

2025 School Board

ELECTIONS



Candidate Information Package
January 2025



Foreword

This handbook is provided as information only. It contains answers to frequent questions related to the election process and important facts of which prospective candidates should be aware. It is intended to serve as a supplement to the Education Act and the Local Authorities Election Act. Anyone wishing concise information should consult the relevant statutes, regulations and By-laws. Complete copies of these Acts may be obtained from:

The Queen's Printer

Suite 700, Park Plaza, 10611 – 98 Avenue, Edmonton, AB, T5K 2P7

Phone: 780-427-4952

Fax: 780-452-0668

Email: qp@gov.ab.ca

On Line: www.qp.alberta.ca

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Further Information Sources

[Local Authorities Election Act](http://qp.alberta.ca) - qp.alberta.ca

[Education Act](http://qp.alberta.ca) - qp.alberta.ca

[Canadian Rockies School Division](http://www.crps.ca) - www.crps.ca

[Alberta School Boards Association](http://asba.ab.ca) - asba.ab.ca

[Public School Boards Association](http://public-schools.ab.ca) - public-schools.ab.ca

[Alberta Education](http://alberta.ca/education) - alberta.ca/education

[Alberta Teachers' Association](http://teachers.ab.ca) - teachers.ab.ca

Canadian Rockies School Division Returning Officer

If you have any questions pertaining to being a School Board Trustee, please contact:

Konstantin Gregovic, Returning Officer

618 – 7th Avenue

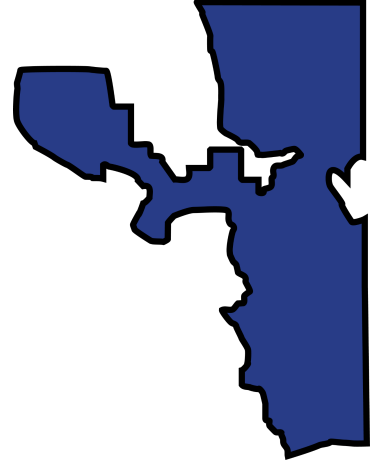
Canmore, AB T1W 2H5

Tel: 403-609-6072

www.crps.ca

1. Important Dates

2025 School Board Elections



Nomination Day – Monday September 22, 2025

Nomination Day is Monday September 22, 2025. Nomination papers must be filed with the Returning Officer between January 1, 2025, and 12 noon on Nomination Day at the Canadian Rockies School Division Central Board Office located at 618 - 7th Avenue in Canmore. Nomination papers can be filed by the candidate or anyone on their behalf. Nominations submitted by fax or email will not be accepted. In addition to the completion of the forms required under the *Local Authorities Act*, each candidate will be required to complete a “Release of Candidate Information” form, which authorizes Canadian Rockies School Division to release specific personal information and a photo on its website and to the local media. (See Section 5: Election Forms)

Election Day – Monday October 20, 2025

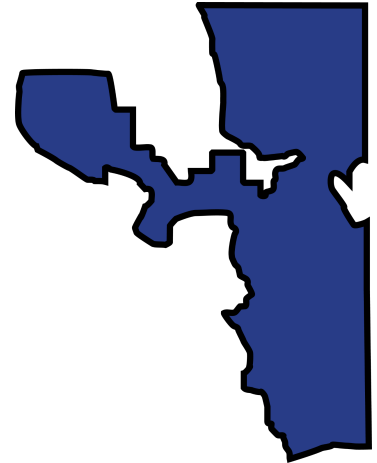
Election day is Monday, October 20, 2025. Every voting station will open promptly at 10:00 a. m. and will be kept open until 8:00 p. m. Voting stations may open earlier if the County, Town or Village has passed a by-law.

Advanced Polls

Once established, Advanced Polls will be posted to CRPS’ Trustee Election Folder, accessible at <https://www.crps.ca/about-us/board-of-trustees/2025-election>

2. Educational Stewardship

2025 School Board Elections



School boards help shape the future of local communities by governing the education of young people. The provincial government, through the Minister of Education, grants school boards the independent authority to make decisions regarding the direction and quality of local public education. Accountability to the public is entrenched through the election of local school board trustees every four years.

