



# 2025 Trustee Election



## Candidate Handbook



# Background

Alberta schools boards help shape the future of public education by governing school divisions. 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 demonstrated through the election of local school board trustees every four years.

Through the Education Act, the Minister of Education assigns, to the Grande Yellowhead Public School Division (GYPSD) 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.

The governance of Grande Yellowhead 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 the Board

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 representative of the Board, which is then responsible for those actions. A trustee acting independently has no authority or power other than that of any other citizen.

As the corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations and the corporate body elected by the electors of Grande Yellowhead Public School Division, the Board ensures the provision of quality educational opportunities to maximize all students' learning potential throughout the course of their Early Childhood Services (ECS) to Grade 12 public school education.

The Board is responsible for the development of policies and goals to govern the Division and educational services to resident students within the Division. In keeping with the requirements of government legislation, the Board will establish priorities and initiatives.

For those interested in running as a candidate, we recommend you review:

- **Policy 3: Role of the Trustee**
- **Policy 4: Trustee Code of Conduct**

Still interested? Gain a further understanding of the fundamental principles and operations of a school division board by reading

- **Policy 1: Division Foundational Statements**
- **Policy 2: Role of the Board**

All Board policies can be viewed at [gypsd.ca/policies](http://gypsd.ca/policies)

# Role of the Trustee

The role of the trustee is to contribute to the work of the Board as it carries out its mandate to govern according to its core values and achieve its vision, mission, beliefs and priorities. The oath of office taken by each trustee when they assume office binds that person to work diligently and faithfully in the cause of public education.

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 school division, and as elected officials, they:

- 1** **Set** school division goals to help ensure students have the knowledge and skills that enable them to be better prepared for life;
- 2** **Plan** school division priorities based on provincial curriculum requirements, community input, available resources and best practices in education;
- 3** **Approve** an annual school division budget based on Alberta Education expectations and strategic priorities;
- 4** **Develop** policies to guide school division administration and employees towards division goals;
- 5** **Ensure** the community is regularly informed about the work and achievements of the school division;
- 6** **Advocate** on behalf of the school community to provincial decision-makers and stakeholders on important issues that affect education, and to ensure education is a top priority; and
- 7** **Provide** opportunities for public input into Board decision-making.



# Time Commitment

The Board sets an Annual Work Plan that serves as a guide for monthly activities for trustees or the board as a whole. While the monthly list of activities in the Annual Work Plan is not all-inclusive of the responsibilities that fall to the Board, it serves as a guide for activities that regularly occur from September 1 through August 31.

The Board generally meets at the Education Services Centre in Edson once a month during the school year for scheduled Public Board Meetings (PBM). These meetings generally last all day.

- All agenda packages are posted on the Monday before the meeting.
- Board meetings are open to the public to attend so please feel free to join the current Board at any time during these meetings.
- PS – for a quick version of what happens at the meetings, we also post Board Briefs which can be located on our website under each meeting date.

Trustees do a fair amount of travel as they are also expected to attend meetings outside of the Division as our Division's advocate at provincial and national meetings and conferences. They are also encouraged to attend local school activities and celebrations.

To carry out its mandate on local governance of education, the Board may delegate some of its functions to a Committee of the Board. Trustees are encouraged to join a variety of committees over their term.

One of the Board's priorities is Community Engagement; the Board invites stakeholder input through events and online tools to ensure they are up-to-date and informed on issues important to the communities within GYPSD.

# Qualifications

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](#)  
The election law currently governing school board trustee elections in Alberta.
- [Education Act](#)
- [ASBA Resources](#)
- [ASBA Guide for School Board Trustees](#)
- [School Board Elections](#)
- [PSBAA Information on 2025 Elections](#)

## Electoral Boundaries

Grande Yellowhead Public School Division is divided into three electoral wards or boundaries. Except for Hinton and Edson which have two trustees elected, each ward has a school trustee that has been elected by the citizens within the boundaries of that ward. Candidates are invited to run in the following areas:

### **WARD 1**

- o Sub-Division #1 (Hinton and Area)
- o Sub-Division #2 (Edson and Area, including Fulham)
- o Sub-Division #3 (Lobstick Area – Niton Junction, Wildwood and Evansburg)

**WARD 2** Grande Cache

**WARD 3** Jasper

Find here a [map](#) of the Division to determine what ward you reside in.



