

# **HIGH PRAIRIE SCHOOL DIVISION** **ELECTIONS 2025 CANDIDATE GUIDE**

**Nomination Period: January 1 - September 22, 2025**

**Nomination Day: September 22, 2025**

**Election Day: October 20, 2025**



Sandra Cairns - Returning Officer  
High Prairie School Division  
Learning Support Centre  
16532 Township Road 744, High Prairie, AB T0G 1E0  
(780) 523-3337  
[hpsd.ca](http://hpsd.ca)

# **INTRODUCTIONS**

## **Introduction**

This guide is designed to give prospective candidates for the High Prairie School Division an understanding of the process and legislative requirements.

This guide has no legislative sanction and therefore we recommend that you obtain a copy of the *Local Authorities Election Act*, and *Education Act* and other relevant statutes and regulations if you want to know more about running for school board trustee.

## **Candidate Registration, Contributions & Expenses**

Candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Election Finances and Contributions Disclosure.

## **Conflict of Interest**

Candidates are strongly encouraged to read and understand Part 4, Division 5 - Conflict of Interest and Disqualification of the *Education Act*.

## **Eligibility to Run for School Board Trustee**

Candidates are strongly encouraged to read and understand Part 4 of the *Education Act* and Sections 21, 22, 23, 47 and 48 of the *Local Authorities Election Act*.

Candidates must reside within the Ward in which the election is being held and must be aware of the jurisdiction boundaries of both the Separate and Public School boards in order to determine residency.

## **Form of Nomination**

Candidates are strongly encouraged to read and understand Section 21 to 35 of the *Local Authorities Election Act*.

# BEFORE YOU FILE YOUR NOMINATION PAPER

School boards are charged with the responsibility to govern the affairs of the school authority under the *Education Act*, and are advocates for students to ensure education is given a high priority.

## **Additional roles:**

- using available resources to set strategic priorities,
- developing effective policies and practices,
- driving provincial policy changes,
- ensuring financial transparency,
- ensuring parents' voices, students' needs and school community thinking, remain at the forefront in Alberta's education system.

## **Do I have what it takes to be a successful school board trustee?**

Am I prepared to put my community and students first? Successful school board trustees put the needs of students first. They run for office because they passionately believe a quality education is one of the most important things a community can do to ensure students have the knowledge and skills that enable them to be better prepared for life.

## **Do I need to be an expert in education?**

No, you don't. The school board trustee does not serve as a professional educator or as the spokesperson for a particular interest group or region. The ideal school board includes people from all aspects of life and is as representative as possible of the community it serves.

## **What do school boards do?**

School boards help guide schools and education in your community. Trustees act as a voice for students and families.

Key roles of school boards:

- Be a governor of the Division.
- Speaking up for students.
- Supporting education.
- Partnering with schools.
- Setting goals and plans.
- Representing the community.
- Sharing information.

# TIME COMMITMENT FOR TRUSTEES

Being a trustee is more than just attending one meeting a month. You'll also attend committee meetings, conferences, and other events. Some meetings happen during the day, and others in the evening and weekends. You'll need to set aside time to prepare for meetings by reading documents. Trustees spend 120+ days per year in the provision of their regular duties on the Board. It's a big responsibility, and many trustees find it very rewarding.

Here is a typical calendar of events that school board trustees experience:

Month	Events (Days)
<b>August</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1) and Governance and Priorities Meeting (Evening)</li> <li>• Public School Board Committee (PSBC) Meeting (3)</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• Alberta School Boards Association (ASBA) Zone 1 Meeting (1)</li> <li>• Governance and Priorities Meeting (Evening)</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1) and Fiduciary Meeting (Evening)</li> <li>• School Council Meetings</li> <li>• ASBA Zone 1 Meeting (1)</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• ASBA Zone 1 Meeting (1)</li> <li>• Governance and Priorities Meeting (Evening)</li> <li>• Public School Boards' Association (PSBA) Fall General Meeting (3)</li> <li>• ASBA Fall General Meeting (3)</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• School Reports to the Board (2)</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• ASBA Zone 1 Meeting (1)</li> <li>• School Reports to the Board (2)</li> <li>• Governance and Priorities Meeting (Evening)</li> <li>• Fiduciary Meeting (Evening)</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1) and Fiduciary Meeting (Evening)</li> <li>• School Council Meetings</li> <li>• PSBC Meeting (2)</li> <li>• ASBA Zone 1 Meeting (1)</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• Alberta Rural Education Symposium (3)</li> <li>• ASBA Zone 1 Meeting (1)</li> <li>• Strategic Planning (4)</li> </ul>