Term of Office

The term of office for School Board Trustees elected on October 20, 2025, is four years until the next general election in October 2029.

Role of the Trustee

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The oath of office taken by each Trustee when they assume office binds that person to work diligently and faithfully in the cause of education. As a member of the Canadian Rockies School Division Board of Trustees you have the opportunity to shape the future of the communities of which you serve. All decisions must be made at meetings, held in public, at which a quorum is present. A Trustees' vote is one of five.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the division.

Trustees have a fiduciary duty to protect the interests of the Division, place the interests of the corporate board above their own, maintain confidentiality and avoid conflicts of interests.

Specific Responsibilities of Individual Trustees

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. In alignment with Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education.
 - a. Respectfully bring forward and advocate for local issues and concerns prior to a Board decision.
 - b. Interpret the needs of the community to the Board and the Board's actions to those
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent. The Trustee, upon receiving a concern, complaint or information regarding a sensitive or confidential matter from a parent, staff member, community member or other stakeholder, about school operations, must forthwith refer this individual to the school principal and will also inform the Superintendent of this action. If the individual attempts subsequent communication with the Trustee, the Trustee will respond that the concern has been forwarded to the Superintendent and will not engage in further conversation with the individual. AP 155 Public Complaints/Dispute Resolution addresses specific public complaints. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the Division.
5. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
6. Participate in a number of seminars, conferences and conventions so they can enhance the quality of leadership and service they offer the Division.
7. Share the materials and ideas gained with fellow Trustees at the Board meeting immediately following a professional development activity.
8. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
9. Attend significant jurisdiction or school events.
10. Attend school council meetings throughout the Division, as available.

School Board Responsibilities

All school boards within Alberta are governed by *The Education Act*. Copies of this Act are available through the Queen's Printer of Alberta at www.qp.alberta.ca. Specific school board responsibilities include:

- Planning for the Division

- Setting priorities for the system
- Setting goals and policies for the Division
- Evaluating the chief executive officer
- Adopting an annual budget for the school system
- Communicating with the community and staff on behalf of the Division
- Educating others, so education is given a high priority by the public
- Keeping the community aware of the Division's achievements
- Adjudicating in policy disputes
- Advocating the Division's needs with all levels of government on behalf of education
- Building relationships with community agencies and municipal partners

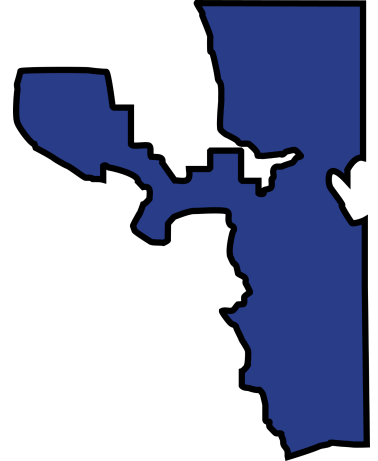
Board Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

- a. The Board believes an orientation program is necessary for effective Trusteeship. All Trustees are expected to attend all aspects of the orientation program.
- b. The Division will offer an orientation program for all Trustees that provide information on:
 - Role of the Trustee and the Board;
 - Organizational structures and procedures of the Division;
 - Board policy, agendas and minutes;
 - Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - Division programs and services;
 - Board's function as an appeal body, and
 - Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- c. The Board Chair and Superintendent are responsible for ensuring a Division orientation program for Trustees.
- d. The Superintendent shall provide each Trustee with access to the references listed in Policy 3 Appendix – Services, Materials and Equipment Provided to Trustees at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
- e. The Board Policy Handbook and the Administrative Procedures Manual are available on the Division website for Trustees.
- f. Incumbent Trustees are encouraged to help newly elected Trustees become informed about the history, functions, policies, procedures and issues

3. Information for Potential Candidates

2025 School Board Elections



Canadian Rockies School Division encompasses the geographical areas of Banff and Canmore, the villages of Exshaw and Harvie Heights, the hamlets of Kananaskis, Lac Des Arcs, Dead Man’s Flats and Lake Louise, part of the MD of Bighorn and portions of IDs No. 5, 8 and 9. In addition, the Canadian Rockies School Division provides education to students of the Stoney Nakoda First Nations by way of an Education Service Agreement and to international students from around the globe.

