



2025 Candidate Information Guide for Medicine Hat Public School Division School Board Trustee

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

7th 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

If you have any questions, please contact:

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- Tarolyn Aaserud, City Clerk of the City of Medicine Hat and Substitute Returning Officer, phone: 403-529-8221, email: election@medicinehat.ca
- Medicine Hat Public School Division: Leanne Dulle, Secretary Treasurer, phone: 403-528-6728, leanne.dulle@sd76.ab.ca

For further information on Medicine Hat Public School Division Board Governance policies, please visit the PUBLICATIONS section of our website at www.mhpsd.ca

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Definitions

- **Alberta employee organization:** Any organization that bargains collectively for employees in Alberta, and for the purposes of the *Local Authorities Election Act*, all branches of an Alberta employee organization are deemed to be one employee organization.
- **Alberta trade union:** A trade union as defined in the *Labour Relations Code*, the *Public Service Employee Relations Act* or on the *Canada Labour Code* that holds bargaining rights for employees in Alberta, and for the purposes of the *Local Authorities Election Act* all locals of a trade union are deemed to be one trade union.
- **Allowable campaign expense:** an expense incurred for, or a non-monetary contribution in relation to:
 - In-kind expenses and contributions are included under this umbrella term.
 - (i) The production of advertising or promotional material,

- (ii) The distribution, broadcast, or publication of advertising or promotional material in any media or by any other means during a campaign period, including using a capital asset,
- (iii) The payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity,
- (iv) Securing a meeting place
- **Candidate:** An individual who has been nominated to run for election as a councillor, mayor, or school board trustee that has given written notice to the Returning Officer in accordance with sec. 147.22 of the Local Authorities Election Act (LAEA).
- **Chief Elected Official:** The Mayor.
- **Chief Electoral Officer:** Project Lead of the City of Medicine Hat Municipal Election.
- **Councillor:** A member of Council.
- **Court:** Court of King's Bench.
- **Election Day:** The day fixed for voting at an election.
- **Elector register:** Also referred to as "Permanent Elector Register (PER)", "Permanent List of Electors": List of electors created by the City of Medicine Hat in conjunction with the Government of Alberta in compliance with Section 49, of the *Local Authorities Election Act*.
- **Elector:** Person eligible to vote at an election.
- **Eligible voter:** An elector who meets all criteria to vote in an election.
- **Employee organization:** An organization other than a trade union that bargains collectively for employees.
 - In the case of a municipality, the Minister responsible for the *Municipal Government Act*.
 - In the case of a school division as defined in the *Education Act*, the Minister responsible for Part 5 of the *Education Act*.
- **Local Authorities Election Act (LAEA):** Alberta, provincial statute that governs the conduct of municipal elections in Alberta.
- **Municipal Government Act (MGA):** Alberta, provincial statute that defines local government within the province of Alberta.
- **Nomination Day:** The last day in which a candidate is permitted to file a nomination to become a candidate.

- **Registered charity:** A registered charity within the meaning of subsection 248(1) of the *Income Tax Act* (Canada).
- **Relevant Minister:**
 - The 2025 Election Day is October 20, 2025.
- **Trade union:** An organization of employees that has a written constitution, rules or bylaws and has as one of its objects the regulation of relations between employers and employees.
- **Voting Subdivision:** An area of a local jurisdiction or ward designated as a voting subdivision by the municipality or the returning officer.

Introduction

The Education Act outlines the broad spectrum of the powers and duties of a School Board, which ensures public education is of a high quality and meets local needs. The Board of Trustees is accountable to the Minister of Education and has a responsibility to be responsive to the unique needs of the community they serve. Additionally, the Board works to make people aware of what the Board does and why. The Board of Trustees is entrusted with the responsibility to provide quality educational programs and services to students in MHPSD. These programs and services shall reflect student needs, taking into consideration the needs of their families and the community. Board members shall serve at all times in the best interest of students of MHPSD.

