

TRUSTEE ELECTION HANDBOOK



Sturgeon Public School Division Board of Trustees Election Handbook

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Updates and Changes

The information in this package is subject to change. Please review here for any updates and changes to the 2025 Sturgeon Public School Division Board of Trustees Election Handbook.

<u>Update</u>	<u>Date of change</u>	<u>Page</u>
Removed SPS Candidate Contact Consent Form	January 16, 2025	12
Added Sturgeon Ward Map	February 5, 2025	16
Included Form 29 – Notice of Intent	February 18, 2025	12
Updated Form 29 – Notice of Intent	March 18, 2025	17
Updated Form 4 – Nomination Paper and Candidate’s Acceptance	March 18, 2025	17
Updated Form 5 – Candidate Financial Information	March 18, 2025	17

What Interested Candidates Need to Know

Through the *Education Act*, the Minister of Education assigns, to the Sturgeon Public School Division Board of Trustees (the Board), the responsibility of providing a public education system that organizes and operates in the best interests of students and their parents or guardians. In Alberta, school boards are considered statutory corporations empowered by the provincial government to govern local education. This structure reflects the principle that decisions made at the community-level are more effective and responsive to location needs.

Vision, Mission, and Values

Vision

Sturgeon Public Schools: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

Mission

Working together as a team of trustees, parents, community, staff, and students, we create safe, respectful, and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.

Values

- **Excellence in teaching:** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.
- **Shared responsibility:** We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.
- **Mutual respect:** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.
- **Belonging:** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual, and emotional needs are met. We are a school division and a family.
- **Learning choices:** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.
- **Communication:** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest, and timely communications.

Vision, Mission and Values can be located on the Division website [Board Policy 105: Vision, Mission and Values](#).

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The governance of Sturgeon Public Schools is entrusted to seven elected trustees, who are committed to setting strategic policy directions for the Division and serving as representatives of the community.

The Board of Trustees values and actively seeks the perspectives of stakeholders. We invite participation and feedback at board meetings, through involvement in school councils, and during the formulation and planning of our policies.

In their dedicated roles, each trustee plays an integral part in Division committees, enhancing the efficacy and reach of the Board's work.

Role of a Trustee

The role of the trustee is to contribute to the Board as it carries out its mandate to achieve its Vision, Mission and Values. 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.

The board of Trustees is committed to Public Education and its Trustee Members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is Characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

Their responsibilities include setting priorities for the school system based on available resources, adopting an annual budget, developing policies to guide administration, and advocating to ensure education remains a public priority.

For a detailed list of the Guidelines, please refer to [Board Policy 221: Role of the Trustee](#).

Role of the Board

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board Provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

The Government of Alberta has legislated that the Board, as a partner in education, has the following responsibilities that can be located in [Board Policy 225: Role of the Board](#).

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Trustee Remuneration can be located in [Board Policy 235: Appendix D – Trustee Remuneration](#).

The Work of the Board

In Alberta, citizens elect school boards to act for the legislature in their local schools and communities.

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.

Sturgeon Public Schools Board of Trustees is responsible for outstanding work that benefits our schools and communities. Our Trustees act as advocates for students, stewards of public funds and connectors between the community and the school division. Trustees work collaboratively as part of the corporate entity of a school board to ensure students receive a high-quality education that reflects the values and needs of the communities served. More information can be found about the work of the board and what school boards do at this link <https://www.sturgeon.ab.ca/board/our-work>.

Trustee Code of Conduct

As The Board of Trustees is committed to Public Education and its Trustee members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

A detailed list of the Guidelines can be found in [Board Policy 220: Trustee Code of Conduct](#).

Board Policies and Meeting Schedule

Board Policies

After understanding the role of trustee, and trustee code of conduct, interested candidates are encouraged to review the Divisions Policies and Procedures to gain a better understanding on the fundamental principles and operations of the board.

Board Policies and Administrative Procedures are available on the Division website www.sturgeon.ab.ca.

The following Board Policies are available at the listed links below on the Division website.