Elected Positions

Canadian Rockies School Division has three electoral wards that correspond to the boundaries of three former school jurisdictions. Representation is distributed as follows: two trustees from the former Banff School District, two from the Mount Rundle School Division, and one trustee from the Exshaw School District. This structure ensures balanced representation across the region’s diverse communities.

Time Commitment

All Trustees are expected to attend both Board of Trustees and Committee meetings. These meetings are held once a month and typically last 2 to 3 hours. Trustees may also serve on committees or as representatives to other organizations. Currently there are eight standing committees including: Alberta School Boards Association (ASBA) Zone 5 Representative; Public School Boards Association (PSBA) Representative; Local Bargaining Committee; Teachers Employer Bargaining Association (TEBA); Teachers Board Advisory Committee (TBAC); Audit Committee; Policy Review and Development Committee; and Transportation Committee. Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

The Board of Trustees Chair and the Vice Chair positions are elected at the Board's annual Organizational meeting. This is also the time when the committee membership is determined.

The 2025 Trustee Governance Training is scheduled after the Board Organizational meeting which will take place following the October 2025 election.

Candidate Eligibility

It is the responsibility of the candidate to ensure that they are eligible to run as a candidate. Please refer to section 23 of the Local Authorities Election Act.

Filing Nomination Papers

Your nomination must be filed in the prescribed form, signed by at least fifteen (15) electors. It is imperative that a person that signs Nomination Papers is eligible to vote. Please refer to section 47 in the Local Authorities Election Act.

The Nomination Form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office and that you will accept the office if you are elected. You must swear or affirm the affidavit before a Commissioner for Oaths.

Nomination Day - September 22, 2025

A person may file a nomination to become a candidate for a general election, within the period beginning on January 1, 2025, and ending at 12 noon on **Nomination Day, September 22, 2025**. On September 22, 2025, nominations can be delivered between 10:00 a. m. and 12:00 noon at the Canadian Rockies School Division Central Board Office located at 618 - 7th Avenue in Canmore. This is the final date for receipt of Nomination papers. Nomination papers can be filed by the candidate or anyone on their behalf. Nominations submitted by fax or email will not be accepted.

Deposit

Canadian Rockies School Division requires that each Nomination be accompanied by a \$300.00 (three hundred dollar) deposit. This deposit must be paid when your nomination paper is filed. The deposit must be paid either by cash, certified cheque or money order payable to Canadian Rockies School Division. The deposit will be returned to you if you are elected or if you receive at least one-half the number of votes that the elected trustee received.

According to section 31 of the Local Authorities Election Act, after nominations have been closed on Monday, September 22, 2025, 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.

Withdrawing Your Nomination

Within 24 hours of the close of nominations, you may withdraw your nomination form, provided that more than

the required number of candidates have been nominated for the office you were seeking. The Returning Officer cannot accept your withdrawal if it would result in less than the required number of candidates. If you wish to withdraw, you must provide written notice to the Returning Officer.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available the next day (and for up to six days) from 10:00 a. m. to 12:00 noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies, nominations will be closed, and the Returning Officer will declare the candidates elected by acclamation. If more than sufficient nominations are received by noon on any of the days, nominations will be closed, and the election will be held as originally planned.

Late Nominations will not be accepted after 12:00 noon on Nomination Day, Monday, September 22, 2025.

Election Day

Election Day is Monday, October 20, 2025. Every voting station will open promptly at 10:00 a. m. and will be kept open until 8:00 p. m. Voting stations may open earlier if the County, Town or Village has passed a By-law.

Unofficial results may be made available when the results are provided to the Returning Officer after the voting stations close. Unofficial results will be made available on the Canadian Rockies School Division website as the results are known.

Other Considerations

Eligibility to Vote - refer to section 47 of the *Local Authorities Election Act*.

