



# Medicine Hat Catholic Board of Education

## Medicine Hat Catholic Board of Education School Board Trustee Candidate Guide

This guide was written with the purpose of informing candidates on the most frequently asked topics asked by candidates prior to Nomination Day. While the information provided attempts to provide a good understanding on what it is to be a candidate, and touches on several aspects, **it is your responsibility as a candidate to be familiar with the candidate requirements.** We urge you to obtain a copy of the Local Authorities Election Act and the Education Act and reference them throughout the campaign period. These laws can be obtained from:

Alberta King's Printer

7<sup>th</sup> Floor, Park Plaza Building

10611 – 98 Avenue NW

Edmonton, AB, T5K 2P7

Telephone number: 780-427-4952

Fax: 780-452-0668

Website: [www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer)

If you have any questions, please contact:

- a) Andres Cardona Arias, Returning Officer, phone: 403-529-8280, email: [election@medicinehat.ca](mailto:election@medicinehat.ca)
- b) Tarolyn Aaserud, Substitute Returning Officer, phone: 403-529-8221, email: [election@medicinehat.ca](mailto:election@medicinehat.ca)
- c) Catholic School Board: Greg MacPherson, Secretary Treasurer, (403) 503-8360, [greg.macpherson@mhcbce.ab.ca](mailto:greg.macpherson@mhcbce.ab.ca)

# Medicine Hat Catholic Board of Education

## School Board Trustee

As the elected body for the Medicine Hat Catholic Board of Education, the Board of Trustees is responsible for the development of policies and goals to set direction and guide the provision of education services to students resident in the jurisdiction. The *Education Act* defines what boards must and may do. The Board of Trustees for the Medicine Hat Catholic Board of Education defines its responsibilities through its policies. Policy 1 (attached) describes the Board's Foundation Statements. Policy 2 (attached) describes the Role of the Board. Policy 3 (attached) describes the Role of the Trustee. Policy 4 (attached) describes the Trustee Code of Ethics.

**Term of Office:** 4 Years

**Number of Trustees:** 5 Positions

**Board Meetings:** Currently, the Board meets the second Tuesday of the month at 2:45 pm in the Board Room in the Catholic Education Centre for their public meetings. Meetings begin at 2:45 to 4:30, however, the length may be adjusted as necessary to complete the agenda.

The Board currently meets as a Committee of the Whole from 2:45 pm to 4:30 pm, however, the length may be adjusted as necessary to complete the agenda.

Meeting schedules and times are set by the trustees at the Organizational Meeting in October (November in election years) and may be adjusted as voted on.

Other regular and special meetings are called as necessary and other committee work is performed as necessary.

The 2025 Organizational Meeting, including the trustee blessing and swearing in, will occur Tuesday October 28, 2025 at 9:00 am in the Board Offices.

The Committee of the Whole Trustee Orientation and Training Sessions will occur on:

- Tuesday October 28, 2025, immediately after the Organizational Meeting
- Wednesday October 29, 2025, from 9:00 am to 4:00 pm
- Monday November 3, 2025, from 9:00 am to 4:00 pm

The first Public Meeting will be held Monday November 10, 2025, at 2:45 pm. *(please note the schedule change from Remembrance Day)*

**Committees:** Policy 8 outlines the committees of the Board. The standing committees

are as follows:

1. Board Committee of the Whole
2. ATA Negotiation Committee
3. CUPE Negotiation Committee
4. Teacher Board Advisory Committee
5. Support Staff Board Advisory Committee
6. CUPE Staff Board Advisory Committee
7. Student/Board Advisory Committee
8. Audit Committee
9. School Parish Relations Committee
10. Other Ad Hoc Committees as needed

**Representatives:** Policy 9 outlines the Board Representatives to certain organizations. The current bodies with Board Representation include the following:

1. Alberta School Board Association Zone
2. Alberta Catholic School Trustee Association
3. Medicine Hat Catholic Schools' Education Foundation
4. Parent Association
5. Spiritual Leadership Scholarship Selection Committee
6. Teachers' Employer Bargaining Association

**Additional  
Information:**

Trustees receive an honorarium under Policy 7 – Board Operations. A benefit package is offered as well as a cell phone allowance. Any travel related to the work of a trustee is reimbursed under Administrative Procedure 512 – Expense Reimbursement. Chromebooks are provided for Trustees to assist in their work.

For general information regarding the Medicine Hat Catholic Board of Education please see our website at [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) or contact:

Mr. Greg MacPherson, CPA, CGA  
Secretary Treasurer  
Phone: 403-502-8360  
Email: [greg.macpherson@mhcbce.ab.ca](mailto:greg.macpherson@mhcbce.ab.ca)

## **Policy 1**

# **DIVISION FOUNDATIONAL STATEMENTS**

### **Our Mission**

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to our students.

### **Our Vision**

A Gospel-centered community committed to:

- Learning excellence
- Christian service
- Living Christ

### **Our Motto**

*Showing the Face of Christ to all.*

### **Our Values**

We believe that Catholic education is a ministry that is at the heart of the Church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions.
- Our ability to offer a full range of educational programs for all students.
- The uniqueness of each child (That each child is special).

