

2025

Elections
RED DEER

Red Deer Catholic Separate Schools Trustee Candidate Handbook



GENERAL INFORMATION

All definitions, procedures and processes outlined in this guide are from the LAEA and Municipal Bylaws. Should you require further clarification on any definitions, procedures or processes you are encouraged to review and consult the legislation, ask the returning officer in your municipality, or seek an independent legal opinion. All forms required by legislation can be found in the Local Authorities Election Act Forms Regulation, on the Government of Alberta website, or by contacting the election office.

References and Legislation Resources

[Municipal Government Act](#)

[Local Authorities Election Act](#)

[Freedom of Information and Protection of Privacy Act](#)

[Election Bylaw](#)

[Council Code of Conduct](#)

[Procedure Bylaw](#)

[Zoning Bylaw](#)

[Council Policies](#)

Contact Elections

Returning Officer

Legislative Services, City Hall

4914-48 Ave, Red Deer

Phone: 403-342-8317

Email: elections@reddeer.ca

Mailing Address

Returning Officer

Legislative Services

The City of Red Deer

Box 5008

Red Deer, AB, Canada T4N 3T4

TABLE OF CONTENTS

Election Summary -----	PAGE 3
Election timeline	
Steps Candidates Must Take -----	PAGE 4
Step 1 - Eligibility Requirements	
Step 2 - Notice of Intent	
Step 3 – File Nomination	
School Board Trustee General Information -----	PAGE 7
Red Deer Catholic Separate School Division	
Campaigning -----	PAGE 14
Campaign Period	
Advertising and Election signs	
Campaign Disclosure Statement and Financial Statement	
Identification of candidates, campaign workers, and scrutineers	

Election Summary

In Alberta, municipal elections are held every 4 years. Voters in Red Deer elect the Mayor, 8 City Councillors, and School Trustees for the school division of their choice.

Municipal elections are held in accordance with [the Local Authorities Election Act \(LAEA\)](#), [Municipal Government Act \(MGA\)](#) and [Education Act](#).

The Returning Officer is responsible for conducting elections for local governments. Through an agreement, The City of Red Deer Returning Officer is also appointed as the Returning Officer for the Red Deer Catholic Separate Schools and Red Deer Public School Division.

Jurisdiction	Office	Positions
Red Deer Catholic Separate School Division	School Trustee	7

Election 2025 Timelines

October 31, 2024 - December 31, 2025	Campaign period
January 2, 2025 – September 22, 2025	Nomination Period
May 1, 2025	Election Advertising period begins
August 1, 2025	Special ballot applications open
September 1, 2025	Recruiting Temporary Election Workers will begin (estimated timeline)
September 22, 2025	Nomination period closes at Noon
October 14-18, 2025	Advance Vote period
October 20, 2025	Election Day 10:00 am – 8:00 pm
October 24, 2025	Official results – Noon

Steps Candidates Must Take

Step 1 - Eligibility Requirements

All candidates must be eligible to vote in the election and must be:

- at least 18 years old,
- a Canadian citizen,
- reside in Alberta and their place of residence is located in the school board's boundaries on election day,
- have been a resident of the local jurisdiction for the six consecutive months immediately preceding nomination day,
- Candidates seeking trusteeship for the Red Deer Catholic Separate School Division must also be Catholic; and
- not otherwise ineligible or disqualified.

Review the qualifications, ineligibility and disqualification for the office you are running for in the [Local Authorities Election Act](#), and [Education Act](#)

Candidates are advised to refer to the [Local Authorities Election Act](#), [Education Act](#) and if required, obtain legal advice regarding the full extent of their obligations.

Step 2 - Notice of Intent

Submit your Notice of Intent - All potential candidates must complete the notice of intent form. Candidates who plan to run can only accept campaign contributions and incur campaign expenses once their notice of intent is complete and they are added to the Register of Candidates.

