

2025

Elections
RED DEER

Red Deer Public 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

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

Jurisdiction	Office	Positions
Red Deer Public Schools	School Trustee	7

Election 2025 Timelines

October 31, 2024 - December 31, 2025	Campaign period
January 2, 2025 - September 22, 2025 at Noon	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; 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](#).

Candidates are subject to further requirements outlined in the [Local Authorities Election Act](#). Candidates are advised to refer to the [Local Authorities Election 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, found at elections.reddeer.ca

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 eligible elector in Red Deer Public School Division 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 Public 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 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.

Red Deer Public Schools

School Trustees of the Red Deer Public School Division are not elected based on a ward system but serve the entire area. The boundary for the Red Deer Public School Division is the same as the City's boundaries.

Term of Office:	4 years
Number of Trustees	7 Positions

Time Commitment & Workload

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 has a responsibility to be in touch with the public's concerns, to make people aware of what the board does and why, and to give citizens every opportunity to have a say in what our children learn.

While the amount of time may vary, there are minimum expectations that need to be fulfilled should a candidate be elected to the Office of Public School Trustee. These include:

- Advocating for public education.
- Hiring and evaluating the Superintendent.
- Communicating, informing and involving parents, staff and the community-at-large in school board decisions and activities.
- Adopting an annual budget that achieves division priorities.
- Setting goals and priorities for the jurisdiction that achieve provincial standards, meet the needs of students and reflect the community's wishes.
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students.
- Lobbying municipal and provincial governments on education issues of importance to the jurisdiction.
- Adjudicating policy or decision appeals.
- Understanding and supporting the important role that public education plays in the development of the community.
- Serving as liaison to 3-4 schools connecting with the school community. Liaison appointments are determined annually at the Board's Organizational Meeting.

- Attending Board meetings and contributing to the business of the Board. Regular Board Meetings are currently held once per month, on the second Wednesday. Regular Board Meeting times and dates are set by resolution of the Board at their Organizational Meeting (held once per year).
- Attending Committee meetings as required.

Remuneration & Benefits

Honorarium	Board Chair: \$22,935 per annum (as of January 2025) Vice-Chair: \$19,916 per annum (as of January 2025) Trustees: \$18,080 per annum (as of January 2025)
Per Diem	Per Diem: \$205.10 (as applicable)
Pension	None
Benefits	<ul style="list-style-type: none"> • Premiums paid by School Division • Optional Group Life • Extended Medical • Prescription Drugs • Accidental Death & Disability • Outside Canada Coverage • Vision Plan • Dental Plan • Health Spending Account
Transportation	Mileage allowance for use of vehicle while on District business outside of the City of Red Deer.
Expenses	Trustees are entitled to a fixed per diem (\$205.10 per day) and vouchered expenses while on division business when outside the City of Red Deer, concerning matters for which they have been appointed and/or authorized by the Board to attend.

The Red Deer Public School Division provided this information with respect to the Office of Trustee for Red Deer Public School Division for inclusion in this handbook. Additional information and specific policies on the Role of the Board, Role of the Trustee and other related policies can be found in the following resources:

- Education Act: <https://www.qp.alberta.ca/documents/Acts/e00p3.pdf>
- Red Deer Public School Division's Board of Trustees Information Webpage:
<https://www.rdpsd.ab.ca/division/board-of-trustees>
<https://www.rdpsd.ab.ca/division/board-of-trustees/board-policy-handbook>

For general information and procedures regarding the Office of Trustee for Red Deer Public School Division procedures contact:

Colin Cairney, Secretary Treasurer
Phone: 403.342.3750
Email: election@rdpsd.ab.ca

Campaigning

Campaign Period

The campaign period for the 2025 Election Red Deer 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](#).

More information on signage refer to elections.reddeer.ca

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](#).