<b>April</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• ASBA Zone 1 Meeting (1)</li> <li>• PSBC Meeting (2)</li> <li>• Governance and Priorities Meeting and/or Fiduciary Meeting (Evening)</li> <li>• Alberta School Councils Association Conference (3)</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1)</li> <li>• School Council Meetings</li> <li>• Budget Meeting (1)</li> <li>• ASBA Zone 1 Meeting (1)</li> <li>• Graduation Ceremonies</li> <li>• Employee Recognition Awards Banquet (Evening)</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (1) and Governance and Priorities Meeting (Evening)</li> <li>• School Council Meetings</li> <li>• ASBA Spring General Meeting (2)</li> <li>• PSBA Spring General Meeting (3)</li> <li>• Graduation Ceremonies</li> <li>• ASBA Zone 1 Meeting (1)</li> </ul>

The above dates do not include travel to and from meetings that are out of the Division. Additionally, there are other events school board trustees attend throughout the year, such as:

- Community consultations and town hall meetings,
- Education and training sessions,
- Meetings with other elected officials,
- School events that you are invited to attend,
- Board committee meetings.

HPSD trustees also receive two full days of compensation per month for readings, meeting preparation, and business. Additionally, HPSD trustees receive up to nine full days for readings in preparation (one per meeting) for strategic planning, ASBA spring and fall general meetings, PSBA spring and fall general meetings and school reports to the Board.

## ADDITIONAL RESOURCES

There are a number of resources available (linked below) to assist prospective candidates.

- [Alberta Education School Boards Association](#)
- [Local Authorities Election Act](#)
- [Education Act](#)
- [High Prairie School Division Board Policies](#)
- [Public School Boards' Association of Alberta](#)

# **CONFLICTS OF INTEREST**

## **Can I have a conflict of interest if sitting on the school division Board?**

Trustees may not participate in making decisions in which their economic self-interest may be in conflict with their public duty. The economic or pecuniary interest of a trustee's spouse or adult interdependent partner is deemed to be the economic interest of the trustee.

See sections 85 to 96 of the *Education Act* for more information on:

- the types of pecuniary interest;
- the steps a trustee who is in conflict must follow;
- the disqualification of a trustee;
- the consequence of refusing to resign upon being disqualified as required under the *Education Act*.

# **GENERAL ELIGIBILITY**

## **The *Local Authorities Election Act's* eligibility requirements apply to both voters and candidates.**

A person is eligible to vote in a school board trustee election if they:

- are at least 18 years of age;
- are a Canadian citizen; and
- reside in Alberta and their place of residence is located in the school board's boundaries on election day.

A person can be nominated as a school board trustee in any election if they:

- are eligible to vote in the election;
- have been a resident of the local jurisdiction and the ward for the six consecutive months immediately preceding nomination day; and
- are not otherwise ineligible.

## **Faith-Based Eligibility**

Where a separate school district is established, an individual residing in the boundaries of the established area is considered a separate school elector if they declare they are of the same faith (either Protestant or Roman Catholic) as those who established the separate school district. A separate school elector is eligible to be nominated as or vote for either a public school trustee or a separate school trustee for the school board in which the person resides (not both).

## **Francophone Eligibility**

Composite francophone regional authorities have at least one public school trustee and one separate school trustee. A separate francophone elector is eligible to be nominated as or vote for a public or separate trustee of a francophone regional authority or school board in which that person resides, but not both. A francophone public school elector can only run or vote for a public school trustee.

# INELIGIBILITY

## A person is ineligible in any election if they:

- are the auditor of the local jurisdiction;
- are an employee of the school board for which the election is to be held unless they take a leave of absence, including:
  - a school district or division;
  - a charter school; or
  - a private school.
- owe the municipality for taxes in default exceeding \$50 (excluding owing on current taxes and owing for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- owe the local jurisdiction for any debt exceeding \$500 and are in default for more than 90 days; or
- have been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act within the last 10 years.

# NOMINATION DAY

## Filing the Nomination Form

Candidates who seek nomination for school board trustee must complete Form 4 – Nomination Paper and Candidate's Acceptance.

Nominations must be signed by at least five electors. These electors must be residents of the school board on the date they signed the form, and they must be eligible to vote in the election.

The electors signing the nomination form must be residents of the ward for which the candidate is being nominated.

In addition to Form 4, the candidate must also file Form 5 – Candidate Information and the Notice of Intent form.

