



Canadian Rockies School Division
618 – 7th Avenue
Canmore, AB T1W 2H5
Tel: 403-609-6072
Fax: 403-609-6071
www.crps.ca

To: All Potential Candidates

From: Mike Guindon, Secretary Treasurer
Canadian Rockies 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

Visit www.crps.ca for up-to-date election information. This package is for information only. Relevant statutes and regulations should be consulted in their entirety. If you have any questions pertaining to being a School Board Trustee, please contact the Returning Officer, Mike Guindon at Canadian Rockies School Division 618 – 7th Ave., Canmore, AB, T1W 2H5. He can be reached at 403-609-6072 or mike.guindon@crps.ca

Information for Potential Candidates

Canadian Rockies School Division encompasses the geographical areas of Banff and Canmore, the villages of Exshaw and Harvie Heights, the hamlets of Kananaskis, Lac Des Arcs, Dead Man's Flats and Lake Louise, part of the MD of Bighorn and portions of IDs No. 5, 8 and 9. In addition, Canadian Rockies School Division provides services to 277 students from the Morley Reserve under the terms and conditions of a Master Tuition Agreement signed in 1971.

Elected Positions

There are three electoral wards that correspond to the boundaries of three former school jurisdictions. The representation from the former Banff School District is two trustees, Mount Rundle School Division two, and the Exshaw School District one.

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
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10611- 98 Avenue
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On line: www.qp.alberta.ca

Canadian Rockies School Division Returning Officer

Canadian Rockies' returning officer for the 2021 Election is Secretary Treasurer Mike Guindon. Mike can be reached at 403 -609-6072 or mike.guindon@crps.ca.

Position of School Board Trustee

As a member of the Canadian Rockies School Division Board of Trustees you have the opportunity to shape the future of the communities of which you serve . All decisions must be made at meetings, held in public, at which a quorum is present. A Trustees' vote is one of five.

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 Education Plan are posted on the website at www.crps.ca

Time Commitment

All Trustees are expected to attend both Board of Trustees and Committee meetings. These meetings are held once a month and typically last 2 to 3 hours. Trustees may also serve on committees or as representatives to other organizations. Currently there are five standing committees including Policy Review and Development Committee, Finance Committee, ATA Negotiations Committee, CUPE Negotiations Committee, and Audit Committee. Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

The Board of Trustees 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 Governance Training is scheduled after the Board Organizational meeting which will take place following the October 2021 election.

Board Member Honoraria and Expenses

The policy of the Canadian Rockies School Division is that Trustees may receive a monthly honorarium for the normal performance of their duties and hourly or daily payments for additional service on certain committees, tribunals and hearings and activities as detailed in this policy. The Board may, by motion, authorize payment of honorarium for attendance (whether face to face or virtual) by Trustees at training events, conferences, committees not named and special meetings or any other events where the business of the Board is conducted.

a. Monthly Honorarium

The monthly honorarium amount for the Chair, Vice-Chair and Board members is set annually by motion of the Board. The monthly honorarium recompenses service for the usual business of the Board which includes attendance at regular meetings, committee of the whole meetings, public information meetings, School Council meetings, in-district meetings with government officials, school functions and any other events/meetings not included in the hourly (daily) honorarium section or special meetings not covered by motion of the Board.

Aforementioned monthly honorarium payments do not require the submission of claim vouchers for the basic honorarium.

In the case of a Trustee requesting a leave of absence from duties, payment of monthly honorarium will be suspended for the term of the leave.

The monthly honorarium for any Trustee not fulfilling their duties may be suspended by motion of the Board.

b. Hourly/Daily Honorarium

The hourly and daily honorarium amounts for Board members are set annually by motion of the Board. The hourly or daily honorarium will be paid for attendance at ASBA/PSBAA meetings and events, negotiation committee meetings, Trustee conferences, workshops, and planning sessions. Travel time may be used in calculating the per diem claim. Attendance at these meetings and sessions will be coordinated by the board at Committee of The Whole meetings to ensure value of Trustee attendance.

Trustees are required to submit receipts and signed claim forms in order to receive hourly/daily honorarium and/or to be reimbursed for expenses. All claims must follow guidelines set by the Board and adhere to the annual budget set by the Board.

Cash and or a credit advance are allowable against anticipated costs.

c. Allowable Expenses for Trustees

Trustees may claim for actual expenses for the following:

- i. travel by automobile, bus, train or airplane from the Trustee's place of residence to any meeting of the Board within jurisdiction boundaries or expenses related to traveling to a meeting outside the jurisdiction;
- ii. meals when a meeting or activity takes place during or over meal hours and a meal is not provided as part of the activity;
- iii. other allowable expenses shall include parking and communications expenses incurred in relation to attending meetings or on Board business and other incidental expenses incurred when living away from one's home;
- iv. use of private accommodation is encouraged. When staying in private accommodation a flat rate (with prior approval of the Board Chair) may be claimed in lieu of a hotel;

- v. where travel arrangements, accommodations or meals have been arranged by administration with a view to maximizing efficiency and minimizing expenses, Trustees shall avail themselves of these arrangements unless other arrangements are authorized by Board motion.

d. **Claims for Hourly/Daily Honorarium and Expenses**

The Secretary-Treasurer will review Trustees' expense claims for accuracy and completeness. Discrepancies will be referred to the Board.

e. **Adherence to Budget**

Notwithstanding other parts of this policy, the total payments for honorarium and expenses shall not exceed the amount budgeted for such payments unless there is a Board motion authorizing a change to budget. In the case where payments would exceed budget, the Secretary-Treasurer is directed to cease all payments unless and until an authorizing motion is approved.