### **Our Principles of Practice**

In our ministry we are called, always and everywhere, to:

- Model Christ
- Prayer
- Service
- Strive for Excellence
- Build Community

## Translating Ideas into Actions

### We are called to model Christ

#### Christ's Life and Teaching Serve as our Foundation

- We provide an education based on the teachings of Christ:
  - What would Jesus do? How did He act when faced with challenge or adversity?
  - We look for the lesson in every situation.
  - Empty yourself of your "self".
  - We make time for prayer.
- We provide a Christian environment.
  - We nurture each student in a positive, caring, and safe learning environment.
  - We work out of love not fear.
  - We are constant in our love and actions.
  - We ensure the equality of opportunity for each child and a respect for individual differences.

### We are called to be Prayerful

#### Prayer Brings us into a Better Relationship with God and Others

- It is a way of life in our Catholic faith.
  - Our Catholic faith permeates our buildings in actions and symbols.
  - We celebrate the traditions of Church.

### We are called to Service

#### Service is an Extension of Modeling Christ

- We need to celebrate our ability to serve.
  - We find joy in service. It is in giving that we receive.
- We are faith leaders, modeling Christian values.
  - We practice Christian Leadership.
  - Actions speak louder than words.
- We encourage our students to practice Christian service.
  - We need to increase the level of awareness of the service we do already.
  - We can perform different kinds of service.

## We are called to Strive for Excellence

### Excellence is the Essence of Who We Are

- It fits with our vision and mission.
- It is about reaching individual potential—being the best we can be.
  - Our schools promote spiritual, physical, academic, emotional and social development, which allows students to achieve their individual potential.
- Facilitating opportunities for growth and promoting best teaching practices.
- Opportunity to live what we believe.

## We are called to Build Community

### We Build on our Individual and Collective Strengths

- Building community is an extension of our Mission and our faith.
- Building community sets the stage for everything else we do.
  - Our students are supported by parents, parish and community
  - Our schools work together for the benefit of the Division.
  - Our schools welcome all.
- We need relationships and networks to face the challenges we have.
  - Working together we can do more.
  - Community shows us we need each other and that we can seek out support.
  - We can build on the strengths of others.

## DIVISION LOGO

**Logo Description-** Each element of the design symbolizes the values of the Medicine Hat Catholic Board of Education.

**The Cross:**

- (a) Faith and Catholicity

**The People:**

- (a) Staff, students and families working together
- (b) The Father, Son and Holy Spirit

**The Book:**

- (a) Providing quality education

**The Colour Blue:**

- (a) Catholic education in Alberta
- (b) Mary

**The Colour Green:**

- (a) Ordinary time in the Liturgical calendar

The logo comes in three colour options that will be used throughout the year to reflect the Liturgical calendar.

Legal Reference: Preamble, Section 3, 7, 11, 18, 25, 27, 33, 35.1, 51, 52, 53, 67, 222 Education Act  
Fiscal Planning and Transparency Act  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide  
Ministerial Order 004/98

First Reading	December 13, 2011
Second Reading	March 13, 2012
Third Reading	March 13, 2012

First Reading	June 9, 2020
Second Reading	September 8, 2020
Third Reading	September 8, 2020

First Reading	June 8, 2021
Second Reading	September 14, 2021
Third Reading	September 14, 2021

## Policy 2

### ROLE OF THE BOARD

As the corporate entity established by provincial legislation and given authority by the *Education Act* and attendant Regulations and the corporate body elected in accordance with the *Local Authorities Election Act*, the Board of Trustees shall provide overall direction and leadership to the Division. The Medicine Hat Catholic Board of Education is accountable for the provision of appropriate educational programs and services to meet the needs of all students enrolled in a school operated by the board to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board has the responsibility to be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes. Alberta legislation defines what Boards must and may do. In addition, legislation allows Boards to delegate almost all these duties. The Board has defined its governance role as outlined below. Further, the Board must fulfill its key role of ensuring education in the Division is rooted in “Showing the Face of Christ to All”.

#### Specific Areas of Responsibility

##### 1. Accountability to Provincial Government

- 1.1 Act in accordance with all statutory requirements to implement provincial and education standards and policies.
- 1.2 Perform Board functions required by governing legislation.
- 1.3 In the event that the Alberta School Foundation Fund Regulation is re-passed (or reinstated), subsequent to the date of a general election and before December 31 of the same year, may pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith.

##### 2. Accountability to the Division's Communities

- 2.1 Make transparent, evidence-based decisions which reflect the Gospel values and represent the interests of the entire Division.
- 2.2 Provide opportunity for the engagement of parents, students, staff, and the community in the board's plans and the achievement of goals, targets and management of public resources.
- 2.3 Ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- 2.4 Develop procedures for and hear appeals as required by statutes and/or Board policy.



- 2.5 Proactively work to build community support for the Catholic education system.
- 2.6 Report at least annually the success and challenges of the Division's priorities, goals and desired outcomes.
- 2.7 Annually approve a communications strategy.
- 2.8 Be visible in the school communities.

### 3. Faith Leadership

- 3.1 Make decisions which reflect Catholic values and beliefs.
- 3.2 Be visible within the Catholic faith community.
- 3.3 Participate in Division Faith Development opportunities.
- 3.4 Ensure that a strong Faith Development component is provided for all students and staff.
- 3.5 Participate in ACSTA.