Candidates may submit their nomination papers at any time **during regular business hours throughout the Nomination Period, January 1 - September 22, 2025**, at the following locations:

- **The HPSD Learning Support Centre** located at 16532 Township Road 744 in High Prairie, Alberta
- **The Municipal District of Smoky River No. 130 Office** located at 701 Main Street in Falher, Alberta
- **The Town of Slave Lake Office** located at 10 Main Street SW in Slave Lake, Alberta

Or

- Candidates may submit their nomination papers at any time **between the hours of 10:00 a.m. and 12:00 p.m. on Nomination Day, Monday September 22, 2025** at the HPSD Learning Support Centre, 16532 Township Road 744, High Prairie, AB.

**Nomination forms can be found on the [Government of Alberta's website](#) or by clicking the links below.**

[Notice of Intent Form - English](#)

[Notice of Intent Form - French](#)

[Form 4 – Nomination Paper and Candidate's Acceptance \(PDF\)](#)

[Form 5 – Candidate Financial Information \(PDF\)](#)

*Please note that these are provincially protected forms that may not open in your Internet browser. If you are unable to view the forms, right-click the button, select "save link as", download to your personal computer, and then open with Adobe Reader. Alternatively, the forms are provided below as printable PDFs. Another option is to download the election forms from the Government of Alberta website.*

## Do I have to file my nominations form in person?

Nomination forms must be hand delivered. It is always a good idea to deliver your nomination form to the returning officer in person; however, anyone may file your nomination paper on your behalf. If you are unable to file your nomination paper yourself, ensure that the nomination paper is completed fully prior to Nomination Day. You, as the candidate, are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under Section 27 of the *Local Authorities Election*



Act. Forms not completed properly will be rejected by the returning officer.

## Withdrawing Nominations

A candidate may withdraw their nomination within 24 hours of the end of nomination day, up until 12:00 p.m. the day after nomination day. A candidate must tell the returning officer in person and writing.

There are two instances where a returning officer won't accept withdrawals:

1. If the number of remaining candidates doesn't exceed the number of vacancies available after one or more candidates have withdrawn.
2. If the number of nominations received equals the number required to be elected at the close of nominations.

## Late Filing of Nominations

The returning officer CANNOT accept nominations after 12 noon on Nomination Day (September 22, 2025). Ensure that you check on the time and location for filing nomination forms and ensure that you file your nomination paper on time at the location available.

# CAMPAIGN PERIOD

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

**ELECTION DAY IS OCTOBER 20, 2025**

## How do I campaign?

There is no "standard" in campaigning when it comes to school board elections. A candidate's campaign style will want to match the uniqueness of the school board to the candidate's personality and available resources. The purpose of campaigning is to convince the electors that you are the best candidate for the position of school board trustee. Candidates have used various strategies including but not limited to:

- Door-knocking;
- Signage;
- Brochures or posters;
- Social media pages (Facebook, Twitter, Instagram) or websites; and
- Host a meet and greet event.

## Is there anything I cannot do during the campaign period?

There are a variety of offence provisions included in the *Local Authorities Election Act*; it is encouraged that candidates review and understand all offence provisions in the Act. In addition to the offence provisions, it is essential that candidates seek additional clarification from returning officers relating to campaign activities. School boards may have local bylaws that may address campaign activities including but not limited to the use and placement of campaign signage throughout the Ward or School Division. If candidates require additional interpretation or clarification, they are encouraged to seek independent legal services if required.

# **ELECTION DAY**

## **How long are voting stations open on Election Day?**

Voting stations are open between 10:00 a.m. and 8:00 p.m. on Election Day, October 20, 2025.

## **Who is eligible to vote?**

A person is eligible to vote in a school board trustee election if they:

- are at least 18 years of age;
- are a Canadian citizen; and
- reside in Alberta and their place of residence is located in the school board's boundaries on election day.

## **When will the results be available?**

At the conclusion of the count, the returning officer will make unofficial results available online at [www.hpsd.ca](http://www.hpsd.ca). The official results are not posted or announced on the High Prairie School Division website until 12 noon on the fourth day following Election Day.

# YOU HAVE BEEN ELECTED

## **Once you have been elected, what am I to do?**

Meetings have typically been held on the 3rd Tuesday of every month at 1:00 p.m. but this is set annually at the Organizational Meeting.

You will take your Oath of Office at the next Organizational Meeting.

The Board of Trustees of the High Prairie School Division meets once per month for Regular Board meetings. The honoraria rate for trustees is \$226.60 per full day and \$113.30 per half day and \$56.65 for a quarter day.