How to Submit Your Nomination Package

1. Submit the Notice of Intent, either in person or by emailing the Returning Officer.
2. Make an appointment with the Chief Electoral Officer to submit your nomination papers.
3. Bring physical versions of your nomination papers to your appointment.
4. Meet with the Returning Officer at the City Clerk's Office on the 3rd Floor City Hall, 580 1st St SE, Medicine Hat, Alberta, T1A 8E6.
 - When you enter the building, go to the Security Desk and inform them of your appointment with the CEO, they will call the City Clerks Office, and you will be accompanied upstairs.
5. The Returning Officer will meet you at the counter and during the appointment he will check the papers to make sure they have been properly filled, and a sufficient number of signatures has been collected.
6. You will receive an email from the Returning Officer if your nomination package has been approved.

Reminders

- Your form must be signed by a minimum of 5 eligible electors.
- 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.
- No electronic signatures or scanned forms are permitted for the form to be valid.
- Only eligible voters are allowed to sign the nomination papers.
 - a. General information on voter eligibility is available in [the Voter Information Page of the City of Medicine Hat's election website](#). And in this guide.

Why Run for School Board?

Why run? Running for your local school board can be challenging and exciting experience. It presents many opportunities to contribute to, and improve, your community.

Effective school board members contribute their unique talents while collaborating as a team with other board members and the Superintendent. With children as the ultimate focus, school board members work together to accomplish critical work for children and youth in our community.

Here are some reasons that may influence you to run for your local school board:

- **You want to share your time and talents.** As a member of a school board, you have an opportunity to share your business and life experience to benefit your community.
- **You can represent different groups in the community** and ensure that others have a voice in making policy and board decisions. As a board member, you can be a conduit for the views and interests of teachers and parents.
- **You can help create stronger ties** between the school board, school councils, municipal and provincial governments and other stakeholders.
- **You have a personal interest** in preserving and improving the quality of your school system.
- **You believe in high quality public education** for current and future students.

School board members should be effective communicators and good listeners. They can create an effective school board campaign platform and organize priorities and schedules. Above all, they can work with others – parents, teachers, division staff and board colleagues – to achieve the board's goals.

Looking for further information on why you should run for the School Board? Go to the Alberta School Boards Association (ASBA) website at <https://www.asba.ab.ca/>.

Some Reasons Why You Might Not Want To Run

Serving as a Trustee requires a significant commitment of time and energy. Being a Trustee is a job that carries with it significant responsibility and requires real commitment of time and focus. Our board meets twice a month, for meetings that may last several hours. Board members will also be on other committees that meet at additional times. Trustees are also expected to attend School Council Meetings whenever possible. Trustees should be prepared to commit the time and energy necessary to be an informed and effective leader.

Trustees are, at times, called to deal with very challenging community and individual issues. Once you become a board member, you may hear from your constituents, particularly during times when contentious issues are being discussed in MHPSD.

To ensure issues are addressed in a timely and effective manner, and to insulate board members from liability, there is a clear process that is to be followed.

Trustees rarely get involved in parent-teacher or parent-administrator issues, barring occasions when the formal appeal processes defined in policy are followed. Trustees need to know, and commit to, engagement with community in a manner that is respectful of community concerns and of the limits of their individual authority.

Of course, there are other reasons why you should definitely NOT run for school board. Personal vendettas, single-issue candidacy or using your position on the school board as a stepping stone for higher office are all bad reasons for starting a school board campaign. Experience tells us that Trustees who come to the Board for a single purpose, and who are not committed to the fullness of the work, find themselves holding a role they neither desire nor are they prepared to execute fully.

What to Expect as a Winning Candidate

M e e t i n g s

The Board meets the second Tuesday of each month, from 3:15 p.m. to 5:30 p.m. On the fourth Tuesday of each month, the Committee of the Whole meets from 3:15 p.m. to 5:30 p.m. and the Regular public meetings are scheduled from 5:30 p.m. to 8:00 p.m. Trustees are expected to contribute towards other committees. For more details see Appendix A.

P u b l i c S c h o o l B o a r d T r u s t e e R e m u n e r a t i o n a n d B e n e f i t s

Trustees receive an honorarium. The honoraria are adjusted in September of each year by an increase in accordance with the percentage increase in base grants provided to the MHPSD from Alberta Education. Honoraria shall be rounded to the nearest \$100.

