

**Tansi, Edlánat'e, Hello**

**Be a leader**



**Northland**  
SCHOOL DIVISION

**become a school  
board trustee**

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

Successful school board trustees put the needs of all 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. The ideal school board includes people from all aspects of life.

### **What does a school board trustee do?**

School board trustees are local politicians elected by and accountable to the community they serve and understand they have a fiduciary duty to all students. The provincial government delegates to school boards the responsibility for conducting the affairs of the school jurisdiction. The school board has many responsibilities, including:

- setting school jurisdiction goals that ensure students have the knowledge and skills that enable them to be better prepared for life;
- planning school jurisdiction priorities based on provincial curriculum requirements, community input, available resources and best practices in education;
- developing policies to guide school jurisdiction administration and employees toward division goals;
- ensuring residents of the school jurisdiction are regularly informed about the work and achievements of the school division;
- advocating on behalf of the school community to decision-makers and stakeholders on important issues that affect education; and to ensure education is a top priority;
- ensuring regular opportunities for public input and access;
- evaluating the school jurisdiction's chief executive officer - the superintendent of schools; and
- oversight achievement of division goals, policies and ultimately student success.

# Frequently asked questions - Northland School Division Act

## Am I eligible to run for school board trustee?

You are eligible to run if:

- you are at least 18 years old;
- you are a Canadian citizen;
- you have lived in Alberta for at least six consecutive months immediately preceding nomination day;
- you live within one of the NSD wards. Click on the website link for more information on wards and First Nations reserves included in each ward  
<https://www.nsd61.ca/governance>.

## Who is not eligible to run for school board trustee?

You are not eligible to run if, on nomination day, you:

- are an employee of any school district, school division, charter school or private school as of nomination day - unless you take an unpaid leave of absence to run before the last working day prior to nomination day;
- are an auditor of the jurisdiction in which you want to be a candidate; do not meet the residency requirements for the jurisdiction in which you want to run;
- are otherwise ineligible or disqualified as outlined under section 22 of the Local Authorities Election Act.

## Can I run for school board trustee in any ward?

No. You must live within the ward you wish to run for trustee in. You must be eligible to vote and have lived in that ward for six consecutive months immediately preceding nomination day.

## What is the time commitment?

- 15-20 hours per month which includes or could include:
- Board Orientation (mandatory);
- Organizational Meeting, Regular Board Meeting and swear-in ceremony for trustees (mandatory);
- one Friday a month for Regular Board Meetings;
- possible Special Meetings in the evening;
- 2-4 days per year for workshops;
- Committee meetings ie) Policy Committee

- possible attendance at provincial conferences if able to attend;
- School Council and Ward Council Meetings;
- meetings with key partners and
- events within the ward or school division.

## **How are school board trustees compensated for service, travel, meals and accommodations?**

Compensation is provided for trustees by the following means: honorariums for meetings, conventions etc. travel costs including (meals, hotel accommodations, mileage), conference registration fees and supply needs as required (i.e. paper/pens etc.). The compensation is based on [Policy 7 - Appendix A Schedule of Rates](#).

## **If I want to run to become a school board trustee, where do I pick up nomination papers?**

Nomination papers will be available at a school within the ward you live in. You can also access the nomination papers from the Northland School Division website <https://www.nsd61.ca/about-us/division-news/post/be-a-leader-and-consider-running-for-ward-8-trustee>.

## **When and where do candidates file their nomination papers?**

Interested individuals can submit nomination papers at Calling Lake School, or at Central Office (Peace River). The deadline to submit is **March 20, 2023 at noon**.

If there is more than one person nominated the By-election will occur on **April 17, 2023**.

## **How many signatures do I need on my nomination form?**

You will need signatures from five (5) eligible voters on your nomination form.

## **Who can sign my nomination form?**

Each person who signs a candidate's nomination papers must be eligible to vote in the election. Only electors who are residents of the ward for which a candidate is being nominated may sign the nomination. When filing nomination papers, it must be affirmed by either the:

- returning officer;
- deputy returning officer; or a
- commissioner of oath.

## If I want to run to become a school board trustee, are there specific policies I should review from NSD's Policy Manual?

Yes, please review:

- [Policy 1 - Foundational Statements](#)
- [Policy 2 - Role of the Board](#)
- [Policy 3 - Role of a Trustee](#)
- [Policy 4 - Trustee Code of Conduct](#)

The Policy Manual is available on the Northland School Division website  
<https://www.nsd61.ca/governance/policy-manual>.