Rules of Residence - refer to section 48 of the *Local Authorities Election Act*.

Elector Identification Requirements - refer to section 53 of the *Local Authorities Election Act*.

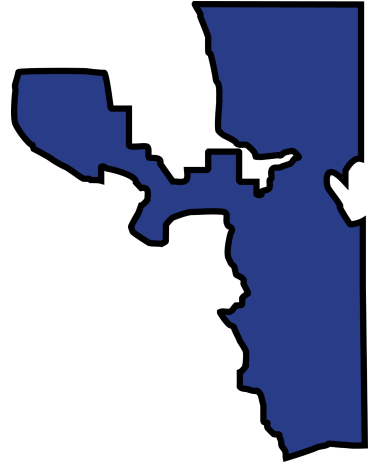
Printing of Campaign Literature - refer to section 134 of *Local Authorities Election Act*.

Advertising - refer to section 152 of the *Local Authorities Election Act*.

No campaign signs are allowed on the properties where the voting stations are located.

4. About Canadian Rockies School Division

2025 School Board Elections



Canadian Rockies School Division enjoys a progressive and innovative approach to learning, with a strong focus on traditional values and character education. Our five elected Trustees work together to govern the Division. Each of our 7 school communities make site-based decisions and each enjoys strong support and involvement from School Councils.

Vision - Creating a better world through transformational education that celebrates nature, diversity, and well-being.

Mission - Inspiring the hearts and minds of every student.

Beliefs - We believe student learning thrives when:

- The needs of students are recognized and come first.
- Each student's knowledge, skills, attributes, and interests are identified and developed.
- The learning environment is physically and emotionally safe and secure.
- Opportunities are provided for challenge, discovery, action, and reflection.
- Each school and the district function as one professional learning community – engaged in ongoing learning.
- Parents are well-informed and have meaningful opportunities to participate in their child's education.
- There are healthy connections between the schools and their communities.
- Relationships between the board, staff, students, and community model mutual respect and support.

Guiding Principles & Documents

The Board of Trustees believes that the primary purpose of public education is to advance student learning and achievement. Driven by the tenets of its Four Year Education Plan, success will be achieved by the development of cooperative efforts of staff, students and community. Together with the best use of resources this will provide

appropriate and challenging learning experiences for students. The Board is committed to fiscal responsibility, with the needs of students as its highest priority. Copies of the division's education plans, budgets, audited financial statements and capital plans are located on the Division's website at:

<https://www.crps.ca/about-us/plans-and-reports>.

Board Agendas & Minutes

For each term, copies of the Board of Trustee agendas, minutes, board highlights (The Brief), and board meeting recording are shared publicly through the Division's website at:

<https://www.crps.ca/about-us/board-of-trustees/board-meetings>.

Board Member Honoraria & Expenses

The policy of the Canadian Rockies School Division is that Trustees may receive a monthly honorarium for the normal performance of their duties and hourly or daily payments for additional service on certain committees, tribunals and hearings and activities as detailed in this policy. The Board may, by motion, authorize payment of honorarium for attendance (whether face to face or virtual) by Trustees at training events, conferences, committees not named and special meetings or any other events where the business of the Board is conducted.

a. Monthly Honorarium

The monthly honorarium amount for the Chair, Vice-Chair and Board members is set annually by motion of the Board. The monthly honorarium recompenses service for the usual business of the Board which includes attendance at regular public meetings and committee of the whole meetings.

Aforementioned monthly honorarium payments do not require the submission of claim vouchers for the basic honorarium.

In the case of a Trustee requesting a leave of absence from duties, payment of monthly honorarium will be suspended for the term of the leave.

The monthly honorarium for any Trustee not fulfilling their duties may be suspended by motion of the Board.

b. Hourly/Daily Honorarium

The hourly and daily honorarium amounts for Board members are set annually by motion of the Board. The hourly or daily honorarium will be paid for attendance at ASBA/PSBAA meetings and events, negotiation committee meetings, Trustee conferences, workshops, planning sessions, in district meetings with government officials, school functions, school council meetings and other events/meetings deemed appropriate by the Board. Travel time may be used in calculating the per diem claim. Attendance at these meetings and sessions will be coordinated by the board at Committee of The Whole meetings to ensure value of Trustee attendance.