The September 2024 remuneration rates are:

- Chair - \$26,500
- Vice-chair - \$23,300
- Trustee - \$21,100

Board Meetings

The Board meets every second Tuesday of the month as Committee of the Whole from 3:15 p.m. to 5:30 p.m. On the fourth Tuesday of each month, the Committee of the Whole meets from 3:15 p.m. to 5:30 p.m. and the Regular public meetings are scheduled from 5:30 p.m. to 8:00 p.m. In addition to Board Meetings, Trustees must be prepared to sit on other committees that meet at additional times.

Committees

Labour Committees:	Trustees Appointed
ATA	2
TEBA	1
CUPE	2
Non-Unionized	2
Executive	2
Trustee Renumeration	2
Education Foundation	1
Coordinating Committee	1
Council of School Councils	1
Teachers' Voice Committee	1
Audit Committee	2
Expulsion Committee	3
Public School Boards Association	1/1 (alternate)
Alberta School Boards Association Zone 6	1/1 (alternate)

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 \(LAEA\)](#).

Ineligibility as Candidate

The *Local Authorities Election Act (LAEA)* governs all municipal and local jurisdiction elections in the province of Alberta. This includes school board trustee elections. Section 22 of LAEA stipulates the following circumstances as grounds for ineligibility to be nominated as a candidate:

- 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 government employee can seek nomination as a candidate in an election, they 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 section 87 of the [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">• Location: The security desk on the 1st floor of City Hall at 580, 1st St. SE.• Process: Inform security that you are there to submit your candidate nomination papers. The CEO will meet you to collect your completed package.
Nomination Day (last day to submit papers)	Sep. 22, 2025, from 8:30 am – noon	<ul style="list-style-type: none">• Location: The security desk on the 1st floor of City Hall at 580, 1st St. SE.• Process: Inform security that you are there to submit your candidate nomination papers. The CEO will meet you to collect your completed package.
Last Day to withdraw nomination	Sep. 23, 2025, from 8:30 am – 12 noon	<ul style="list-style-type: none">• Location: The security desk on the 1st floor of City Hall at 580, 1st St. SE.• Process: Inform the security personnel that you are there to submit your withdrawal of nomination. The CEO will meet you to collect your withdrawal.
Advance Polls	Oct. 4: 9 am – 3 pm Oct. 14 – 18: 10 am – 8 pm	<ul style="list-style-type: none">• Holy Family Parish (1451, Strachan Road Southeast),• Hockey Hounds Recreation Centre (39, 10 Street Northeast)
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. (https://www.medicinehat.ca/en/government-and-city-hall/election.aspx)

Submitting your nomination forms

Submit your nomination papers in person using the procedure outlined in this guide and in the nomination package.

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.

Who can sign your Nomination Form?

Everyone who signs your nomination form must be eligible to vote in this election.

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 Financing Rules

It is each candidate's responsibility to familiarize themselves and follow the campaign financing rules found on "Part 5.1 Election Finances and Contributions Disclosure" of the [Local Authorities Election Act](#).

When can you 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.

Allowable campaign expenses

REMINDER: You must file your nomination papers and written notice of intention before you incur a campaign expense.

An allowable campaign expense includes an expense incurred for, or a non-monetary contribution in relation to:

- (i) The production of advertising or promotional material,
- (ii) The distribution, broadcast, or publication of advertising or promotional material in any media or by any other means during a campaign period, including using a capital asset,
- (iii) The payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity,
- (iv) Securing a meeting place

Expenses also include in-kind (unpaid).

Self-Funded Campaigns

Self-funded campaigns are still allowed, but the rules have changed since the last municipal election. Previously, candidates who self-funded their campaigns were exempt from nomination requirements if they contributed no more than \$10,000 of their own funds. **Now, all candidates must give written notice of their intention to run before accepting campaign contributions or incurring expenses. This includes contributions from your own funds to your own campaign.**

The limit for contributions of your own money to your campaign that are not reimbursed by the campaign account by the end of the campaign period is an amount of up to \$10,000 (LAEA Section 147.2 (4)).

