
HORIZON SCHOOL DIVISION

Policy Code: BG
Policy Title: Trustee Criminal Record Check Bylaw

POLICY HANDBOOK

Cross Reference:
Legal Reference: Education Act,
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Amendment or Re-affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DEEMS IT ADVISABLE TO REQUIRE A PERSON SEEKING TO BE NOMINATED TO PROVIDE A CRIMINAL RECORD CHECK WITH THEIR NOMINATION AS PER THE LOCAL AUTHORITIES ELECTION ACT.

DEFINITIONS

Unless otherwise specified, words used in this bylaw will have the same meaning as defined in the *Local Authorities Election Act*.

Criminal record check means a check conducted by a police service in Alberta, which must include results of both local and national records including charges and convictions.

GUIDELINES

1. A returning officer shall not accept for filing a nomination that is not accompanied with a criminal record check required by bylaw.
2. At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy, or secretary.
3. A filed nomination paper must be made available in a partial or redacted form as necessary, but the results of the criminal record check must be withheld or fully redacted to ensure that the mailing address of the candidate and of the candidate's official agent as well as the results of the criminal record check is not disclosed.

REGULATIONS

1. Every nomination of a candidate for the office of trustee must be accompanied with a criminal record check issued no earlier than 60 calendar days prior to the date the nomination is submitted.
2. The results of the criminal record check will be shared with the Board Chair, the Superintendent, and the Associate Superintendent of Finance and Operations.