- Board Policies I. – Introduction, Foundations and Philosophical Commitments
 - [Board Policy 100: History of Sturgeon Public Schools](#)
 - [Board Policy 105: Vision, Mission and Values](#)
- Board Policies II. – School Board Governance and Operations
 - [Board Policy 220: Trustee Code of Conduct](#)
 - [Board Policy 221: Role of the Trustee](#)
 - [Board Policy 225: Role of the Board](#)
 - [Board Policy 235: Board Operations](#)
- Board Policies III. – General School Administration
- Board Policies V. – Student Services
- Board Policies VI. – Facilities
- Board Policies VII. – Personnel and Employee Relations
- Board Policies VIII. – Curriculum and Instruction
- Board Policies IX. - Students

Board Meeting Schedule for 2024-2025

*FREC – Frank Robinson Education Centre

* These dates/locations are subject to change, cancellation or additional meetings/events may arise during the year. As per [Policy 235: Board Operations](#), at the Organizational Meeting in August (non-election year) or October (election year), the Board shall establish the dates, start time, standing adjournment time and place of the regular meetings of the Board for the school year.

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MONTH/DATE	LOCATION	COMMITTEE MEETINGS	PUBLIC BOARD MEETING	EVENTS
August 2024				
28	FREC			Organizational Meeting
28	FREC		Public Board	
28	FREC	Committee of the Whole		
September 2024				
9	Virtual	Policy Committee		
13-14	FREC			Board Orientation
20	FREC	CUPE Negotiations Committee		
23	FREC		Public Board	
October 2024				
9	FREC	Committee of the Whole		
16-18	DoubleTree by Hilton, Edmonton			PSBAA Fall General Meeting
23	FREC		Public Board	
23	FREC	Committee of the Whole		
23	Morinville Rendez Vous Centre			Council of School Councils'
28	FREC			Board Professional Development Day
29	School	Student Advisory Committee		
November 2024				
6	FREC	Committee of the Whole		

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7	Redwater School			Redwater Awards Ceremony
8	All Schools			Remembrance Day Ceremonies
11-15	Fall Break			
17-19	Westin Hotel, Edmonton			ASBA Fall General Meeting
20	FREC	Audit Committee		
21	SCHS			SCHS Awards Ceremony
27	FREC		Public Board	
27	FREC	Committee of the Whole		
December 2024				
4	FREC	Committee of the Whole		
18	FREC		Public Board	
18	FREC	Committee of the Whole		
Dec 23-Jan 5	Christmas Break			
January 2025				
13	FREC			School Presentations
15	FREC	Committee of the Whole		
20	FREC			School Presentations
29	FREC		Public Board	
29	FREC	Committee of the Whole		
February 2025				
10	FREC			Board Professional Development Day
12	FREC	Committee of the Whole		

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26	FREC		Public Board	
26	FREC	Committee of the Whole		
March 2025				
5	FREC	Committee of the Whole		
5	School			Council of School Councils'
19	FREC		Public Board	
19	FREC	Committee of the Whole		
24-28	Spring Break			
April 2025				
9	FREC	Committee of the Whole		
11	Guthrie			Teal Up
15	Virtual	Student Advisory Committee		
23	FREC		Public Board	
23	FREC	Committee of the Whole		
28	Winspear			Sturgeon Night of Music
May 2025				
14	FREC	Committee of the Whole		
16	School			Staff Recognition
28	FREC		Public Board	
28	FREC	Committee of the Whole		
June 2025				
1-3	Calgary, AB			ASBA Spring General Meeting

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3-5	Calgary, AB			PSBAA Spring General Assembly
4	FREC	Committee of the Whole		
14	Redwater School			Redwater Graduation Ceremony
18	FREC		Public Board	
18	FREC	Committee of the Whole		
27	Edmonton, AB			SCHS Graduation Ceremony
July 2025				
August 2025				
September 2025				
24	FREC		Public Board	
October 2025				
27-28	FREC			Board Retreat
29	FREC			Swearing In Ceremony
29				Organizational Meeting
29				Public Board

School Calendar 2025-2026

Sturgeon Public School Division's School Year Calendars are posted to the SPS website upon approval by the Board of Trustees. Please visit the Division School Year Calendars page to view the [2024-2025 School Year Calendar](#) and the [2025-2026 School Year Calendar](#).

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

For all 7 of the Sturgeon Public School Division wards, 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 package prior to Nomination Day will contact the Returning Officer by calling **780-939-4341** or emailing corporate.services@sturgeon.ab.ca to make an appointment.

