

CITY OF GRANDE PRAIRIE

**2025
GENERAL
MUNICIPAL
ELECTION**

**CANDIDATE INFORMATION PACKAGE
OFFICE OF PUBLIC SCHOOL TRUSTEE**

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GENERAL INFORMATION

This is an information package only and is provided for your convenience. It contains answers to the most frequently asked questions regarding a local authority's election, election procedures, and important facts candidates should be aware of. For certainty, the *Local Authorities Election Act*, the *Municipal Government Act* and other relevant statutes and regulations should be consulted. Please visit the Grande Prairie Public School Division's website (www.gppsd.ab.ca/our-board/election) for the latest version.

Contact Information for the Election Office

City Hall
P.O. Bag 4000
10205 - 98 Street
Grande Prairie, Alberta
T8V 6V3

Returning Officer
780-357-4954
elections@cityofgp.com
cityofgp.com/election

Freedom of Information and Protection of Privacy Act

Disclaimer

References and Legislation

- [Municipal Government Act, RSA 2000, c M-26](#)
- [Local Authorities Election Act, RSA 2000, c L-21](#)
- [Education Act, RSA 2012, c E-0.3](#)
- [Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25](#)
- [C-1480 Elections Bylaw](#)
- [C-1260 Land Use Bylaw - Schedule "B" Section 4.5 Election Signs](#)
- [C-1078 Use of Public Lands - Appendix "B" - Election Signs](#)

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provision of the *Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the FOIP Coordinator at 780-357-8716.

The material that follows is the City's understanding of the meaning of the legislation. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals, as required. The candidate is responsible for ensuring that their campaign complies with all provincial laws.

IMPORTANT DATES

JANUARY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day	2 Nominations Open	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labour Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Nomination Day Nominations close at noon Nomination papers are filed at City Hall	23 Opportunity to Withdraw ends at noon	24	25	26	27
28	29	30				

OCTOBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9 Advance Vote 11 a.m. - 7 p.m. Montrose Cultural Centre	10 Advance Vote 11 a.m. - 7 p.m. Montrose Cultural Centre	11 Advance Vote 11 a.m. - 7 p.m. Montrose Cultural Centre
12	13 Thanksgiving	14	15	16 Advance Vote 11 a.m. - 7 p.m. Montrose Cultural Centre	17 Advance Vote 11 a.m. - 7 p.m. Montrose Cultural Centre	18 Advance Vote 11 a.m. - 7 p.m. Montrose Cultural Centre
19	20 Election Day Voting Hours 10 a.m. - 8 p.m.	21	22	23	24 Official Results at noon	25
26	27	28	29	30	31	

PUBLIC SCHOOL TRUSTEE - GENERAL INFORMATION

A Public School Trustee is:

- elected for a four (4) year term, concluding October 2029
- paid remuneration as follows:
 - Chairman - \$25,194.36 basic honorarium
 - Vice Chairman - \$21,646.32 basic honorarium
 - Trustee - \$19,560.72 basic honorarium
- paid \$200.00 for meetings held inside or outside the City of Grande Prairie, greater than 3 hours, including travel time and excluding Board meetings
- optional Alberta School Employee Benefit Plan

TERM OF OFFICE AND POWERS OF BOARD

Education Act - Section 53 - General Powers and Duties of Boards

Section 53(1) A board shall

- (a) establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33,
- (b) ensure that all policies are available and accessible to students, parents, board employees and others affected by the policies,
- (c) in co-operation with school councils, provide for parental and community engagement in schools, and
- (d) maintain, repair, furnish and keep in good order all its real and personal property.

Section 53(2) A board may

- (a) subject to section 18 and any regulations under the Act, develop, acquire or offer courses or programs,
- (b) subject to section 18 and any regulations under the Act, develop or acquire instructional materials for use in courses or programs or in schools, and
- (c) make policies, subject to any regulations under this Act, respecting the establishment, administration, management and operations of
 - (i) schools operated by the board, or
 - (ii) school buses and other vehicles used for the purposes of the board.

ROLES AND RESPONSIBILITIES

The Grande Prairie Public School Board meets the 2nd and 4th Tuesday of each month, at the School Division office, 10127 - 120 Avenue, at 6 p.m. For general information on Public School Board operations, you may contact Ms. Sandy Fredland, Corporate Secretary, at 780-532-4491 ext. 1011.

School Board Authority

Alberta school boards help shape the future of local communities by governing the education of young people. The provincial government, through the Minister of Education, grants school boards the independent authority to make decisions regarding the direction and quality of local public education. Accountability to the public is entrenched through the election of local school board trustees every four (4) years.

School Board Responsibilities

It's up to school boards to ensure all children in the community receive a quality education. Specific school board responsibilities include:

- Communicating, informing and involving parents, staff, and the community-at-large in school board decisions and activities.
- Adopting an annual budget that achieves jurisdiction priorities.
- Setting goals and priorities for the jurisdiction that achieve provincial education standards, meeting the needs of students and reflecting the community's wishes.
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers, and students.
- Lobbying the municipal and provincial governments on education issues of importance to the jurisdiction.
- Adjudicating policy or decision appeals.
- Hiring and evaluating the superintendent.