# ARE THERE ANY BOARDS I SIT ON?

## **Committees of the Board that you may sit on for the High Prairie School Division are as follows:**

- ASBA Zone 1 Representative
- Board/Bus Driver Liaison Committee
- Bus Drivers' Salary Negotiations & Interpretation Committee
- Fiduciary Review Committee
- Governance & Priorities Committee
- Pupil Personnel Committee
- Teachers' Salary Negotiations & Interpretation Committee
- Public School Boards' Association Representation
- Community Assurance Committee
- Slave Lake Joint Use Committee
- High Prairie Joint Use Committee
- Kinuso School/Municipal Library Joint Use Committee
- Rural Caucus
- Teachers' Employer Bargaining Association (TEBA)
- Advocacy Committee
- Recognition of Employees Committee
- Council of School Councils Committee

# **SCHOOLS IN HIGH PRAIRIE SCHOOL DIVISION**

High Prairie School Division operates 12 schools. They are located in each of the following wards:

## **Ward 1**

- École Routhier School, Falher  
*Kindergarten - Grade 6*
- Georges P. Vanier School, Donnelly  
*Grade 7-12*

## **Ward 2**

- High Prairie Elementary School, High Prairie  
*Kindergarten - Grade 6*
- Prairie River Junior High School, High Prairie  
*Grades 7-9*
- E.W. Pratt High School, High Prairie  
*Grades 10-12*
- Prairie View Outreach School, High Prairie  
*Grades 7-12*

## **Ward 3**

- Joussard School, Joussard  
*Kindergarten - Grade 6*
- Kinuso School, Kinuso  
*Kindergarten - Grade 12*

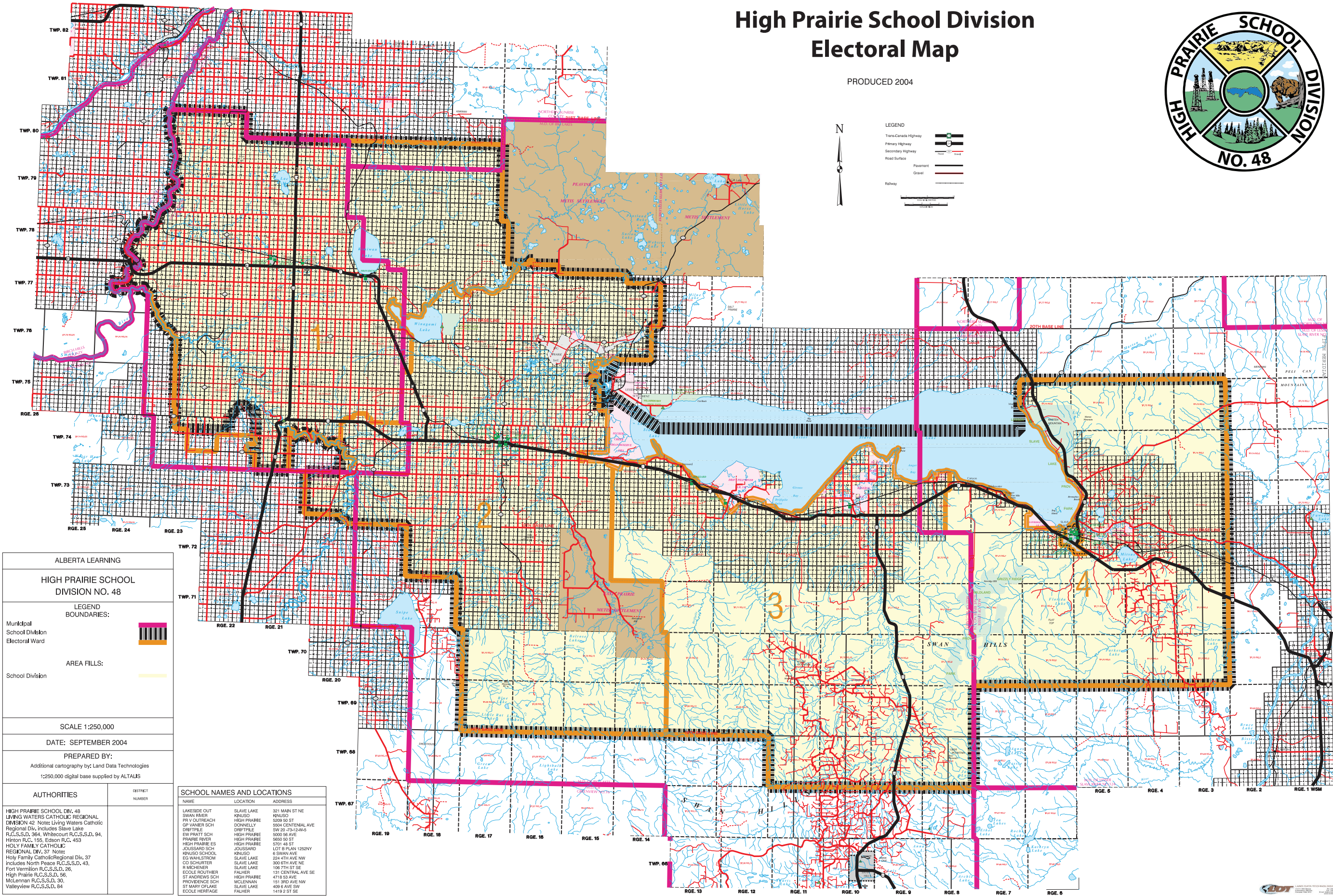
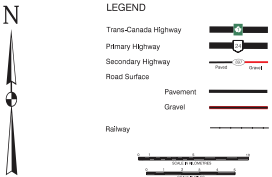
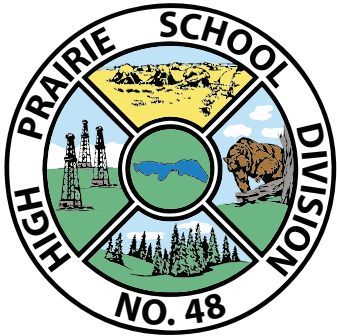
## **Ward 4**