### 4. Three-Year Education and Strategic Planning

- 4.1 Provide overall direction for the Division by establishing mission, vision, values, strategic priorities and key results.
- 4.2 Annually approve Three Year Education Plan for submission to Alberta Education by due date and in compliance with Alberta Education requirements.
- 4.3 Identify Board priorities at the outset of the Annual Three-Year Education Planning process.
- 4.4 Make available to the public the complete Annual Education Results Report (AERR) and summary document and post on the Division website.
- 4.5 Annually approve the budget reflective of strategic priorities and informed by the Three-Year Education Plan.
- 4.6 Monitor and evaluate progress toward the achievement of the goals, outcomes, and measures in relation to targets identified in the Three-Year Education Plan.

### 5. Policy Development

- 5.1 Identify areas that require Board policy and identify the preferred future to result from policy implementation.
- 5.2 Evaluate policy impact to determine if policy is producing the desired results.
- 5.3 Delegate authority to the Superintendent and define commensurate responsibilities.
- 5.4 Establish, implement and maintain a policy respecting the board's obligation to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behavior.

- 5.5 Establish a policy respecting the resolution of disputes or concerns at the school level between parents and school staff that supports a cooperative and collaborative learning environment for students.

## 6. Board / Superintendent Relations

- 6.1 Appoint a Superintendent of Schools for a period of not more than five years, and provide the Minister with notice, in writing, of the appointment of the Superintendent.
- 6.2 Provide the Superintendent with clear corporate direction.
- 6.3 Delegate the management/administration of the Division to the Superintendent who is the Chief Executive Officer and Chief Education Officer of the Board. Such delegation is subject to provisions and restrictions in provincial legislation and regulations.
- 6.4 Evaluate annually the Superintendent in accordance with a pre-established performance appraisal mechanism.
- 6.5 Review annually the Superintendent's compensation package.
- 6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent actions which are exercised within the delegated discretionary powers of the position.
- 6.7 Interact with the Superintendent in an open, honest, respectful, and professional manner.

## 7. Political Advocacy

- 7.1 Utilize ASBA and ACSTA advocacy services.
- 7.2 Develop an annual plan for advocacy aligned with the Three-Year Education Plan and Capital Plan that will include key messages and strategies.
- 7.3 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic education opportunities provided to the students of the Division.
- 7.4 Be accountable to the Division's Catholic ratepayers by being an advocate for the preservation of publicly funded Catholic education constitutional rights in Alberta.

## 8. Board Development

- 8.1 Review annually the Board's effectiveness.
- 8.2 Develop a plan for Board / Trustee development including increased knowledge of role, processes and issues to further the effective implementation of the Three-Year Education Plan.
- 8.3 Provide for effective Board orientation following municipal elections and ongoing professional development for Trustees.
- 8.4 Develop, implement, and make available to the public, a trustee code of conduct.

## 9. Fiscal

- 9.1 Approve budget assumptions and Board priorities at the outset of the budget process.
- 9.2 Approve annually the Division's budget for submission to Alberta Education by the due date.
- 9.3 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the Division's Three-Year Education Plan.
- 9.5 Approve annually the Three-Year Capital Plan and Facilities Master Plan for submission to Alberta Education by the due date.
- 9.6 Receive the annual audit report to ensure quality indicators are met, and that management letter recommendations are addressed.
- 9.7 Receive accountability reports to ensure effective stewardship of the Board's resources and monitor fiscal management of the Division.
- 9.8 Review and approve compensation for all staff. During the review of compensation for non-unionized employees the board will solicit input from the Chief Superintendent (or other sources as needed) and at the Board's discretion ratify Memorandum of Agreement with bargaining units.
- 9.9 Appoint an auditor and an architectural firm for the Division.
- 9.10 Appoint annually signing authorities for the Division.
- 9.11 Approve tenders over \$100,000.
- 9.12 Make available all school fees charged to a parent in accordance with regulations.
- 9.13 Approve joint use agreements and those partnership agreements that require a financial obligation of the Board.
- 9.14 Review and approve Board compensation and expenses.
- 9.15 Approve of the disposal of fixed assets with an acquisition cost of \$15,000 or more.
- 9.16 Approve transfer of funds to/from reserves.
- 9.17 Approve substantive budget adjustments when necessary.
- 9.18 Maintain transparency in all fiduciary aspects.

### **Selected Responsibilities**

- 1. Determine and make publicly available for each school year the days, dates and number of days of school operation.
- 2. Naming of educational facilities.
- 3. Approving the acquisition and/or disposition of land and buildings.
- 4. Approving school attendance boundaries.
- 5. Approving transportation contracts.

6. Approving locally-developed, acquired and authorized junior and senior high school complementary courses.
7. Approving alternative programs.
8. Liaising with Parish Councils within the Division.
9. Hear appeals of harassment complaints when the Superintendent is not able to participate.
10. Hear allegations of illegal or unethical conduct when the Superintendent is not able to participate.
11. Approve the Board Annual Work Plan.
12. Approve Transportation Fees. (*from Policy 11*)
13. Approve in principle international field trips.