On Nomination Day, papers will be received by the Returning Officer between the following times at:

Frank Robinson Education Centre
9820 104 Street, Morinville AB T8R 1L8
Office Hours: Monday - Friday: 8:30 AM - 4:30 PM

Nomination papers may be handed in by any person:

- Nomination Paper and Candidate's Acceptance form (**Form 4**)
- Candidate Financial Information form (**Form 5**)
- Notice of Intent (**Form 29**)
- Submit a current criminal record check from a police service in Alberta
 - Must include results of both local and national records including charges and convictions
 - Must be within 90 calendar days prior to the date the nomination is submitted

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 \$25.00**. Cash, bank drafts and money orders are acceptable forms of payment. Credit and debit card payments will also be accepted for the duration of the 2025 election year. Personal Cheques will not be accepted.

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Nominations for a candidate for the Office of Trustee must be in person at:

The Sturgeon Public School Division
Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8

Should candidates wish to withdraw their nomination, they may do so, in writing, in person until the nomination period closes at **noon on Nomination Day, September 22, 2025.**

Qualification of Candidates

To be nominated as a candidate in the school board election under [Local Authorities Election Act](#), a person must be eligible under Sections 21 and 47 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.

Several online resources are available for those who are interested in exploring the possibility of running the upcoming trustee election:

Local Authorities Election Act

<https://open.alberta.ca/publications/l21>

The election law currently governing school board trustee elections in Alberta.

Education Act

<https://open.alberta.ca/publications/e00p3>

ASBA Resources

<https://www.asba.ab.ca>

[ASBA Guide for School Board Trustees](#)

Voting Requirements

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

1. Be at least 18 years old
2. Be a Canadian citizen
3. Have resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day, and

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In accordance with Section 74 of the [Education Act](#), where a separate school division is established:

- An individual residing within the boundaries of the separate school division is a resident of the separated school division if the individual declares that the individual is of the same faith as those who established the separate school division, where Protestant or Roman Catholic.
- Notwithstanding the [Local Authorities Election Act](#), a resident of a separate school division is eligible to vote for 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.

Advanced 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 voting will be held at the following times and locations.

Sites are to be determined. Dates are coming soon.

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.

Advertisement Distribution

Information can be found in Section 152 of the [Local Authorities Election Act](#).

Candidate's Scrutineer

Information can be found in Section 69 and **71** of the [Local Authorities Election Act](#).

Election Day and Voting Stations

Election day is Monday, October 20, 2025.

Coming Soon

A LIST OF VOTING STATIONS WILL BE MADE AVAILABLE

WARD, POLL HOURS AND LIST OF VOTING STATIONS

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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.

Sturgeon Public School Division Electoral Boundaries

The Board of Trustees of The Sturgeon Public School Division is comprised of seven members who represent the following wards:

- Ward 1 – Redwater/Coronado
- Ward 2 – Bon Accord/Legal
- Ward 3 – Alcomdale/Villeneuve
- Ward 4 – Sturgeon Valley/West St. Albert
- Ward 5 – Morinville
- Ward 6 – Cardiff/Garrison
- Ward 7 – Gibbons/Lamoureux

Electoral Ward Information

Electoral Wards - [Policy 235: Appendix C - Electoral Wards.](#)

[Electoral Sturgeon Ward Map](#)

Nominations Papers and Candidate's Acceptance

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

- [FORM 4 - Nomination Paper And Candidate Acceptance](#)
- [FORM 5 - Candidate Financial Information](#)
- [FORM 29 - Notice Of Intent](#)

In addition, a Twenty-Five Dollar (\$25) deposit and a current criminal record check.

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After Election

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

October 29, 2025 The swearing-in ceremony for Trustees will take place at the Frank Robinson Education Centre at 9:00 AM.

October 27-28, 2025 The two-day mandatory Board Orientation will be held off site at location. Further details will be provided to successful candidates prior to the orientation.

October 29, 2025 The Board's Organizational Meeting will take place at 9:30 AM. Trustees' regular Public Board Meeting will immediately follow at the Frank Robinson Education Centre.

TBD Public School Boards' Association of Alberta (PSBAA) Event and Annual General Meeting.

TBD Alberta School Boards Association (ASBA) Fall General Meeting.