Any amount paid a candidate for campaign expenses from their own funds that is not reimbursed by the candidate's campaign account by the end of the campaign period, is considered a campaign contribution by the Local Authorities Election Act (LAEA Section 147.2 (5)).

Duties of the Candidate (Sec. 147.3 of LAEA)

Candidates MUST open a bank account in their own name or the name of the campaign at the time they provide a written notice of intention to be nominated as a candidate, or as soon as possible after the total amount of contributions exceeds \$1000 in aggregate (s.147.3(1) LAEA). All contributions must be deposited in that account, and the money is to be used only for campaign expenses. Contributions of real and personal property and services have a value. Receipts must be issued for every contribution and obtained for every expense. Records of all contributions and expenses are to be kept for 3 years following the election for which they relate.

Campaign Contributions And Expense Limits

REMINDER: You must file your nomination papers before you accept a campaign contribution.

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 contribution limits

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.

Contribution limits 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 only acceptable way to mark ballots in the 2025 election. Please do not confuse your supporters with signage that shows different ballot markings.

City Of Medicine Hat Rules And Regulations That Govern Election Campaign Signs

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.

Signs in City parks:

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,

Provincial Prohibitions And Restrictions Of Election Signage

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.

Electrical Poles & Light Poles Must be kept free

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).

No Campaign signs at AHS facilities and hospitals

Campaign signage is prohibited on hospital or AHS facility property

C a m p a i g n S i g n a g e A t P o l l i n g S t a t i o n s

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.

W h e r e A r e Y o u A l l o w e d T o P l a c e Y o u r S i g n s ?

Along the Highway

- the maximum sign size permitted in a highway right-of-way (the existing highway limits) is 1.5 m²,
- 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)

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).

Voter Eligibility, Voter ID, Voting Methods and Voting Time

Who Can Vote In A Municipal Election?

A person is eligible to vote in a municipal election if the person:

1. is at least 18 years old.
2. is a Canadian citizen.
3. resides in Alberta and the person's place of residence is in the local jurisdiction on Election Day (October 20, 2025).

Voter Identification Requirements

Voters must produce one piece of ID issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, which contains a photograph of the person. Additionally, the relevant provincial government minister may establish other acceptable types of voter identification (LAEA s. 53.02). Once this list is available, it will be posted on the City's election website.

If a voter does not have ID that contains their address, another voter may vouch for them, confirming the address of the voter's residence. The person vouching must make a statement, in the presence of an officer at the polling station. This statement of vouching must be made using Form 14 – Statement of Voucher (Local Authorities Election Act Sec. 53).

Special (Mail-In) Ballots For Absent Voters

Electors who will be absent from Medicine Hat or homebound on Election Day, Monday October 20, 2025, or who cannot attend an Advance Poll (October 4, 14-18) can register for a mail-in ballot with the Returning Officer.

Voting Time For Employees

The LAEA provides the following provisions for employees on election day:

s.58 (1) An employee who is an elector shall, while the voting stations are open on election day, have 3 consecutive hours for the purpose of casting the employee's vote.

(2) If the hours of the employee's employment do not allow for 3 consecutive hours, the employee's employer shall allow the employee any additional time for voting that is necessary to provide the employee the 3 consecutive hours, but the additional time for voting is to be granted at the convenience of the employer.

(3) No employer shall make any deduction from the pay of an employee nor impose on the employee or exact from the employee any penalty by

reason of the employee's absence from the employee's work during the 3 consecutive hours or part of it.

(4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of the employee's employment with no deduction from the employee's pay and without exacting any penalty.

Voting Times For The 2025 Election:

Date	Polling Stations	Voting Hours
October 4, 2025	<ul style="list-style-type: none">• Medicine Hat College• Holy Family Parish	9:00 AM – 3:00 PM
October 14 – 18, 2025	<ul style="list-style-type: none">• Holy Family Parish• Hockey Hounds	10:00 AM – 8:00 PM
October 20, 2025	TBD	10:00 AM – 8:00 PM

Results

In past elections, unofficial results were delivered on an hourly basis on Election Night. This was thanks to the tabulator machines that were used at the time and the live reports they could give every hour. This will not be the case in this year's election. Unofficial results will be reported on a station-by-station basis, to free up man hours to count the ballots. Official results will be published online at 12 noon, on Friday October 24, 2025, in accordance with Section 97 of the *Local Authorities Election Act*.