Reference:               Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act  
                                 Fiscal Planning and Transparency Act  
                                 Local Authorities Elections Act  
                                 Borrowing Regulation  
                                 Disposition of Property Regulation  
                                 Early Childhood Services Regulation  
                                 Investment Regulation  
                                 School Fees Regulation  
                                 Alberta Schools Foundation Fund Regulation

First Reading:               March 11, 2008  
 Second Reading:           March 11, 2008  
 Third Reading:             April 8, 2008

First Reading               December 13, 2011  
 Second Reading           March 13, 2012  
 Third Reading             March 13, 2012

First Reading               June 9, 2020  
 Second Reading           September 8, 2020  
 Third Reading             September 8, 2020

First Reading:               March 14, 2023  
 Second Reading:           March 14, 2023  
 Third Reading:             April 11, 2023

## Policy 3

### ROLE OF THE TRUSTEE

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The oath of office taken by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

Alberta's Catholic Schools exist to offer Catholic parents a distinct system of education for their children. The trustees of a Catholic school board are empowered by the community to fulfill both the educational requirements set forth by the government and the vision of the faith community. A Catholic school board must ensure that Catholic values and principles are reflected at all times in its policies and practices.

As leaders in the faith community, Catholic trustees require an understanding, a willingness to grow and a commitment to bearing daily witness to the faith. To meet this challenge, Catholic trustees are entrusted with certain denominational school rights, powers and privileges enshrined in the Canadian Constitution. They exercise these rights with the religious guidance of parish and diocesan authorities.

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.

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.

#### 1. Specific Responsibilities of Individual Trustees

- 1.1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
- 1.2 Attend Board meetings, and committee meetings as assigned, prepared to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
- 1.3. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
  - 1.3.1. Vote on every Board motion, unless there is a conflict of interest.
  - 1.3.2. Support a majority vote of the Board as if the vote had been unanimous.

- 1.4. 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. A trustee acting individually has only the authority and status of any other citizen of the Division.
- 1.5. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
- 1.6. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
- 1.7. Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
- 1.8. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
- 1.9. Refer queries, issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
- 1.10. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent or community member about operations, will refer the parent or community member back to the school or department and will inform the Superintendent of this action.
- 1.11. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
- 1.12. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
- 1.13. Model the values and requirements of a practicing Catholic and participate in parish and church activities.
- 1.14. Ensure that Catholic values and principles are reflected in the Board's policies and practices.
- 1.15. Stay current with respect to provincial, national and international educational issues and trends.
- 1.16. In alignment with Board advocacy and assurance efforts, provide for the engagement of parents, students, and the community, including municipalities and local businesses, in matters related to education.
  - 1.16.1. Recognize the key role of parents as partners in education with the Division to bring about student success and character as responsible citizens.
  - 1.16.2. Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
  - 1.16.3. Interpret the needs of the community to the Board and the Board's actions to those we serve.

- 1.16.4. Liaise with designated School Council(s).
- 1.17. Attend Division or school community functions when possible.
- 1.18. Become familiar with, and adhere to, the Trustee Code of Ethics.
- 1.19. Report any violation of the Trustee Code of Ethics to the Board Chair or, where applicable, to the Vice-Chair.
- 1.20. Contribute to a positive learning and working culture both within the Board and the Division.

## **2. 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.

- 2.1. The Division will offer an orientation program for all newly elected trustees that provide information on:
  - 2.1.1. Role of the trustee and the Board;
  - 2.1.2. Organizational structures and procedures of the Division;
  - 2.1.3. Board policy, agendas and minutes;
  - 2.1.4. Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
  - 2.1.5. Division programs and services;
  - 2.1.6. Board's function as an appeal body; and
  - 2.1.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- 2.2. The Division will provide financial support for trustees to attend Alberta School Boards Association and Alberta Catholic School Trustees Association sponsored orientation seminars.
- 2.3. The Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for newly elected trustees. The Superintendent shall provide each trustee with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
- 2.4. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

Legal Reference:      Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act  
Fiscal Planning and Transparency Act  
Local Authorities Elections Act  
Borrowing Regulation

Disposition of Property Regulation  
Early Childhood Services Regulation  
Investment Regulation  
School Fees Regulation  
Trust and Reconciliation Commission Calls to Action

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020



## Policy 4

### TRUSTEE CODE OF ETHICS

Each trustee, representing all Catholic school supporters of the community and responsible to this electorate through the democratic process, recognizes:

- That trustees are accountable to the Magisterium of the Church, and that, according to the Code of Canon Law, a Catholic school is an instrument of the Church.
- That, legally, the authority of the Board is derived from the province which ultimately controls the organization and operation of the Division and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- That fellow citizens have entrusted them, through the electoral process, with the educational development of the children and youth of the community.
- That trustees are the children's advocates and their first and greatest concern is to serve the children of the Division to the best of their ability, taking actions which put the interests of students first,
- That trustees are educational leaders who realize that the future welfare of the Church, the community, the province, and Canada is dependent on the largest measure upon the quality of education provided in schools to fit the needs of every learner.
- That trustees must not neglect their personal obligation to the community and their legal obligation to the province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, trustees have a moral and civic obligation to the nation which can remain strong and free only so long as schools in Canada are kept free and strong.

In carrying out the role of trustee, the Board expects members to adhere to the following Code of Ethics:

1. Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee, with reasonable diligence;
2. Devote time, thought and study to the duties of a trustee so that they may render effective and credible service.
3. Exercise the powers and duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Work with their fellow trustees in a spirit of harmony and cooperation despite differences of opinion that arise during vigorous debate or points of issue.

