



Date: May 28, 2025 **Agenda Item:** 7.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services

Subject: **Appointment of Returning Officer and Substitute Returning Officer for the 2025 General Election**

Recommended Motion:

THAT the Board of Trustees approve Sean Nicholson, Associate Superintendent, Corporate Services, Secretary Treasurer, is appointed as Returning Officer and Franco Maisano, Executive Director, Corporate Services, is appointed as Substitute Returning Officer for the purposes of conducting elections under the Local Authorities Election Act.

Background:

Section 13 of the Local Authorities Election Act provides that an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- | | |
|--------------------|---|
| COMPETENCY: | (6) School Authority Operations and Resources |
| INDICATORS: | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and
c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness. |
| COMPETENCY: | (7) Supporting Effective Governance |
| INDICATORS: | e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements; and
f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms. |

Governance Implications:

[Local Authorities Election Act \(LAEA\) of Alberta](#)

Section 13 Appointment of returning officer and substitute returning officer.

Education Act

Board Powers and Elections Section 73

Policy 225: Role of the Board

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

Administration is prepared to respond to questions at the May 28, 2025, Public Board meeting.

Attachment(s):

Not applicable.