Pertinent MHSPD Policies

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,

AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS “MHPSD” AND/OR “DIVISION”

SECTION 200 – Board Governance

POLICY 200: ROLE OF THE BOARD OF TRUSTEES

BACKGROUND

As the corporate entity with natural persons powers established by provincial legislation and given authority by the Education Act and attendant Regulations and the corporate body elected by the electors that support Medicine Hat Public School Division (MHPSD), the Board shall provide overall direction and leadership to MHPSD. It is accountable for the provision of appropriate educational programs and services to resident students of the MHPSD to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

POLICY

The Board is therefore charged with the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through the setting of clear strategic direction and the wise use of resources.

GUIDELINES

Specific Areas of Responsibility:

1. Accountability for Student Learning and Wellness
 - 1.1. Provide overall direction for MHPSD by establishing vision, mission and values.
 - 1.2. Support the establishment of a welcoming, caring, respectful and safe learning environment.
 - 1.3. Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
 - 1.4. Identify Board priorities at the outset of the annual Three-Year Education planning process.
 - 1.5. Enable the Infusion of cultural perspectives within student learning, as defined by the community.
 - 1.6. Enable processes to support quality teaching.

- 1.7. Provide for school and program reviews as necessary to monitor the achievement of outcomes.

- 1.8. Monitor the effectiveness of MHPSD in achieving established priorities, desired results and key performance indicators.
 - 1.9. Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
 - 1.10. Explore the use of natural person powers to enhance opportunities for student learning.
 - 1.11. Work with system and school staff to secure, wherever possible, consistent, non-voting student representation at regular meetings of the Board of Trustees so that student voice is heard and considered in decision-making.
2. Community Assurance
 - 2.1. Make informed decisions that consider community values and represent the interests of the entire MHPSD.
 - 2.2. Engage the community in dialogue about MHPSD programs, needs and desires.
 - 2.3. Establish processes and provide opportunities for community engagement.
 - 2.4. Establish plans for collaborative work between the MHPSD and Indigenous peoples.
 - 2.5. Establish a forum for student engagement.
 - 2.6. Report MHPSD outcomes to the community at least annually.
 - 2.7. Meet twice yearly with the Council of School Council Chairs.
 - 2.8. Develop appeal procedures and hold hearings as required by statute and/or Board policy.
 - 2.9. Model a culture of respect and integrity.
 - 2.10. Maintain transparency in all fiduciary aspects.
 - 2.11. Develop culturally appropriate protocols to guide the MHPSD.
 3. Accountability to Provincial Government
 - 3.1. Act in accordance with all statutory requirements to implement provincial standards and policies.
 - 3.2. Perform Board functions required by governing legislation and existing Board policy.
 - 3.3. Ensure all students, teachers and MHPSD leaders are provided with resources that enable them to learn about First Nations, Metis and Inuit perspectives, experiences and contribution throughout history; treaties and the legacy of residential schools.
 4. Fiscal Accountability
 - 4.1. Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
 - 4.2. Approve the annual budget and allocation of resources to achieve desired results.
 - 4.3. Approve annual fees for instructional resources, transportation and tuition for non-resident students.
 - 4.4. Approve expense reimbursement rates.
 - 4.5. Approve substantive budget adjustments when necessary.