5. Consider information received from all sources and base personal decisions upon all available facts in every case; unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.
6. Be loyal to the interests of the Division as a whole in the context of Catholic Education. This loyalty supersedes loyalty to:
  - Any advocacy or special interest groups; and
  - The personal interest of any trustee.
7. Maintain the confidentiality of privileged information, including statements made during in-camera sessions of the Board.
8. Work together with fellow trustees to communicate to the electorate.
9. Provide leadership to the Catholic community through setting goals and policies for educational programs and by regularly evaluating these in the light of the wishes and expectations of the community.
10. Remember at all times that individual trustees have no legal authority outside the meeting of the Board, and therefore relationships with school staff, the community, and all media of communication is to be conducted on the basis of this fact.
11. Refrain from using the trustee position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
12. Recognize that the Superintendent has full administrative authority for properly carrying out his or her professional responsibilities within the limits of Board policy, such that all administrative matters, complaints and criticisms will be referred to the Superintendent.
13. Only the Board Corporate as opposed to individual Trustees shall exercise authority over the Superintendent. In particular; only the Board Corporate shall make judgments regarding the Superintendents performance.
14. Encourage active cooperation by stakeholders with respect to establishing policies.
15. Support the provincial and national school board associations for the future of trusteeship in this province and the nation.
16. Provide effective trustee service to the Catholic community in a spirit of teamwork and devotion to education as the greatest instrument for the preservation and perpetuation of our representative democracy.
17. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
18. Represent the perceived concerns or needs of the community to the Board or Superintendent as appropriate and accurately communicate the Board's decisions to those we serve.

19. Declare any conflict of interest between personal life and the position on the Board and abstain from voting when appropriate.
20. Avoid using their official position to obtain benefit for themselves or family members, or for any business with which trustees or relatives are associated, in accordance with provisions of the Education Act;
21. Recognize that the Board Chair or designate is the only person authorized to speak to the media on behalf of the Board. Trustees shall not presume to speak for the Board when interacting with the public, media or other entities. Trustees shall represent the Board's corporate position when interacting with the public or other entities;
22. Do their utmost to attend regular Board meetings, meetings of the Board committees to which they have been appointed, and meetings for which they have been appointed to serve as Board representative.
23. Trustees shall act in a manner consistent with provincial legislation including the Education Act, regulations, and policies of the Board.

Legal Reference: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*.

First reading	June 9, 2020
Second reading	September 8, 2020
Third Reading	September 8, 2020

## **Eligibility as Candidate**

Candidates can only run for Trustee at one School Board, not both.  
To become a candidate you must be:

1. at least 18 years of age on nomination day,
2. a Canadian citizen,
3. a resident of the local jurisdiction for the 6 consecutive months preceding nomination day, which is September 22, 2025 s.21 [Local Authorities Election Act \(LAEA\)](#).

Additionally, Catholic School Board Trustee nominees must be of the same faith:

- Where a separate school district is established, an individual residing within the boundaries of the separate school district is a resident of the separate school division if the individual declares that the individual is of the same faith as those who established the separate school district, whether Protestant or Roman Catholic s.74 [Education Act](#).

You are not eligible to become a candidate in any election under any of the following circumstances (s.22 LAEA):

- if you are the auditor of the local jurisdiction or if you are a municipal or school board employee on nomination day, unless you take the entitled leave of absence,
- your property taxes are more than \$50 in arrears or you are indebted to the local jurisdiction for which the election is to be held for any debt equaling or exceeding \$500 and in default for more than 90 days,
- if you have, within the previous 10 years, been convicted of an offence under this Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada).

There may be other circumstances that may prevent you from running for office, please refer to the full text of s. 22 LAEA.

### **Federal Government Employees**

Before a federal public servant employee can seek nomination as a candidate in a municipal election he/she must request and obtain permission from the Public Service Commission of Canada (PSC) to do so. For further information please contact the PSC directly or refer to the Public Service Employment Act.

### **School Board Employees**

A person employed by a school division, a charter school, or a private school that wishes to be nominated as a candidate for election as a trustee of a board of a school division may notify that person's employer on or after January 1 in the year of an election, but before the person's last working day prior to nomination day, that the person is taking a leave of absence without pay.

It is the candidate's responsibility to ensure they meet the eligibility requirements, and it is an offence to make a false statement on your nomination form. As per the Local Authorities Election Act Section 28, subsection 6 and 6.1, filed nomination papers may be requested by an individual to examine the filed nomination papers during regular business hours of the City Clerks department. These will be redacted in accordance with the law.

### **Disqualification of Trustees**

It is the responsibility of all candidates to determine if they meet the qualification criteria and are not in contravention of the following:

#### **s.87 [Education Act](#)**

A person is disqualified from remaining as a trustee of a board if that person:

- other than a person appointed under section 84(1), ceases to be qualified for nomination as a trustee under the Local Authorities Election Act;
- is an auditor or employee of the board for which the person is a trustee;
- has breached the code of conduct of the board established under section 33, where the sanction for the breach under the code of conduct may be determined by the board to be disqualification;

- is a party to a subsisting contract for the construction, maintenance or repair of real property over which the board has administration other than a contract for the provision of goods or services in an emergency;
- beneficially owns more than 10% of the issued shares of a corporation that has a pecuniary interest in a subsisting contract for the construction, maintenance or repair of real property over which the board has administration other than a contract for the provision of goods or services in an emergency;
- has a pecuniary interest in a contract with the board, other than
  - a contract for the provision of goods or services in an emergency,
  - a contract for the sale of goods or services to the board at competitive prices by a dealer in those goods or services incidental to and in the ordinary course of the dealer's business,
  - a contract of employment with the trustee's spouse or adult interdependent partner, child, parent or spouse's or adult interdependent partner's parent, or
  - a contract approved by the board pursuant to disclosure;
- uses information gained through the person's position as a trustee of the board to gain a pecuniary benefit in respect of any matter in which the person has a pecuniary interest;
- is a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
- is absent without being authorized by a resolution of the board from 3 consecutive regular meetings of the board, unless the person's absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence;
- is convicted of
  - an indictable offence punishable by imprisonment for 5 or more years, or
  - an offence under section 123 of the Criminal Code (Canada) for which an absolute discharge or pardon has not been granted.

