



**Board of Trustees**  
Jennifer Tuininga, Chair  
Jackie Carson  
Jackie Comeau  
Judy Lefebvre  
Kerry McElroy  
Wendy Scinski  
**Superintendent**  
David Garbutt

# Welcome

## School Board Election 2021

We are pleased that you have expressed interest in becoming a school trustee for Pembina Hills School Division. The intent of this package is to highlight information pertaining to trustee candidates and processes related to the election that we have made available on our website at [www.pembinahills.ca](http://www.pembinahills.ca). You can also access information on the Alberta School Boards Association website at [www.asba.ab.ca](http://www.asba.ab.ca).

You are strongly encouraged to review relevant sections of the [Local Authorities Elections Act](#) and [Education Act](#) regarding qualification of candidates and other pertinent information.

The 2021 Candidate Package contains the following information:

- Office of Public School Trustee - General Information
- [Notice of Nomination Day](#)
- [Nomination Paper and Candidate's Acceptance Form](#)
- [Candidate Information Form](#)

Should you have further questions, please do not hesitate to contact either myself at 780-674-8504 ([tracy.leigh@pembinahills.ca](mailto:tracy.leigh@pembinahills.ca)) or Veronica Lindquist, Assistant Secretary Treasurer, at 780-674-8533 ([veronica.lindquist@pembinahills.ca](mailto:veronica.lindquist@pembinahills.ca)). We would be pleased to provide you with any additional information you require regarding the office of public-school trustee.

Sincerely,

*Tracy Leigh*  
Secretary Treasurer  
Returning Officer

### Regional Office

5310 - 49 Street, Barrhead, AB T7N 1P3 • [www.pembinahills.ca](http://www.pembinahills.ca)  
P 780.674.8500 • F 780.674.3262 • Toll Free 1.877.693.1333

TOGETHER WE LEARN

# OFFICE OF PUBLIC SCHOOL TRUSTEE

## TERMS OF OFFICE

The term of office for Public School Trustee is four (4) years.

In accordance with the [Local Authorities Election Act](#), the term of office for the Public School Trustees to be elected in the October 18, 2021 election is as follows:

*9(1) A person elected under this Act, unless otherwise disqualified from remaining in office, holds office from the beginning of the organizational meeting of the elected authority following the general election to immediately before the beginning of the organizational meeting of the elected authority after the next general election.*

## QUALIFICATIONS FOR CANDIDATES

A person may be nominated as a candidate for Trustee for PHSD if, on nomination day, they:

- are eligible to vote in that election,
- have been a resident of the local jurisdiction and the ward for the six (6) consecutive months immediately preceding nomination day,
- are not employed by a school district or division, a charter school or private school in Alberta, unless the person is on a leave of absence granted under Section 22 of the *Local Authorities Election Act*, and
- are not otherwise ineligible or disqualified.

**Please note:** Pursuant to the *Education Act*, an individual residing within the Evergreen Catholic Separate School Division boundaries of Pembina Hills School Division who is of the Roman Catholic faith and is a resident of the Evergreen Catholic Separate School Division, is eligible to be a Trustee for Pembina Hills School Division. Please refer to the PHSD map to determine where the Evergreen Catholic Separate School Division boundaries are.

## **WARDS AND ELECTORAL SUB-DIVISIONS OF PEMBINA HILLS PUBLIC SCHOOLS**

PHSD has six Wards:

Pembina Hills East Ward 1 - being the Municipal Sub-divisions numbered one (1), two (2), four (4), and five (5) of Westlock County and the Village of Clyde.

Pembina Hills East Ward 2 - being the Municipal Sub-divisions numbered three (3), six (6), and seven (7) of Westlock County and the portion of the Municipal District of Lesser Slave River within the boundaries of the Pembina Hills School Division.

Pembina Hills East Ward 3 - being the Town of Westlock.

Pembina Hills West Ward 1 - being the Municipal Sub-divisions numbered one (1), two (2), three (3), four (4), five (5), and seven (7) of the County of Barrhead.

Pembina Hills West Ward 2 - being the Municipal Sub-division number six (6) of the County of Barrhead, the Town of Swan Hills, and those portions of Woodlands County and Big Lakes County within the boundaries of the Pembina Hills School Division.

Pembina Hills West Ward 3 - being the Town of Barrhead.

## **NOMINATION DAY**

Nomination Day is September 20, 2021. Nominations for the election of candidates will be received at Pembina Hills School Division Regional Office located at 5310 – 49 Street Barrhead, Alberta beginning January 4, 2021 and ending at 12:00 p.m. (noon) on Nomination Day.