# Work of the Board

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

Trustees must at all times be an advocate for children and their learning needs. In keeping with the theory that government is most effective when placed closest to the people being governed, school board trustees are elected during local municipal elections every four years; the next election will be held in October 2025. The Board of Trustees provides leadership and guidance to the Division by defining the vision, mission, and priorities on behalf of their stakeholders and communities. Trustees monitor Grande Yellowhead Public School Division's performance and ensure the Assurance Domains - as outlined by Alberta Education - are being met.

GYPSPD has its strategies around four main priorities to ensure that the entire Division is moving towards a shared vision of excellence:

- Student Learning
- Teacher, Support Staff, and Leader Excellence
- Community Engagement
- System Health and Wellness

As elected officials, their work is focused on setting direction and goals, building policy, and advocating for GYPSPD at all levels of government.

More information can be found about the advocacy work of the Board [here](#).

# Work of the Board, cont'd

## Board Policies

After understanding the role of trustee, and trustee code of conduct, interested candidates are encouraged to review the Division's 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 at [gypsd.ca](https://www.gypsd.ca).

## Board Meeting Schedule for 2025-2026

Public Board Meetings are typically held at the Education Services Centre building located at 3656 1 Avenue in Edson, Alberta, and begin at 10 a.m. unless otherwise noted.

Public Board Meetings are live-streamed on YouTube. To access the live stream, click here: [https://www.youtube.com/channel/UC0YSXQleW7cJiFz\\_rY2ioQA/featured](https://www.youtube.com/channel/UC0YSXQleW7cJiFz_rY2ioQA/featured)

You can also access upcoming and archived meeting packages on the Division's [site](#).

## School Calendars

Grande Yellowhead Public School Division's School Year Calendars are posted to the GYPSD website upon approval by the Board of Trustees. Please visit the Division School Year Calendars page to view upcoming dates for

- [2025/26 School Year](#)(approved)
- [2026/27 School Year](#) (approved in principle)
- [2027/28 School Year](#) (approved in principle)





# Nominations

The nomination period runs from January 1, 2025, through to noon on **Nomination Day**, September 22, 2025.

Candidates wishing to submit their completed nomination package prior to **Nomination Day** will contact the Returning Officer by calling 780-723-4471 or emailing [junlin@gypsd.ca](mailto:junlin@gypsd.ca) to make an appointment.

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

Education Services Centre

3656 1 Avenue, Edson, AB T7E 1S8

Office Hours: Monday - Friday: 8:00 AM - 4:30 PM (excluding 12-1pm)

Nomination papers may be handed in by any person and include:

- 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 RCMP within last 30 days

Every nomination must be accompanied by a deposit of \$100.00. Cash, bank drafts and money orders are acceptable forms of payment. Personal Cheques will not be accepted.

## Nomination Day

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.

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.



# More Information

Once your nomination form has been officially accepted by our Returning Officer, you are now ready to hit the campaign trail to talk about how you can help make a difference in the lives of children in your community.

Election Day is Monday, October 20, 2025, and more information including polling stations in the various communities within our boundaries will also be posted closer to Election Day.

Please visit the Division's website under [2025 Election Information](#) for additional information.

These important resources and links to relevant organizations will help a future candidate to be well-informed about the role of a school board trustee.

We encourage prospective candidates to contact Jun Lin, Secretary-Treasurer, by email at [junlin@gypsd.ca](mailto:junlin@gypsd.ca) or at 1.780.723.4471 or 1.800.723.2564 if you still have some questions.

Good luck!

# Appendix: Important Dates

## **January 1, 2025**

Nomination period opens and the earliest date a municipal, school or Ombudsman employee wishing to be nominated may notify the employer that they are taking a leave of absence. A notice of intent form must be filed prior to filing nomination papers.

## **May 1, 2025**

Start of “election advertising period” in which local jurisdictions must maintain a register of third parties who engage in election advertising.

## **September 22, 2025 - 12 p.m**

Nomination period closes.

## **September 23, 2025**

Candidates may withdraw their nomination in writing, in person.

## **October 20, 2025**

Election day.

## **October 22, 2025 - 4 p.m.**

Deadline to receive a request for a recount.

## **October 24, 2025 - 12 p.m.**

Recounts must be complete.

## **November 8, 2025**

Last day for an elector to request a judicial recount.

