

# **BE A LEADER!**

## **BECOME A SCHOOL BOARD TRUSTEE!**



**Northland**  
**SCHOOL DIVISION**

**Nomination Day: Monday, September 22, 2025**

**Election Day: Monday, October 20, 2025**

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# About School Board Trustees

## What is a School Board Trustee?

A school board trustee is an elected representative who helps guide and make decisions for their local school division. They work with other trustees on the school board to make sure schools are serving the community well and following Alberta's education laws. Trustees represent the interests of parents/guardians, students, and community members to make sure schools are safe, welcoming, and effective places to learn.

## What do School Board Trustees do?

School board trustees have several important responsibilities:

- **Setting Direction:** They help create plans and goals for the school division, making sure the education provided meets community needs and follows provincial guidelines.
- **Making Policies:** They make rules and guidelines for how schools operate, covering things like budgets, student safety, and how schools report their progress.
- **Managing Budgets:** They approve and monitor the school division's annual budget to make sure money is used effectively.
- **Overseeing the Superintendent of Schools/CEO:** They hire, support, and evaluate the superintendent, who manages daily operations and follows the board's decisions.
- **Community Engagement:** They listen to parents/guardians, students, and other community members to make decisions that reflect their needs and concerns.
- **Advocacy:** They speak up for public education by sharing their community's needs with the government and other organizations.

## Sources of Information

The information provided in this section is adapted from:

- Alberta School Boards Association. (n.d.). *Guide for School Board Trustees (English)*. Retrieved from [ASBA Website](#)
- Public School Boards Association of Alberta. (2025). *Trustee Brochure*. Retrieved from [PSBAA Website](#)

## 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; and
- you have been a resident of the local jurisdiction and the ward for the six consecutive months immediately preceding nomination day;
- Click on the website link for more information on wards and First Nations reserves included in each ward <https://www.nsd61.ca/governance>. and
- you are not otherwise ineligible.

### 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 or Saturday (9:00 a.m. - 4:30 p.m.) a month for in-person and virtual Regular Board Meetings;
- possible Special Meetings;
- 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 generally 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/governance/elections>.

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

Interested individuals can submit nomination papers at a school in their ward or at Central Office (Peace River). Nominations open Jan 1, 2025 and the deadline to submit is **Monday, September 22, 2025 at noon**. Election Day is **Monday, October 20, 2025**.

## **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.

## About Northland School Division

NSD 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 1700 students in 18 schools. Our schools are located in municipalities, Métis Settlements and near First Nation reserves.

### 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

- **Priority 1 - Connections Supporting Truth and Reconciliation:** In each year of this plan, The Northland School Division students and staff members will increase and strengthen visible connections to land, Indigenous languages, school communities and collaborative partnerships.
- **Priority 2 - Holistic Learning:** In each year of this plan, each child enrolled in a Northland School Division school will demonstrate excellent literacy and numeracy skills as well as a solid foundation in social-emotional skills.
- **Priority 3 - Excellent People Supporting Students:** In each year of this plan, Northland School Division will attract and retain invested staff members and empowered leaders by ensuring access to a range of lifelong learning opportunities, high quality resources, excellent teacher lodging, and comprehensive remuneration and benefits.
- **Priority 4 - Responsible Resourcing:** In each year of this plan, Northland School Division will maintain the highest standards of equitable access to timely supports and school site infrastructure within a fiscally responsible framework.

## 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, creating the ward structure and 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 the 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		Gift Lake School Bishop Routhier School
4	East Prairie Métis Settlement Grouard	Kapawe'no First Nation (No. 150B/ 150C/ 150D/ 229/ 230)	Hillview School Grouard Northland School
5	Elizabeth Métis Settlement Fishing Lake Métis Settlement		Elizabeth School J.F. Dion School Northland Online School
6	Desmarais Sandy Lake	Bigstone Cree First Nation - Desmarais (Wabasca No. 166/ 166A/ 166D, Pelican Settlement)	Mistassiniy School Career Pathways School
7	Wabasca Chipewyan Lake	Bigstone Cree First Nation - Wabasca (Wabasca No. 166B/ 166C)	St. Theresa School Chipewyan Lake School
8	Calling Lake	Bigstone Cree Nation - Calling Lake Jean Baptiste Gambler No. 183	Calling Lake School



9	Anzac Janvier Conklin	Chipewyan Prairie First Nation, and Fort McMurray First Nation (Clearwater No. 175, Gregoire Lake No. 176/176A/ 176B, Janvier No. 194, Cowper Lake Indian Reserve 194A, Winefred Lake Indian Reserve No. 194B	Anzac Community School Bill Woodward School Conklin Community School Father R. Perin School
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**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**

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