A prospective candidate can submit their notice of intent any time during the campaign period.
How to Submit your Notice of Intent

Mail/ Courier	By Appointment	Email
Returning Officer Legal & Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4	Phone: 403.342.8317 Email: elections@reddeer.ca	elections@reddeer.ca

Step 3 - File Nomination

The following are required for your nomination to be complete

- [Form 4 - Nomination Paper and Candidate's Acceptance \(pdf\)](#),
- [Form 5 - Candidate Financial Information \(pdf\)](#); and
- [Candidate Consent for Disclosure of Information Form \(pdf\)](#)

Nomination Paper and Candidate's Acceptance (Form 4)

Eligible signatures: Persons signing a candidate's nomination paper must be an eligible elector in their school ward and the form must include original hand-written signatures. Digital signatures are not accepted.

Official Agent

Candidates may appoint an official agent when they submit their nomination papers. Candidates are not required to appoint an official agent. An official agent must be an elector who is eligible to vote in the local jurisdiction on election day. The duties of an official agent are those assigned by the candidate. If, at any time, the information changes or there is a need to appoint a new official agent, the candidate is required to notify the Returning Officer immediately.

Minimum signatures: It is recommended that candidates obtain more than the minimum required number of electors to sign their Nomination form in case one or more electors are not eligible or have missing or illegible information.

Required Signatures and Deposits		
	Eligible Signatures	Deposit
Red Deer Catholic Separate School Division	5	\$0

Signed by Commissioner for Oaths: Form 4 must be signed by a Commissioner for Oaths in and for Alberta or the Returning Officer.

Candidate Financial Information (Form 5)

This form must also be filed during the nomination period and must include candidate's information, address of where candidate records are maintained and, if applicable, should include financial institution information where campaign contributions are kept at. Do not use personal banking information.

This form is for the purpose of receiving communication from the election office during the 2025 Election. It also provides contact information available to the public that will be listed on elections.reddeer.ca.

File Nomination

You must file your nomination on or before 12 noon on Nomination Day, September 22, 2025.

All candidates must file their nomination papers [Form 4 - Nomination Paper and Candidate's Acceptance \(pdf\)](#) and [Form 5 - Candidate Financial Information \(pdf\)](#) with the Returning Officer by 12 noon on Nomination Day, September 22, 2025. There is no deposit that is required to file your nomination papers for the office that you are running for.

A candidate may submit their nomination form in one of the following ways:

Mail/ Courier	Appointment
Returning Officer Legal & Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4	Phone: 403.342.8317 Email: elections@reddeer.ca

While not required we encourage candidates to make an appointment with the Election Office to submit your Nomination Forms. This will allow an Election worker to work through the forms with a candidate to ensure they are fully complete ensuring efficiencies for both parties.

Candidate Profiles

Candidate profiles are optional; however, your profile will be posted on elections.reddeer.ca to provide the voters the reasons why you are running for office, what you hope to accomplish when in office and the qualities that make you the best candidate.

A form will be provided to all candidates to collect their candidate profile. You may prepare the following information in advance:

- Biography / About me (500 characters, approximately 90 – 100 words)
- Platform description / Top priorities (250 characters)

School Board Trustee General Information

Familiarize yourself with the Office you are interested in running for by reviewing resource materials which can be found at elections.reddeer.ca, throughout this candidate handbook, and in related legislation for School Board Trustees.

The Office of Trustee for Red Deer Catholic Separate School Division

The Red Deer Catholic Separate School Division is broken into two wards. The two wards are as follows:

Ward 1 - Red Deer Area Ward

- Red Deer Area Ward includes the city of Red Deer as a whole, Blackfalds, Penhold and a portion of Red Deer County.
- Five (5) trustees are elected to this ward.

Ward 2 - the Rocky Mountain House Ward is divided into two electoral Subdivisions:

Highway 11 - Electoral Subdivision No. 1

- Highway 11 Subdivision includes Rocky Mountain House, Sylvan Lake, Alhambra, Caroline, Eckville and portions of the county surrounding these areas.
- One (1) trustee is elected to this ward.

QEII - Electoral Subdivision No. 2

- QEII Subdivision includes Innisfail, Bowden, Olds, Didsbury, Garrington and Harmattan and portions of the county surrounding these areas.
- One (1) trustee is elected to this ward.