- C.J. Schurter School, Slave Lake  
*Kindergarten - Grade 3*
- E.G. Wahlstrom School, Slave Lake  
*Grades 4-6*
- Roland Michener Secondary School, Slave Lake  
*Grade 7-12*
- Lakeside Outreach School, Slave Lake  
*Grades 7-12*



# High Prairie School Division Electoral Map

PRODUCED 2004



ALBERTA LEARNING

HIGH PRAIRIE SCHOOL DIVISION NO. 48

LEGEND

BOUNDARIES:

Municipal School Division Electoral Ward

AREA FILLS:

School Division

SCALE 1:250,000

DATE: SEPTEMBER 2004

PREPARED BY:

Additional cartography by: Land Data Technologies

1:250,000 digital base supplied by ALTAIS

AUTHORITIES	DISTRICT NUMBER
HIGH PRAIRIE SCHOOL DIV. 48 LIVING WATERS CATHOLIC REGIONAL DIVISION 42. Note: Living Waters Catholic Regional Div. includes Slave Lake R.C.S.S.D. 364, Whitecourt R.C.S.S.D. 94, Hinton R.C. 155, Edson R.C. 453 HOLY FAMILY CATHOLIC REGIONAL DIV. 37. Note: Holy Family Catholic Regional Div. 37 includes North Peace R.C.S.S.D. 43, Fort Vermilion R.C.S.S.D. 26, High Prairie R.C.S.S.D. 56, McLennan R.C.S.S.D. 30, Valleyview R.C.S.S.D. 84	

SCHOOL NAMES AND LOCATIONS		
NAME	LOCATION	ADDRESS
LAKESIDE OUT	SLAVE LAKE	301 MAIN ST NE
PR V OUTREACH	KINUSO	5209 50 ST
OP VANIER SCH	DONNELLY	5504 CENTENAL AVE
DRIFTPILE	DRIFTPILE	SW 20-73-12-14-5
EW PRATT SCH	HIGH PRAIRIE	5000 56 AVE
PRIMRIE RIVER	HIGH PRAIRIE	5650 50 ST
HIGH PRAIRIE ES	HIGH PRAIRIE	5701 48 ST
JOUSSARD SCH	LOT 8 PLAN 1259NY	
KINUSO SCHOOL	6 SWAN AVE	
EG WAHLSTROM	SLAVE LAKE	224 4TH AVE NW
CS SCHURTER	SLAVE LAKE	300 6TH AVE NE
R MICHEMER	SLAVE LAKE	106 7TH ST SE
ECOLE ROUTIERE	FALHER	131 CENTRAL AVE SE
ST ANDREWS SCH	HIGH PRAIRIE	4718 53 AVE
PROVIDENCE SCH	MCLENNAN	151 3RD AVE NW
ST MARY OF LAKE	SLAVE LAKE	409 6 AVE SW
ECOLE HERITAGE	FALHER	1419 2 ST SE





Sandra Cairns - Returning Officer  
High Prairie School Division  
Learning Support Centre  
16532 Township Road 744, High Prairie, AB T0G 1E0  
(780) 523-3337  
[hpsd.ca](http://hpsd.ca)