



Date: August 27, 2025 **Agenda Item:** 7.1

To: Board of Trustees

From: Shawna Warren, Superintendent

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

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

Recommended Motion:

THAT the Board of Trustees approve Mary Lacroix, Associate Superintendent, Human Resources, as Substitute Returning Officer for the 2025 General Election.

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.

The Board previously appointed Sean Nicholson, Associate Superintendent, Corporate Services, as Returning Officer. As a result of a vacancy in the position of Substitute Returning Officer, it is necessary to appoint a replacement to ensure appropriate support and continuity in the administration of the 2025 General Election.

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

Board Policy 2: 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 August 27, 2025, Public Board meeting.

Attachment(s) and/or link(s):

Not applicable.