Term of Office:	4 years
Number of Trustees	5 Trustees from Red Deer Area Ward 1 Trustee from Highway 11 Subdivision of the Rocky Mountain House Ward 1 Trustee from QEII Subdivision of the Rocky Mountain House Ward

What is the Catholic Community's expectation of a School Trustee?

Vision

From your understanding of the Church and its educational tradition, you are prepared to participate actively in shaping the future of Catholic education.

Inclusive Faith Commitment

Committed to the Catholic community through your religious practice and prayerful reflection, and accepting of others opinions as authentic and valuable within the decision-making process.

Understanding

An appreciation of the Catholic school's role, together with the family and the parish, in collaboratively establishing a total Christian environment where Christ is made known to children and youth.

In Full Communion with the Catholic Church

For the purposes of administering separate school district establishments and trustee elections, a Catholic person is one who has been formally baptized and confirmed in accordance with the teachings of the Catholic Church and recognizes and accepts the Pope as the head of the Catholic Church (of which they are a member).

Capacity for Teamwork

The ability to work productively as a member of an elected board, with an understanding of the corporate decision-making process.

Common Sense

The ability to distinguish dreams from reality and to establish priorities—fiscal or otherwise—amid a multiplicity of conflicting demands.

Humility

The wisdom to recognize that serving children and youth takes precedence over any self-serving objectives of interest groups, individuals, or oneself.

Courage

The willingness to speak out for students as the first priority in the educational system and the determination to favour principle over expediency.

Time Commitment & Workload

The *Education Act* defines the powers and duties of a School Board, ensuring that education is of high quality and meets the needs of the local community. As members of the Board of Trustees, elected representatives have a crucial role in staying connected with public concerns, raising awareness about the Board's work, and ensuring that citizens have opportunities to voice their opinions on educational matters.

While the time commitment may vary, there are certain minimum expectations for candidates elected to the Office of Catholic School Trustee. These responsibilities include:

- **Advocating for Catholic education** and promoting its values.
- **Hiring and evaluating the Superintendent** to ensure effective leadership.
- **Communicating with and engaging parents, staff, and the broader community** in school board decisions and activities.
- **Adopting an annual budget** that supports the district's priorities and reflects its educational goals.
- **Setting goals and priorities** that align with provincial standards, meet the needs of students, and reflect the wishes of the community.
- **Developing and enforcing policies** that set standards and expectations for administration, teachers, and students, promoting the division's mission of "Inspired by Christ and Aspiring to Excellence."
- **Lobbying municipal and provincial governments** on key educational issues affecting the division.
- **Adjudicating appeals** related to policies or decisions.
- **Serving as a liaison to 2-3 schools**, connecting with the school community. Liaison appointments are made annually at the Board's Organizational Meeting.

Board Meetings and Attendance

Trustees are required to attend and actively participate in Board meetings. Regular Board meetings are held once per month, on the last Tuesday, beginning at 3:30 p.m. The times and dates for these meetings are established by resolution at the Board's Organizational Meeting, which is held annually.

As a guardian of Catholic education and the constitutional rights of Catholics in education, you will be part of a dedicated team working to safeguard the future of Catholic education in the community.

- Attending Committee meetings as required. These include:

Committees	Trustees Appointed
Alberta Catholic School Trustees Association	1 Trustee
Alberta School Boards Association– Zone 4	2 Trustees
Canadian Union of Public Employees (CUPE) Negotiating Committee	2 Trustees

Alberta Teachers' Association Negotiations Committee	2 Trustees
Audit Committee	2 Trustees
Education Foundation	2 Trustees
Board / Alberta Teachers' Association (A.T.A.) Liaison	2 Trustees
Rural Caucus Committee	1 Trustee

Other committee appointments may occur on an ad hoc basis as needs and issues arise. These committee appointments may be made at the Board's Organizational Meeting (held once per year), or as needed throughout the year as business arises.