All candidates for Trustee must file a nomination paper with a minimum of five (5) signatures of eligible electors who reside in the ward in which the candidate is running.

October 18, 2021 is Election Day. A general election is held every fourth year, on the third Monday in October.

## **ORGANIZATIONAL MEETING**

The Organizational Meeting for the Board of Trustees of Pembina Hills School Division will be held on Wednesday, October 27, 2021 at 9:00 a.m. at the Regional Services Office, 5310 – 49 Street, Barrhead, Alberta.

## **DISCLOSURE OF INFORMATION**

Pursuant to Section 86(1) of the *Education Act*, each Trustee elected will be required to file with the board's secretary a statement showing:

1. The names and employment of the trustee and the trustee's spouse or adult interdependent partner,
2. The names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
3. The names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

The information is then provided to all Trustees of the Board.

Candidates are strongly encouraged to review the following sections of the [Education Act](#) pertaining to conflict of interest.

- Pecuniary Interest – Section 85, *Page 70-72*
- Disclosure of Information – Section 86, *Page 72-73*
- Disqualification of Trustees – Section 87, *Page 73-74*
- Disclosure of Pecuniary Interest – Section 88, *Page 74-75*

## **ORIENTATION**

Following the election, new Trustees will receive an orientation to the Board of Trustees and operations of Pembina Hills School Division.

## **DUTIES**

Pembina Hills School Division has a number of policies related to the [Role of the Board](#), [Role of the Trustee](#), [Role of the Board Chair](#), [Role of the Vice-Chair](#), [etc.](#) In addition, a [Trustees Handbook](#) has been developed as a guide for Trustees.

## **REMUNERATION**

The payment of honoraria, traveling and other expenses to Trustees, as approved by the Board of Trustees, is detailed in [Rates Annex 7 Travel, Expenses and Honorarium](#).

## **OFFICE PROVISIONS**

A Trustee's residence is considered their office.

## **BOARD OF TRUSTEES' MEETINGS**

The Board of Trustees determines the schedule for Regular Board meetings at its annual Organizational Meeting. Generally, public Board of Trustees' meetings are held on the second and fourth Wednesday of the month, commencing at 9:00 a.m., although additional special meetings may be called when required for specific purposes.

In addition, Trustees may schedule meetings other than Board Meetings, and may be required to represent the Board of Trustees on various committees and associations.

## **INFORMATION CONTACT**

Tracy Leigh, Secretary Treasurer for Pembina Hills School Division, may be contacted at 780-674-8504, 5310 – 49 Street, Barrhead, for information regarding nomination and election matters, as well as general information regarding Board of Trustees' procedures.

Alternately, Veronica Lindquist, Assistant Secretary Treasurer for Pembina Hills School Division, may be contacted at 780-674-8533, 5310-49 Street, Barrhead.

## **FURTHER REFERENCES**

Further information is available on the following websites:

- Pembina Hills School Division: [www.pembinahills.ca](http://www.pembinahills.ca)
- Alberta School Boards Association: [www.asba.ab.ca](http://www.asba.ab.ca)

**NOTICE OF NOMINATION DAY**  
**LOCAL AUTHORITIES ELECTION ACT (SECTION 26)**

**LOCAL JURISDICTION: THE PEMBINA HILLS SCHOOL DIVISION, PROVINCE OF ALBERTA**

Notice is hereby given that Nomination Day is **September 20<sup>th</sup>, 2021** and that nominations for the election of candidates for the following offices will be received at the location of the local jurisdiction office set out below between January 4, 2021 **and 12:00 Noon** on Nomination Day.

Office	Vacancy	Ward and Electoral Sub-division
School Trustee	One (1)	Pembina Hills East Ward 1
School Trustee	One (1)	Pembina Hills East Ward 2
School Trustee	One (1)	Pembina Hills East Ward 3
School Trustee	One (1)	Pembina Hills West Ward 1
School Trustee	One (1)	Pembina Hills West Ward 2
School Trustee	One (1)	Pembina Hills West Ward 3

LOCATION OF LOCAL JURISDICTION OFFICE

**PEMBINA HILLS SCHOOL DIVISION  
REGIONAL ADMINISTRATION BUILDING  
5310 - 49 ST.  
BARRHEAD, AB T7N 1P3**

**Nomination packages are available to pick up at Pembina Hills School Division Regional Office, 5310 - 49 Street, Barrhead, Alberta or available on our website at [www.pembinahills.ca](http://www.pembinahills.ca).**

DATED at the Town of Barrhead in the Province of Alberta, this 4th day of January, 2021.

Tracy Leigh  
Returning Officer