- 4.6. Monitor the fiscal management of the MHPSD through receipt of at minimum quarterly variance analyses and year-end projections.
- 4.7. Receive the Audit Report and ensure the management letter recommendations are addressed.
- 4.8. Approve annually the Three-Year Capital Plan for submission to Alberta Education.
- 4.9. Approve borrowing for capital expenditures within provincial restrictions.
- 4.10. Set the parameters for negotiations after soliciting advice from the Superintendent and others.
- 4.11. At its discretion, ratify Memoranda of Agreement with bargaining units.
- 4.12. Approve the Superintendent's contract.
- 4.13. Approve annually signing authorities for the MHPSD.
- 4.14. Approve transfer of funds to/from reserves.
- 4.15. Approve investment parameters in alignment with Education Act Regulation.
- 4.16. Ensure all programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.
5. Board/Superintendent Relations ("First Team")
 - 5.1. Select the Superintendent; provide for succession planning as required.
 - 5.2. Provide the Superintendent with clear corporate direction.
 - 5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
 - 5.4. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 5.5. Demonstrate respect, integrity and support, which is then conveyed to the staff and the community.
 - 5.6. Evaluate the Superintendent, in accordance with Policies 218–Superintendent of Schools-Roles and Responsibilities and 218.1–Superintendent Performance Assessment Guide.
 - 5.7. Annually review the compensation of the Superintendent.
6. Board Development
 - 6.1. Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
 - 6.2. Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
7. Policy
 - 7.1. Identify how the Board is to function.
 - 7.2. Develop/revise policies using a generative engagement process.

7.3. Monitor policy currency and relevancy.

8. Political Advocacy

8.1. Act as an advocate for public education and the MHPSD.

8.2. Identify issues for advocacy on an ongoing basis.

8.3. Develop a plan for advocacy including focus, key messages, relationships and mechanisms.

8.4. Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.

8.5. Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

Selected Responsibilities:

The Board shall:

1. Acquire and dispose of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.
2. Approve school attendance areas.
3. Approve the naming of schools and other MHPSD-owned facilities in accordance with Policy 208 – Board Committees.
4. Approve the MHPSD school-year calendar(s).
5. Provide for recognition of students, staff and community.
6. Make a recommendation to the Minister of Education for dissolution of a School Council.
7. Approve joint-use agreements.
8. Encourage the formation of a Council of School Councils (COSC).
 - 8.1. If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.
 - 8.2. Parents/guardians with concerns are encouraged to present their concerns directly to the teacher/principal. School personnel or individual student concerns are not to be discussed at COSC meetings.
9. Approve locally developed courses.
10. Hear, in accordance with Policy 528 appeals regarding unresolved student or staff complaints of discrimination or harassment.
11. Approve all international field trips and out-of-province field trips in excess of three (3) school days.

REFERENCES

[Policy 208 – Board Committees](#)

[Policy 218 – Superintendent of Schools – Roles and Responsibilities](#)

[Policy 218.1 Appendix: Superintendent Performance Assessment Guide](#)

Education Act: Sections 33, 51, 52, 53, 54, 67, 139, 222
Disposition of Property Regulation
Early Childhood Services Regulation
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Results-Based Budgeting Act

Approved: January 20, 2004

Revised: April 26, 2022

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL
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SECTION 200 – Board Governance

POLICY 202: ROLE OF TRUSTEES

POLICY

Each Trustee represents all public-school constituents of the Medicine Hat Public School Division (MHPSD) and represents this electorate through the democratic process. The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission.

The Board of Trustees is a corporation, accountable to the Minister of Education. The decisions of the Board of Trustees in a properly constituted meeting are those of the corporation. Unless delegated by the Board of Trustees, an individual Trustee only has the authority and status of any other citizen.

Individual Trustees exercise an effective decision-making role in the context of corporate action. A Trustee who is given authority by Board motion to act on behalf of the Board of Trustees 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 of Trustees, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the (MHPSD). Individual Trustees do not have the authority to direct the Division’s administration and staff.

GUIDELINES

Each Trustee shall:

1. Become familiar with the Education Act, (MHPSD) 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/guardians, students and the community in matters related to education.
 - 2.1. Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - 2.2. Interpret the needs of the community to the Board and the Board’s actions to those we serve.
 - 2.3. Liaise with designated School Council(s).
3. Refer matters not covered by Board policy but requiring a corporate decision to the Board for discussion.