Remuneration & Benefits

Honorarium	<u>Board Chair</u> : \$21,377 per annum (one-third non-taxable, based on current figures) <u>Vice-Chair</u> : \$18,507 per annum (one third non-taxable, based on current figures) <u>Trustees</u> : \$16,859 per annum (one third non-taxable, based on current figures)
Per Diem	Trustees are entitled to a fixed per diem of \$248 per full day and \$124 per half day while on school division business as appointed by the Board.
Pension	None
Benefits	Premiums paid by School District <ul style="list-style-type: none"> • Group Life (\$25,000 each) • Accidental Death & Dismemberment • Extended Health Care • Dental • Vision Care • Health Care Spending Account
Transportation	Mileage is reimbursed for the use of a personal vehicle to official school-related activities.
Expenses	Meals and lodging are reimbursed on actual receipts.

Excerpts from the Education Act

Board responsibilities

- 33(1) A board, as a partner in education, has the responsibility to
- (a) deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success,
 - (b) be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes,
 - (c) provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in board matters, including the board's plans and the achievement of goals and targets within those plans,
 - (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
 - (e) provide a continuum of supports and services to students that is consistent with the principles of inclusive education,
 - (f) collaborate with municipalities, other boards and community-based service agencies in order to effectively address the needs of all students and manage the use of public resources,
 - (g) collaborate with post-secondary institutions and the community to enable smooth transitions for students from secondary to post-secondary education,
 - (h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness,
 - (i) ensure effective stewardship of the board's resources,
 - (j) recruit the superintendent and entrust the day-to-day management of the school division to the staff through the superintendent,
 - (k) develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order,
 - (l) comply with all applicable Acts and regulations,
 - (m) establish appropriate dispute resolution processes, and
 - (n) carry out any other matters that the Minister prescribes.

- (2) A board shall establish, implement and maintain a policy respecting the board's obligation under subsection (1)(d) to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.
- (3) A code of conduct established under subsection (2) must
- (a) be made publicly available,
 - (b) be reviewed every year,
 - (c) be provided to all staff of the board, students of the board and parents of students of the board,
 - (d) contain the following elements:
 - (i) a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments;
 - (ii) one or more statements that address the prohibited grounds of discrimination set out in the Alberta Human Rights Act;
 - (iii) one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day or by electronic means;
 - (iv) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and individual circumstances, and which must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour,
- and
- (e) be in accordance with any further requirements established by the Minister by order.
- (4) An order of the Minister under subsection (1)(k) or (3)(e) must be made publicly available.

Trustee responsibilities

- 34 A trustee of a board, as a partner in education, has the responsibility to
- (a) fulfil the responsibilities of the board as set out in section 33,
 - (b) be present and participate in meetings of the board and committees of the board,
 - (c) comply with the board's code of conduct, and
 - (d) engage parents, students and the community in matters related to education.

Excerpts from The Red Deer Catholic Separate School Division's Board Policy Handbook

Policy 4: Trustee Code of Conduct

The Board of Trustees of The Red Deer Catholic Separate School Division confirms that the role of Trustee is one where public trust and confidence is essential. Personal commitment to high ethical standards is therefore required by all individuals elected to the role of Trustee. This will ensure that the Board can responsibly fulfill its obligations and discharge its duties in a manner motivated by the spirit of the Gospel and modeled on the examples of Jesus Christ. Catholic Trustees are expected to fulfill their duties and responsibilities consistent with Gospel Values, the teachings of the Catholic Church, the Board Policies and the Education Act.

Catholic Trustees are representatives of the Catholic community and must ensure that the mission of Catholic education, as part of the broader mission of the Church, is fulfilled. Because of this unique and distinctive mission, Catholic school trustees honour a set of additional expectations that have been set by the Catholic community. The vocational call to trusteeship is to serve.

Catholic Faith, Community and Culture

8. As an extension of the Church's ministry, trustees shall, within the duties prescribed in the Education Act and other applicable statutes:
 - 8.1 Recognize and affirm that Catholic Schools are an expression of the teaching mission of the Church;
 - 8.2 Provide an example to the Catholic Community that reflects the teaching of the Church;
 - 8.3 Provide a Catholic Education consistent with programs approved by the Canadian Conference of Catholic Bishops and Alberta Minister of Education;
 - 8.4 Have an active involvement in one of the local Roman Catholic Churches, making it their primary place of worship; and
 - 8.5 Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Alberta.