Notwithstanding section 24 of the Local Authorities Election Act, a trustee of the board who is disqualified under this section is eligible to be elected at the next general election of trustees to the board if that person is qualified for nomination as a trustee under the Local Authorities Election Act.

## Important Dates

Stay on top of important deadlines and key events throughout the election cycle. Here are key dates every candidate should mark on their calendar:

First day to submit papers	Jan. 1, 2025, from 8:30 am – 4:00 pm	<ul style="list-style-type: none"> <li>• <b>Location:</b> The security desk on the 1<sup>st</sup> floor of City Hall at 580, 1<sup>st</sup> St. SE.</li> <li>• <b>Process:</b> Inform security that you are there to submit your candidate nomination papers. The CEO will meet you to collect your completed package.</li> </ul>
Nomination Day (last day to submit papers)	Sep. 22, 2025, from 8:30 am – noon	<ul style="list-style-type: none"> <li>• <b>Location:</b> The security desk on the 1<sup>st</sup> floor of City Hall at 580, 1<sup>st</sup> St. SE.</li> <li>• <b>Process:</b> Inform security that you are there to submit your candidate nomination papers. The CEO will meet you to collect your completed package.</li> </ul>
Last Day to withdraw nomination	Sep. 23, 2025, from 8:30 am – 12 noon	<ul style="list-style-type: none"> <li>• <b>Location:</b> The security desk on the 1<sup>st</sup> floor of City Hall at 580, 1<sup>st</sup> St. SE.</li> <li>• <b>Process:</b> Inform the security personnel that you are there to submit your withdrawal of nomination. The CEO will meet you to collect your withdrawal.</li> </ul>
Advance Polls	Oct. 4: 9 am – 3 pm Oct. 14 – 18: 10 am – 8 pm	<ul style="list-style-type: none"> <li>• <b>Holy Family Parish (1451, Strachan Road Southeast),</b></li> <li>• <b>Hockey Hounds Recreation Centre (39, 10 Street Northeast)</b></li> </ul>
Election Day	Oct. 20, 2025: 10 am – 8pm	Various locations, see the City of Medicine Hat's election website for up-to- date information on all Election Day voting stations. ( <a href="https://www.medicinehat.ca/en/government-and-city-hall/election.aspx">https://www.medicinehat.ca/en/government-and-city-hall/election.aspx</a> )

## Forms You Need to Submit

The nomination period is between January 1, 2025, and noon on September 22, 2025. Nomination papers can be filed with the Chief Electoral Officer any time during this period by going to the security desk on the first floor of City Hall at 580, 1st Street Southeast. Inform security that you are there to submit your nomination forms. The CEO will meet you to collect your completed package between 8:30 am and 4:30 pm. You must file your nomination papers before you accept a campaign contribution or incur a campaign expense.

### Nomination Day

- Nomination Day is September 22, 2025 (noon). It is **the last day for filing nomination papers**. On Nomination Day, nomination papers will be accepted from 8:30 AM until 12:00 noon, Monday September 22, 2025, security desk, 1<sup>st</sup> floor of City Hall 580 1<sup>st</sup> St SE, Medicine Hat T1A 8E6.
- **Reminder: YOU MUST FILE YOUR NOMINATION PAPERS BEFORE**

**YOU INCUR ANY CAMPAIGN EXPENSE OR ACCEPT ANY  
CAMPAIGN CONTRIBUTION**

**Notice of Intent to be nominated**

This document can be submitted by using the fillable form on the website, or can be brought with your Nomination Forms.

**Forms you need to submit**

- Form 4 – Nomination Paper and Candidate's Acceptance (Sections 121, 21, 23, 27, 28, 47, 68.1, 151, Part 5.1 of LAEA)
- Form 5 – Candidate Financial Information (Sec 27 (1.1) Local Authorities Election Act). This form needs to be submitted to the Returning Officer at the same time as your Nomination Papers.
- Form 29 – Notice of Intent (Sec 147.22). This form needs to be submitted to the Returning Officer before you accept or incur a campaign expense.

**Nomination Forms & Filing of Forms with the Returning Officer**

Nomination Forms are included in this package in Appendix B.

It is the candidate's responsibility to ensure the form is completed correctly. The Returning Officer is required to reject a candidate's nomination form if it has not been completed correctly. Your form must:

- Be the form provided in this package
- Be signed by a **minimum of 25 eligible electors** as per Bylaw No. 3782
- Nomination papers may be handed in by any person, but will **not** be accepted by email, mail or fax
- Nomination papers may be examined by any elector during regular business hours and in the presence of the Returning Officer or designate(s). A list of nominees will be posted on the City's website.
- Municipal candidates are required to acknowledge the requirement to read and comply with the municipality's code of conduct for Council members. The Code of Conduct can be found [here](#).