4. Refer administrative matters to the Superintendent. In accordance with Policy 532; Healthy Interactions, 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.
5. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the MHPSD. Personnel matters are to be brought to the attention of the Superintendent only.
6. Be prepared for and attend Board meetings; contribute to the decisions of the Board in order to provide the best solutions possible for education within the MHPSD.
7. Recognize their fiduciary responsibility to the MHPSD and act in the best interests of the MHPSD understanding that MHPSD needs are paramount.
 - 7.1. Vote on every Board motion, unless there is a conflict of interest.
 - 7.2. Support a majority vote of the Board as if the vote had been unanimous.
8. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
9. Participate in Board committees and trustee development sessions. Share the materials and ideas gained with the Board at its next meeting.
10. Be cognizant of provincial, national and international educational issues and trends and strive to stay current with educational issues and trends.
11. Strive to develop a positive and respectful learning and working culture both within the Board and the MHPSD.
12. Liaise with School Council(s) and regularly attend Division or school community functions.
13. Become familiar with, and adhere to, the Trustee Code of Conduct.
14. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.
15. Support the corporate decisions of the Board.

ORIENTATION

As a result of elections, the Board may experience changes in trusteeship. 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.

The Board believes an orientation program is necessary for effective trusteeship. All Trustees are expected to attend all aspects of the orientation program.

1. In the year of an election, the MHPSD will host a preliminary orientation session for all elected candidates prior to the Organizational Meeting, which will include a review of and an expression of interest in Board assignments and committees.

2. The MHPSD will offer an orientation program for all trustees that provides information on:
 - 2.1. Role of the Trustee and the Board;
 - 2.2. Board policy, agendas and minutes;
 - 2.3. Organizational structures and procedures of the MHPSD;
 - 2.4. Existing MHPSD initiatives, annual reports, budgets, financial statements and long-range plans;
 - 2.5. MHPSD programs and services;
 - 2.6. Board's function as an appeal body;
 - 2.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - 2.8. Trustee remuneration and expenses.
3. The orientation program may also include:
 - 3.1. A tour of the offices and the opportunity to meet MHPSD Office staff.
 - 3.2. A tour of the schools and the opportunity to meet principals and staff.
 - 3.3. The MHPSD will provide financial support for trustees to attend Canadian School Board Association, Alberta School Boards Association and/or Public-School Boards of Alberta sponsored seminars and orientation events.
 - 3.3.1. The MHPSD will provide financial support for trustees to attend Alberta Education sponsored trustee workshops or information sessions.
4. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the MHPSD orientation program for Trustees.
5. Incumbent Trustees are encouraged to help newly elected Trustees become informed about history, functions, policies, procedures and issues.

REFERENCES

[Policy 532 – Healthy Interactions](#)

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

Commissioner for Oaths Regulation: Section 6

Approved: January 20, 2004

Revised: October 22, 2019

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SECTION 200 – Board Governance

POLICY 202.1: TRUSTEE CODE OF CONDUCT

POLICY

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

GUIDELINES

1. Trustees shall carry out their responsibilities as detailed in Policy 202 – Role of the Trustee with reasonable diligence.
2. Trustees shall endeavour to work with fellow Board members in a spirit of harmony and cooperation despite differences of opinion that may arise during debate.
3. Trustees shall commit themselves to dignified, ethical, professional and lawful conduct.
4. Trustees shall reflect the Board’s policies and resolutions when communicating with the public.
5. Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board to do so.
6. Trustees shall represent the best interests of the entire MHPSD.
7. Trustees shall honor their fiduciary responsibility to the Board which supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs or acting as an individual consumer of the MHPSD's services.
8. Trustees shall disclose the nature of any conflict of interest and abstain and absent themselves from discussion or voting on the matter in question.
9. Trustees shall not use their influence to advance personal, family or friends’ interests or the interests of any organization with which the trustee is associated.
10. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 202.1 Appendix – Trustee Code of Conduct Sanctions.

REFERENCES

[Appendix to Policy 202.1 – Trustee Code of Conduct Sanctions](#)

[Policy 202.2 – Trustee Development](#)

Education Act: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89

Approved: June 1, 2004

Revised: October 22, 2019

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SECTION 200 – Board Governance

POLICY 202.4: TRUSTEE REMUNERATION AND EXPENSES

BACKGROUND

The Alberta Education Act allows a Board to provide for payment of traveling and other expenses and honoraria to Trustees.

POLICY

The primary purpose of Trustee remuneration is to recognize the importance of the publicly elected office of Trustee for Medicine Hat Public School Division (MHPSD) and to attract and retain quality individuals to this valuable public service.