The Role of the Trustees

A key responsibility for trustees is to stay in touch with community stakeholders so that they understand, and reflect in their decision-making, what all citizens value and want from their local public schools. It is important to note that trustees do not represent any one school, neighbourhood or community. Rather, they make decisions based on the needs of the entire jurisdiction. As elected officials, they have several roles to play:

- **Planners:** Trustees develop plans to deal with student needs and to actively participate in the economic and social strength of local communities.
- **Policy Makers:** Trustees create policies to guide administration and staff. They also evaluate the impact of these policies and make adjustments, where necessary.
- **Advocates:** Trustees address and seek resolution of public education issues of importance to students, parents, and the community at large.
- **Educators:** Trustees play a key role in developing tomorrow's citizens because they have the ability to make independent decisions that impact the direction and quality of public education.
- **Adjudicators:** Trustees hear and make judgements concerning local education decisions, procedures or policies that individuals, groups or the public feel are unfair or improper.
- **Lobbyists:** Trustees communicate with the municipal and provincial levels of government to ensure those who influence funding and other resources hear the voice of the local community.
- **Legislators:** Trustees can make decisions that have the status and impact of law -- for example, decisions governing and enforcing the conduct of students and staff.
- **Politicians:** Trustees are elected every four (4) years to govern the local public education system on behalf of the community. The democratic process ensures the public remains part of public education.

CANDIDATE QUALIFICATIONS

Generally, you are eligible to be nominated as a candidate, if on Nomination Day (September 22, 2025) you are:

- at least 18 years of age;
- a Canadian citizen; and
- a resident of the Public School Division since March 22, 2025.

A candidate can be nominated as a Board Trustee of either the Public School Division or the Separate School Division in which the person's residence is located, but not both.

NOTICE OF INTENT

Section 147.22 of the Local Authorities Election Act requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate to give written notice to the local jurisdiction before accepting a campaign contribution or incurring a campaign expense.

Please Note: A notice of intent is separate from nomination forms and must be submitted for anyone intending to run as a candidate in the election. Once a candidate has submitted their notice of intent they are added to the Register of Candidates and can accept campaign contributions and incur campaign expenses. To become a nominated candidate and appear on the ballot, the candidate must complete the nomination process.

Please refer to the *Local Authorities Election Act* and cityofgp.com/election for additional information on the Notice of Intent.

NOMINATION REQUIREMENTS

To become nominated, you must:

- complete the Nomination Paper (Form 4);
- have your Nomination Paper signed by at least 5 eligible voters who are electors and residents of the City of Grande Prairie;
- complete the Candidate Financial Information (Form 5); and
- call 780-357-4954 to arrange a time with the Returning Officer to bring in-person, Form 4 and Form 5, starting January 2, 2025 and ending at noon on Monday, September 22, 2025.

The Nomination Paper (Form 4) must be sworn (or affirmed) in the presence of the Returning Officer.

A candidate may appoint an official agent as part of the Nomination Paper.

The person who is filing a Nomination Paper is responsible for ensuring that it meets the requirements of the *Local Authorities Election Act*.

The Returning Officer shall not accept a Nomination Paper if it is not complete.

Criminal Record Check

The GPPSD requires candidates submit a criminal record check with their nomination paper ([GPPSD Bylaw 2024-1](#)).

Every nomination of a candidate for the office of school board trustee must be accompanied by a criminal record check issued no earlier than 30 calendar days prior to the date the nomination is submitted.

The criminal record check must be conducted by a police service in Alberta and not by a third-party private company. It must include results of both local and national records, including charges and convictions.

The Returning Officer will not accept a nomination that is not accompanied by a valid criminal record check that meets the specifications above.

For more information on the acceptable identification and other information for obtaining a criminal record check from the RCMP in the City of Grande Prairie, please visit the [RCMP Services](#) page of the City of Grande Prairie's website.

Withdrawal Requirements

If a candidate wishes to withdraw their nomination, they:

- may do so only if more than the required number of candidates are nominated;
- must do so within 24 hours of the close of nominations, that is, before noon on September 23, 2025; and
- must submit your notice of withdrawal in writing, to the Returning Officer, City Hall, 10205 - 98 Street.

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 City on election day.

ADVERTISING AND ELECTION SIGNS

Campaign material and signs must not:

- show a ballot marked for a candidate; and
- use the City of Grande Prairie crest, symbol, logo or brand, nor the Grande Prairie Public School Division logo.

When distributing campaign material or signs, you:

- must get consent from the property owner before placing any signs;
- may campaign on Election Day;
- cannot display or distribute campaign material or signs at a voting station on Election Day; and
- must not display Election signs earlier than six (6) weeks (September 8, 2025) prior to Election Day.