**Who can sign your Nomination Form?**

Everyone who signs your nomination form **must** be eligible to vote in this election. Please refer to Section 7 'Who Can Vote?' of this package for more information.

**Withdrawing your nomination**

The deadline for withdrawal is before noon on September 23, 2025 (24 hours after close of the nomination period). Your notice of withdrawal must be submitted in person, in writing, to the Returning Officer. Faxed or emailed notices of withdrawal are NOT accepted. Your nomination cannot be withdrawn after the 24-hour deadline has passed, and your name will appear on the ballot. Additionally, you can only withdraw your nomination if, at the close of Nomination Day, the number of remaining candidates meets the positions in the race. In other words, if you are the only candidate running for Mayor, you cannot withdraw your nomination s. 32 LAEA.

**Note:** Candidates who withdraw their nomination must still file a disclosure statement.

## Campaign Contribution Rules

School board trustees abide by the same campaign contribution and expenses rules as mayoral and councillor candidates, **except that school board trustee candidates do not have campaign expense limits.**

### When Can I accept Campaign Contributions and Incur Campaign Expenses?

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given a written notice of intent to be nominated as candidate (LAEA Section 147. 22 (1). **This means that you must file your written notice of intention before you incur a campaign expense and accept a campaign contribution.**

You may only accept campaign contributions in the campaign period for that election. The campaign period is defined as the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election (LAEA S. 147.1(b)). **Thus, the campaign period of the 2025 election will conclude on December 31, 2025, and the campaign period for the 2029 election will start on January 1, 2026 and conclude on December 31, 2029.**

Note: The previous edition of the Local Authorities Election Act had exceptions for this requirement. **This is no longer the case as per the Bill 20 amendments to the Act, there are no exceptions, you must file your written notice of intent before you accept a campaign contribution and incur a campaign expense.**

### Contribution limits Individuals

Contributions by an individual who ordinarily resides in Alberta, shall not exceed:

- \$5000 in the aggregate to all candidates for election as a councillor in a particular municipality
- \$5000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*



- \$5000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*

**Corporations, Alberta trade union, or Alberta employee organization [any organization that bargains collectively for employees in Alberta, and for the purposes of this Act all branches in Alberta of an employee organization are deemed to be one employee organization]**

Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period:

- (a) \$5000 in the aggregate to all candidates for election as a councillor in a particular municipality,
- (b) \$5000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the Education Act, and
- (c) \$5000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the Education Act.

### **Contributions from a candidate's own money to their campaign**

A candidate may contribute up to \$10,000 of their own money to their campaign. This money can't be reimbursed from their campaign funds at the end of the campaign period (LAEA Section 147.2 (4)).

### **Prohibited Organizations**

The following types of organizations are prohibited from contributing to a campaign:

- A municipality
- A corporation that is controlled by a municipality
- A non-profit organization that since the last general election has received any of the following from the municipality in which the election will be held:
  - A grant
  - Real property
  - Personal property
- A Metis settlement,

- A board of trustees,
- A public, post-secondary institution,
- A provincial corporation as defined in the *Financial Administration Act*, including a management body within the meaning of the *Alberta Housing Act*,
- A corporation that does not carry business in Alberta,
- A registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada),
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.

## Campaign Disclosure Statements

The Campaign Disclosure Statement and Financial Statement Form contains the requirement for candidates to disclose the total amount of all contributions that did not exceed \$50 from a single donor, the names and addresses of donors whose total contributions exceeded \$50, total amount of contributions received, and totals from other sources of funding LAEA s. 147.4. Disclosure statements **must** be filed with the municipality on or before March 1 following a general election. It is an offence to fail to file a disclosure statement. Candidates will be levied a late filing fee of \$500 s.147.7(2) LAEA.

## Campaign Deficits

If a candidate's disclosure statement shows a deficit, the candidate shall eliminate the deficit within 60 days after filing their disclosure statement.

A candidate may make a contribution from the candidate's own funds that does not exceed \$10,000 to reduce a deficit shown on the candidate's disclosure statement.

A candidate who incurs a deficit in campaign finances must eliminate that deficit within 60 days after filing their disclosure statement. An amended disclosure statement must be filed within a further 30 days s.147.52 LAEA.

## Campaign Surpluses

If a candidate's disclosure shows a surplus, the candidate, within 60 days after filing their disclosure statement:

- Shall, with respect to any amount that is \$1000 or more, donate an amount to a



registered charity that results in the surplus being less than \$1000, and

- May, with respect to any amount that is less than \$1000:
  - (i) retain all or any portion of that amount, and
  - (ii) donate all or any portion of that amount to a registered charity.

A candidate who donates an amount to a registered charity shall, file an amended disclosure statement showing that the surplus has been dealt with within 30 days after the expiration of the 60 days after filing the disclosure statement s. 147.5. *LAEA*.

## Agents & Scrutineers

A candidate may choose to appoint an official agent on their nomination form (this is not mandatory), or fill out and submit the Statement of Official Agent or Scrutineer Form (<https://www.alberta.ca/municipal-election-forms#toc-1>) to the Returning Officer. The candidate assigns the duties of an official agent. A person who has, within the previous 10 years, been convicted of an offense under the *Local Authorities Election Act*, the *Election Finances and Campaign Disclosure Act* or the *Canada Elections Act* is not eligible to be appointed as an official agent or scrutineer s. 69 (1.1) *LAEA*.