## About Northland School Division

Northland School Division is situated in some of the most stunning areas in northern Alberta. Covering 288,347 square kilometres, our schools are located near mountains, lakes, rivers, forests, and wetlands in Treaty 6 and 8 territories. We hold high respect for the history, language, and culture in these territories. At NSD, 95% of the student population is of First Nations, Métis and Inuit descent. We have approximately 2,000 students in 19 schools. Our schools are located in municipalities, First Nation reserves, and Métis Settlements.

### Commitment

To inspire students to be the best they can be by providing outstanding holistic educational opportunities, with amazing staff and strong partnerships with families and communities.

### Vision

“Our students love to come to school in Northland”

### Northland School Division Priorities

- 1. Excellence in Learning:** Students achieve or exceed the standards set by Alberta Education in literacy and numeracy.
- 2. Excellence in Leadership:** Through excellent leadership practices, everyone feels welcome and valued.
- 3. Excellence in Relationships:** Develop and actively promote healthy relationships with students, parents/guardians, staff, community, and educational partners.

## Important Dates

- On December 30, 1960, the Minister of Education established the Northland School Division comprising over 30 school districts and some 20 schools. (Source: J.W. Chalmers, 1985).
- 1961-1983: Northland School Division operated with official and appointed Trustees.
- 1983-2010: The Board of Trustees of Northland School Division consisted of chairpersons from the Local School Board Committees.
- 2010-2016: On January 21, 2010 the Minister of Education appointed Dr. Colin J. Kelly as Official Trustee. The Local School Board Committees remained in an advisory role to the schools.
- 2016-2017: On July 13, 2016, Minister of Education David Eggen announced the appointment of Lois Byers as official trustee.
- 2017-Present: On May 4, 2017, the new [\*Northland School Division Act\*](#) received Royal Assent in the Legislative Assembly of Alberta, supporting the elected Board.

## Electoral Wards

**\*Note: One trustee elected per ward.** Northland School Division is divided into 9 Wards with one trustee being elected in each ward.

Ward	Communities	First Nations with Education Service or Tuition Agreement	Schools within Ward
1	Paddle Prairie Métis Settlement Keg River		Paddle Prairie School
2	Susa Creek		Susa Creek School
3	Gift Lake Métis Settlement Peavine Métis Settlement	Whitefish Lake First Nation (No.459) Utikoomak Lake (No. 155/ 155A/ 155B)	Gift Lake School Bishop Routhier School
4	East Prairie Métis Settlement Grouard	Kapawe'no First Nation (No. 150B/ 150C/ 150D/ 229/ 230) Sucker Creek First Nation (No. 150A)	Hillview School Grouard Northland School
5	Elizabeth Métis Settlement Fishing Lake Métis Settlement		Elizabeth School J.F. Dion School
6	Demarais Sandy Lake Peerless Lake Trout Lake Little Buffalo	Bigstone Cree Nation No. 458 (Wabasca No. 166/ 166A/ 166D, Pelican Settlement)  Peerless Trout First Nation (Peerless Trout Indian Reserve No. 238) Lubicon Lake Band Woodland Cree First Nation (No. 226/ 227/ 228) (Inactive)	Mistassiniy School Career Pathways School Pelican Mountain School



7	Wabasca Chipewyan Lake	Bigstone Cree Nation No. 458 (Wabasca No. 166B/ 166C)	St. Theresa School Chipewyan Lake School
8	Calling Lake	Bigstone Cree Nation No. 458 Jean Baptiste Gambler No. 183	Calling Lake School
9	Anzac Janvier Conklin Fort McKay	Chipewyan Prairie First Nation (Janvier No. 194, Cowper Lake Indian Reserve 194A, Winefred Lake Indian Reserve No. 194B) Fort McKay First Nation No. 467 (Fort McKay Indian Reserve No. 174/ 174C/ 174D/ Namur Lake No. 174A/ 174B/) Fort McMurray No. 468 First Nation (Gregoire Lake No. 176/ 176A/ 176B, Clearwater No. 175)	Anzac Community School Bill Woodward School Conklin Community School Father R. Perin School Fort McKay School

Some of this information is courtesy of the Alberta School Boards Association, Alberta Education and the Local Authorities Election Act.

This is for general information only.



**Northland**  
**SCHOOL DIVISION**

**For more information contact:**

Douglas Aird, Returning Officer

Phone: 780-624-2060 ext: 6141

Email: [douglas.aird@nsd61.ca](mailto:douglas.aird@nsd61.ca)