for breakfast
 - ii. \$30 for lunch
 - iii. \$40 for dinner
 - iv. or as approved by the Board Chair
 - j. once per term, trustees will receive either an electronic device from the Division or with required receipts, an allowance up to \$750 to purchase an electronic device.

2. In addition to the trustee remuneration, the Board Chair shall receive an additional monthly honoraria of \$414.
3. In addition to the trustee remuneration, the Board Vice Chair shall receive an additional monthly honoraria of \$235.
4. Designated trustees may claim time for cheque signing.
5. Trustees may not claim expenditures on alcohol as a reimbursable expense.
6. Trustees, by motion of the Board, may attend two (2) out of province conferences per term.
7. Trustees will present monthly claims for remuneration to the Board Chair for approval, within the timelines developed by the Board Chair.

ASSURANCES

1. This trustee remuneration policy will be annually reviewed and approved at the Organizational Meeting.

HISTORY

2017 Aug 1 Approved
2017 Nov 1 Amended
2018 Jan 10 Amended
2018 June 27 Amended
2019 April 10 Amended
2019 Sept 11 Amended
2019 Nov 29 Reviewed
2020 Sept 9 Reviewed