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 403-609-6072 to make an appointment to meet with him.

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 Canadian Rockies School Division Central Board Office located at 618 - 7th Avenue in Canmore. 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

Canadian Rockies 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 Canadian Rockies 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.

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 Canadian Rockies School Division 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.

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 Canadian Rockies School Division. CRSD enjoys a progressive and innovative approach to learning, with a strong focus on traditional values and character education. Our five elected Trustees work together to govern this School Division. Each of our 7 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 CRSD continues to be the Division "where students come first". Please visit our website at www.crps.ca for a list and profile of each school and for more information about our School Division.

Canadian Rockies School Division Foundation Statements:

Vision

To empower students to be their finest – Today and Tomorrow.
"Encourager les élèves à faire de leur mieux aujourd'hui et demain!"

Mission

Creating dynamic learning environments that ensure student success.

Beliefs

We believe student learning thrives when:

- The needs of students are recognized and come first.
- Each student's knowledge, skills, attributes and interests are identified and developed.
- The learning environment is physically and emotionally safe and secure.
- Opportunities are provided for challenge, discovery, action and reflection.
- Each school and the district as a whole function as a Professional Learning Community – engaged together in ongoing learning.
- Parents are well informed and have meaningful opportunities to participate in their child's education.
- There are healthy connections between the schools and their communities.
- Relationships between the board, staff, students, and community model mutual respect and support.

Guiding Principles

The Board of Trustees believes that the primary purpose of public education is to advance student learning and achievement. Success will be achieved by the development of cooperative efforts of staff, students and community. Together with the best use of resources this will provide appropriate and challenging learning experiences for students. The Board is committed to fiscal responsibility, with the needs of students as its highest priority.

All potential candidates should review and be knowledgeable of all Board Policies, as these policies are what guides the Trustees in a Governance role. The Board Policy Handbook can be found on the [crps website](http://www.crps.ca).

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 by each Trustee when they assume office binds that person to work diligently and faithfully in the cause of education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the division.

Trustees have a fiduciary duty to protect the interests of the Division, place the interests of the corporate board above their own, maintain confidentiality and avoid conflicts of interests.

Specific Responsibilities of Individual Trustees:

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. In alignment with Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education.
 - a. Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - b. Interpret the needs of the community to the Board and the Board's actions to those
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent, the Trustee, upon receiving a concern, complaint or information regarding a sensitive or confidential matter from a parent, staff member, community member or other stakeholder, about school operations, must forthwith refer this individual to the school principal and will also inform the Superintendent of this action. If the individual attempts subsequent communication with the Trustee, the Trustee will respond that the concern has been forwarded to the Superintendent and will not engage in further conversation with the individual. AP 155 Public Complaints/Dispute Resolution addresses specific public complaints.
5. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the Division.
6. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
7. Participate in a number of seminars, conferences and conventions so they can enhance the quality of leadership and service they offer the Division.
8. Share the materials and ideas gained with fellow Trustees at the Board meeting immediately following a professional development activity.
9. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
10. Attend significant jurisdiction or school events.
11. Attend school council meetings throughout the Division, as available.

12. Board Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

- a. The Board believes an orientation program is necessary for effective Trusteeship. All Trustees are expected to attend all aspects of the orientation program.
- b. The Division will offer an orientation program for all Trustees that provide information on:
 - Role of the Trustee and the Board;
 - Organizational structures and procedures of the Division;
 - Board policy, agendas and minutes;
 - Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - Division programs and services;
 - Board's function as an appeal body, and
 - Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- c. The Board Chair and Superintendent are responsible for ensuring a Division orientation program for Trustees.
- d. The Superintendent shall provide each Trustee with access to the references listed in Policy 3 Appendix – Services, Materials and Equipment Provided To Trustees at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
- e. The Board Policy Handbook and the Administrative Procedures are available on the Division website for Trustees.
- f. Incumbent Trustees are encouraged to help newly elected Trustees become informed about the history, functions, policies, procedures and issues

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

[Local Authorities Election Act](http://qp.alberta.ca) - qp.alberta.ca

[Education Act](http://qp.alberta.ca) - qp.alberta.ca

[Canadian Rockies Public Schools](http://www.crps.ca) - www.crps.ca

[Alberta School Boards Association](http://asba.ab.ca) - asba.ab.ca

[Public School Boards Association](http://public-schools.ab.ca) - public-schools.ab.ca

[Alberta Education](http://alberta.ca/education) - alberta.ca/education

[Alberta Teachers' Association](http://teachers.ab.ca) - teachers.ab.ca

Disclaimer

This information is for reference purposes only; candidates should view the online [Local Authorities Election Act](http://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

Michel Guindon 403-679-2242
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Canadian Rockies School Division, PROVINCE OF ALBERTA

We, the undersigned electors of Canadian Rockies School Division - Exshaw Ward, 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 School Trustee
Office Nominated for

of Canadian Rockies 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)

Commissioner for Oaths Stamp



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**

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Michel Guindon

403-679-2242

Title of the Responsible Official

Business Phone Number

Candidate's Full Name

Candidate's Address and Postal Code

Address(es) 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.