The Red Deer Catholic Separate School Division provided the information with respect to the Office of Trustee for Red Deer Catholic Separate School Division for inclusion in this handbook. Additional information and other related policies can be found in the following resources:

- *Education Act*: <https://www.qp.alberta.ca/documents/Acts/e00p3.pdf>
- Red Deer Catholic Separate School Division's Board of Trustees Information Webpage: <https://www.rdcrs.ca/board>
- [Red Deer Catholic Separate School Division Board Policy Handbook](#)
Please refer to the latest version of the policies below for details on board governance and expectations for trustees.
 - Policy 2 - Board Role Description

- Policy 3 - Trustee Role Description
- Policy 4 - Trustee Code of Conduct
- Policy 16 - Election Campaigning and Distribution of Campaign Material
- Policy 19 - Board Operations

For general information and questions regarding the Office of the Trustee for Red Deer Catholic Separate School Division, contact:

Laurel Latka, Secretary-Treasurer
 Phone: 403.343.1055
 Email: Laurel.Latka@rdcrs.ca

Campaigning

Campaign Period

The campaign period for the 2025 Municipal Election runs from **October 31, 2024, to December 31, 2025**. Please note that a Notice of Intent form must be filed and accepted by the returning Officer prior to candidates accepting contributions and/or incur campaign expenses according to the rules set out in the [Local Authorities Election Act](#) and the [Expense Limits Regulation](#).

Advertising and Election signs

Campaign materials and signs must not:

- Show a ballot marked for a particular candidate
- Use the City of Red Deer crest, symbol, logo or brand
- Be posted or distributed at or near voting stations

Campaign Signs:

- Election signs on public property are only permitted between Nomination Day and Election Day. (September 22 – October 20, 2025)
- Election signs must meet certain size and location criteria.
- The City will remove Election Signs that do not meet the rules, and Candidates will be charged for the City's cost to do so.
- Candidates are responsible for removing election signs within 48 hours after the voting stations close on election day.
- Election signs can be displayed on private property before September 22, 2025. Candidates are reminded to obtain owner permission before erecting signs on private property.
- Refer to the [Zoning Bylaw](#) and [Election Sign Placement Guide](#) for more details

While permits for the posting of signs are not required, there are provisions for the placement of election signs on municipal (City) property as designated by City Council. The provisions are outlined in the City of Red Deer's [Zoning Bylaw](#), [Community Standards Bylaw](#) and [Election Sign Placement Guide](#).

Campaign Disclosure Statement and Financial Statement

All candidates (Mayor, Councillor or School Board Trustee) are responsible for reviewing the relevant sections of the [Local Authorities Election Act](#) to ensure they are compliant with all requirements.

Part 5.1 Election Finances and Contributions Disclosure of the [Local Authorities Election Act](#) outlines the requirements for contributions, limitations and acceptance of contributions, anonymous and unauthorized contributions, duties of candidates, fund-raising functions, expense limits, disclosure statements, campaign surplus, late filing, and offences.

All candidates must declare, by March 1, 2026, campaign contributions and expenses and the resulting surplus or deficit by using the [Form 26 - Campaign Disclosure Statement and Financial Statement](#) form which is available at elections.reddeer.ca

Identification of Candidates, Campaign Workers, and Scrutineers

If a candidate's campaign will be supported by campaign workers, an official agent or scrutineers, the candidate must obtain the proper prescribed form for documentation from the Returning Officer.

Campaign Workers

Campaign workers help candidates get elected by calling voters, sending out flyers, advertising (radio, social media, etc.) and they educate the public on candidate's priorities, what the candidate hopes to accomplish when in office and the qualities that make you the best candidate.

Scrutineers

Candidates can appoint scrutineers to observe the election procedures. Scrutineers are permitted to observe all parts of the election and may attend more than one voting station. Scrutineers are not permitted to view or interfere with the process of an elector marking a ballot. Candidates or their official agents can also observe the election process, but a candidate can only be represented by one person per voting station.

Scrutineers must comply with the Standards for Conduct of Scrutineers as outlined in the [Election Bylaw](#).