1. The total Trustee remuneration package recognizes the role and responsibilities undertaken by the corporate body of the Board and individual Trustees and the time required in fulfilling the responsibility of Trustee.
2. The remuneration package for Trustees is comprised of per annum honoraria and per diem honoraria. Health and Life Insurance coverage is available if requested.
3. Per annum honoraria are based on the following roles: Board Chair, Vice-Chair and Trustee.

GUIDELINES

Annual Honorarium:

1. The per annum honoraria provides remuneration for activities required of all Trustees, including:
 - 1.1. Attendance on regularly scheduled and special meeting dates for Board and committee meetings.
 - 1.2. Attendance at other meetings as appointed or directed by the Board, such as meetings with other School Boards, MLA's, City Council, Board-hosted functions, and/or social events.
 - 1.3. Attendance at school functions, school meetings, school advisory council meetings, graduations, and awards programs.
 - 1.4. Attendance at constituency related work.

Annual Honorarium Rates:

2. Per annum honoraria, established as of September 2024 were as follows:

Chair	\$26,500
Vice-Chair	\$23,300
Trustee	\$21,100

The honoraria are adjusted, if applicable, in September of each year in accordance with the percentage increase in base grants provided to the MHPSD from Alberta Education. Honoraria shall be rounded to the nearest \$100.

Per Diem Honorarium:

3. Per diem honoraria provides remuneration for infrequent and onerous meetings such as the following:
- 3.1. Out-of-town meetings (e.g. ASBA, ASBA Zone, PSBAA, System Planning out-of-town)
 - 3.2. Meetings that would typically be held out-of-town but are held via video conference or video webinar (e.g. Zoom or Teams),
 - 3.3. Labour negotiation meetings.
 - 3.4. Meetings that require a Trustee to book an absence from their normal place of employment, resulting in a loss of pay (excluding meetings identified in section 1 of these guidelines).
 - 3.5. Other meetings that the Board deems to benefit either the School Division or the Education System. Inclusion must be reviewed and approved by the Board prior to remuneration being provided.
4. The per diem amount is set in accordance with the Zone 6 per diem honorarium and are typically changed as of September of each year. Travel time may be claimed at the per diem rate.

Claims and Claimable Expenses:

5. When submitting expense claims, Trustees must follow the same procedures as outlined for employees of MHPSD. That is, all reimbursements for out of city trips for Trustees should be submitted on an Expense Form. These forms require approval by the Secretary Treasurer or designate.

Claimable expenses include, but are not limited to the following:

- 5.1. Registration fees; a receipt must be attached.
- 5.2. Accommodation for a single room; supported by an itemized invoice.
- 5.3. Meals at the rate prescribed in Policy 410 – Expense Reimbursements. Only meals not included in the meeting or conference format may be included.
- 5.4. Taxi and parking costs; must be accompanied by a receipt.

- 5.5. Direct out-of-pocket expenses related to attendance at the activity; must be accompanied by a receipt.
- 5.6. Travel expenses are reimbursed at the rate outlined in Policy 410 – Expense Reimbursements.

Group Benefits:

- 6. Trustees shall be entitled to the following group benefits:
 - 6.1. Life Insurance – from ASEBP plan – the base coverage of \$50,000.
 - 6.2. Health Benefits – from ASEBP plan – coverage of all employee plans for Dental, Extended Health and Accidental Death & Dismemberment coverage. The MHPSD shall provide coverage for either a single or family plan.
 - 6.3. Health Spending Account – The MHPSD shall provide for \$350 annually, which shall be paid into the ASEBP plan by 1/12 each month.
- 7. Allowance In-Lieu – In the event a Trustee becomes ineligible to participate (due to age or other reasons) in the above benefit plans (i.e. Life Insurance or Health Benefits) the Division shall pay the Trustee a monetary taxable allowance equivalent to the value the premiums of the above plans.

REFERENCES

[Policy 410 – Expense Reimbursements](#) Alberta Education
– Education Act
Alberta School Employee Benefit Plan (ASEBP)
Income Tax Act

Approved: December 11, 2007

Revised: March 8, 2022