Agents and scrutineers must sign the Statement Form to indicate that they will maintain and aid in maintaining the absolute secrecy of the vote and bring with them a statement of representation signed by the candidate to the presiding deputy of the voting station before they will be recognized as such at the voting station. The presiding deputy shall not permit the concurrent presence in the voting station of an agent and scrutineer, or the candidate and agent or scrutineer. The presiding deputy may designate the place in the voting station from where they may observe the election procedure s. 69 *LAEA*.

## Campaign Signage Rules

### Do I need a permit to put up campaign signage?

Election signs do not require a permit, but must comply with the Land Use Bylaw

### Can a candidate put up campaign signage before Nomination Day?

You can start campaigning any day after you submit your nomination papers. The Local Authorities Act simply requires that you submit your nomination papers before you start campaigning. However, there are municipal bylaws and provincial and federal laws that place restrictions on **where you may place signs and literature**. The Bylaws discussed below can be found at this website <https://www.medicinehat.ca/en/government-and-city-hall/bylaws.aspx>.

Note: Marking ballots with an X will be the main way to mark ballots in the 2025 election. Please do not confuse your supporters with signage that shows different ballot markings.

### **Signage characteristics that are not allowed according to the Land Use Bylaw**

- a) No sign is allowed that in the opinion of a Development Authority may create a hazard to public safety or health.
- b) No sign may obstruct the line of sight of a pedestrian or the driver of a vehicle with respect to access to or egress from a road, Alley or driveway, or detract from the visibility or effectiveness of any Traffic Control Device.
- c) No sign shall obstruct ingress to or egress from a fire escape door, window or other required exit under the Alberta Building Code.
- d) No sign other than a Traffic Control Device may display words such as “STOP”, “LOOK”, “DANGER”, “ONE WAY” or “YIELD” or any similar words, phrases, symbols, lights or characters used in a manner which may mislead, confuse or otherwise interfere with pedestrian or vehicle traffic on a road.
- e) No sign may incorporate a searchlight or strobe lights.
- f) No sign other than a Specialized Sign is allowed on a roof or completely above the parapet of a Building.
- g) No sign may be painted on, or affixed in any manner to, a tree, stone, cliff or other natural object;
- h) No sign other than a Specialized Sign, Sandwich Board, or Portable Sign shall be placed or erected on a Site unless the sign is permanently set into the ground or permanently affixed to a building.
- i) No sign other than a Traffic Control Device shall face an Interior Side Property Line or Rear Property Line that is adjacent to an R-LD or R-MD District.
- j) No sign is allowed within a Corner Visibility Triangle if it blocks or interferes with a line of sight for pedestrians or drivers of vehicles, from any direction.

### **Provincial Prohibitions Election Signs**

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### *No election signs:*

- are allowed within the median of a divided provincial highway,
- can be mounted on highway signs or signposts (these signs will be removed immediately),
- can be placed in or within 500 m of construction zones,
- are allowed to obstruct a driver's view of an intersection in an urban area or within 250 m of an intersection in a rural area.

### *Election signs must not:*

- display an intermittent flashing, rotating, or moving light,
- be floodlit as this could distract drivers,
- have any moving or rotating parts,
- imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield,
- imitate or resemble a traffic control device, such as a stop sign.

Signs should also not include associated yard lights, area lighting and other lights that, are excessively distracting to the public or create a traffic hazard.

## **Where can you place your signs?**

### *Along the Highway*

- the maximum sign size permitted in a highway right-of-way (the existing highway limits) is 1.5 m<sup>2</sup>,
- election signs are temporary and are only permitted from the date the election is called until 3 days after the election,
- signs must meet eligibility criteria (see ineligible election sign types in the previous section)

### *Along the Boulevards and Right of Ways*

Any campaign sign located on a city boulevard, right of way or other location that creates a traffic hazard will be removed immediately by the City and the candidate may be billed

with the cost. Signs must not be placed in the ground to avoid damage irrigation systems. (Schedule D *Land Use Bylaw #4168*).

### Electrical Poles & Light Poles

Electrical utility system poles and structures shall be kept free of all materials and equipment not required for the system, unless permitted by the operator of the utility system (s.2-012 Alberta Electrical Utility Code).

### On a Street

Campaign signage should not be placed where it can cause a hazard to traffic and/or pedestrians (Schedule D *Land Use Bylaw #4168*).

### On a Tree

No sign may be painted on, or affixed in any manner to, or a tree, stone, cliff, or other natural object (Schedule D *Land Use Bylaw #4168*).

### In a Park

No person shall, without prior written approval from the Parks Manager or their designee:

- a) place or erect any signs or billboards for the purpose of advertising,
- b) distribute any handbills or circulars,
- c) use any audible advertising device,

### **Where are you not allowed to place Campaign Signs?**

#### Alberta Health Services Property

Campaign signage is prohibited on hospital or AHS facility property.

### Polling Stations

Subject to Section 152.1 of the [Local Authorities Election Act](#), a person who, at an advance vote or on election day, canvasses or solicits votes, or communicates with any person for the purpose of influencing that person's vote, in a voting station or within the boundaries of the land on which a building used for a voting station is located is guilty of an offence and liable to a fine of not more than \$500.