Please refer to the following bylaws on election signs:

- [C-1260 Land Use Bylaw](#) - Schedule “B” Section 4.5 - Election Signs
- [C-1078 Use of Public Lands](#) - Appendix “B” - Election Signs

Note: Candidates are responsible for removing signs within 7 days after the voting stations close on Election Day (8 p.m. on October 20, 2025). Candidates will be liable for the cost of removal for any signs that have not been taken down 7 days after the voting stations close on Election Day.

ELECTION DAY

A person is eligible to vote on Election Day (October 20, 2025), if the person:

- is at least 18 years of age on Election Day;
- is a Canadian Citizen;
- is a resident of Alberta;
- is a resident of the voting subdivision in the City on Election Day; and
- has not voted previously in this Election.

Voting stations are provided for voters with special needs residing at institutions, the hospital, extended care centres, and seniors’ accommodation facilities.

Voting stations are open at 10 a.m. and close at 8 p.m. on Election Day.

To obtain election results, you may:

- attend Election Headquarters after 8 p.m.
- monitor the City of Grande Prairie 2025 Election Website; or
- obtain the official election results at noon, on Friday, October 24, 2025, from the Returning Officer, City Hall, 10205 - 98 Street, Grande Prairie.

ELECTION FINANCE AND CONTRIBUTION DISCLOSURE

A candidate must file a disclosure statement regarding campaign contributions and expenses. Additional rules apply to dollar limits on contributions, who may contribute, campaign account at a financial institution, issuing receipts for contributions, obtaining receipts for expenses, and campaign surpluses. This disclosure statement must be filed with the City of Grande Prairie on or before March 1, 2026, or you will be charged a \$500.00 late filing fee.

CANDIDATE NOTICE OF INTENT

Local Authorities Election Act
(Section 147.22)

Local Jurisdiction: _____, Province of Alberta.
(City of Grande Prairie, Grande Prairie Public School Division, or Grande Prairie Roman Catholic Separate School District)

Election Date: October 20, 2025

I, _____, of

(complete address and postal code)

Intend to be nominated, or have been nominated, to run for election as a candidate in the

(name of local jurisdiction)

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Last Name	_____	First Name	_____
Phone Number	_____	Email	_____
Mailing Address (if different from above):			

Address of place(s) where candidate records are maintained (including postal code(s)):

Name(s) and address(es) of financial institutions where campaign contributions will be deposited:

Name(s) of signing authorities for each depository listed above (if applicable):

(signature of candidate)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact: Valerie Norris-Kirk, FOIP Coordinator, City of Grande Prairie, phone 780-538-0300.

LOCAL JURISDICTION: THE GRANDE PRAIRIE PUBLIC SCHOOL DIVISION, PROVINCE OF ALBERTA

We, the undersigned electors of the City of Grande Prairie, nominate

_____ (Candidate Surname) _____ (Given Names)

of _____ (Complete Address) _____ (Postal Code)

as a candidate at the election about to be held for the office of School Board Trustee of the Grande Prairie Public School Division.

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with Sections 27 and 47 of the *Local Authorities Election Act* and Sections 4(4) and 74 of the *Education Act* (if applicable).

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

To ensure the validity of the nomination paper, a candidate may submit more than the required 25 signatures. Additional signatures may be placed on the lines below.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact: Valerie Norris-Kirk, FOIP Coordinator, City of Grande Prairie, phone 780-538-0300.

CANDIDATE'S ACCEPTANCE: I, the above named candidate, solemnly swear (affirm) that:

- I am eligible under Sections 21 and 47 of the *Local Authorities Election Act* and Sections 4(4) and 74 of the *Education Act* to be elected to the office;
- I am not otherwise disqualified under Section 22 or 23 of the *Local Authorities Election Act*;
- I will accept the office if elected;
- I have read Sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151 and Part 5.1 of the *Local Authorities Election Act* and Sections 4(4) and 74 of the *Education Act* and understand their contents;
- I am appointing _____

_____ as my official agent;
(Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent) (if applicable)

- I have provided a criminal record check with my nomination package; and
- The electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction of the date of signing the nomination.

Print name as it should appear on the ballot:

(Candidate's Surname) (Given Names) (may include nicknames, but **not** titles, ie., Mx., Dr.)

SWORN (AFFIRMED) before me)
at the City of Grande Prairie)
in the Province of Alberta,)
this ____ day of _____, 2025.)
_____) (Candidate's Signature)

Signature of Returning Officer
or Commissioner for Oaths

(Candidate's Phone Number) (Candidate's Email Address)

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT.**

Candidate's Full Name: _____

Candidate's Address and Postal Code:

Address(es) of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

Where there is any change in the above-mentioned information, the Candidate shall notify the Local Jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact Valerie Norris-Kirk, FOIP Coordinator, City of Grande Prairie, Phone 780-538-0300.