Trustees are required to submit receipts and signed claim forms in order to receive hourly/daily honorarium and/or to be reimbursed for expenses. All claims must follow guidelines set by the Board and adhere to the annual budget set by the Board.

Cash and or a credit advance are allowable against anticipated costs.

c. Allowable Expenses for Trustees

Trustees may claim for actual expenses for the following:

- i. travel by automobile ([see Policy 7- Appendix A](#)), bus, train or airplane from the Trustee's place of residence to any meeting of the Board within jurisdiction boundaries or expenses related to traveling to a meeting outside the jurisdiction;
- ii. meals ([see Policy 7 - Appendix A](#)) when a meeting or activity takes place during or over meal hours and a meal is not provided as part of the activity;
- iii. other allowable expenses shall include parking and communications expenses incurred in relation to attending meetings or on Board business and other incidental expenses incurred when living away from one's home;
- iv. use of private accommodation is encouraged. When staying in private accommodation a flat rate ([see Policy 7 - Appendix A](#)) may be claimed in lieu of a hotel;
- v. where travel arrangements, accommodations or meals have been arranged by administration with a view to maximizing efficiency and minimizing expenses, Trustees shall avail themselves of these arrangements unless other arrangements are authorized by Board motion.

d. Claims for Hourly/Daily Honorarium and Expenses

- i. The Secretary-Treasurer will review Trustees' expense claims for accuracy and completeness. Discrepancies will be referred to the Board. Per Diem and expense claims shall be submitted electronically, via the financial software, in a timely manner and approved by the Board Chair. The Board Chair's per diem and expenses will be approved by the Board Vice Chair. Detailed receipts are required. Payment will be issued in accordance with a published schedule of dates.
- ii. Individual trustee remuneration will be reported annually in the Division's audited financial statements.

e. Adherence to Budget

Notwithstanding other parts of this policy, the total payments for honorarium and expenses shall not exceed the amount budgeted for such payments unless there is a Board motion authorizing a change to budget. In the case where payments would exceed budget, the Secretary-Treasurer is directed to cease all payments unless and until an authorizing motion is approved.

Board Policies

In addition to these rules, all potential candidates should review and be knowledgeable of all Board policies:

[Board Policy 01: Division Vision, Mission and Belief Statements](#)

[Board Policy 02: Role of the Board](#)

[Board Policy 03: Role of the Trustee](#)

[Board Policy 04: Trustee Code of Conduct](#)

[Board Policy 04: Appendix](#)

[Board Policy 05: Role of the Board Chair](#)

[Board Policy 06: Role of the Vice Chair](#)

[Board Policy 07: Board Operations / Board Policy 07: Appendix A](#)

[Board Policy 08: Committees of the Whole](#)

[Board Policy 09: Board Representatives](#)

[Board Policy 10: Policy Making](#)

[Board Policy 11: Board Delegation of Authority](#)

[Board Policy 12: Role of the Superintendent](#)

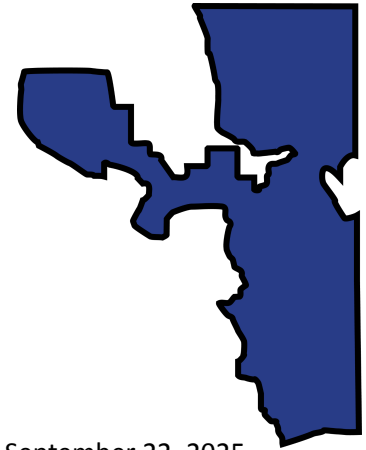
[Board Policy 13: Appeals Regarding Student Matters](#)

[Board Policy 14: Hearings on Teacher Transfers](#)

[Board Policy 15: School Closures](#)

5. Election Forms

2025 School Board Elections



Please complete the appropriate forms and submit to CRPS' Returning Officer before September 22, 2025.

Name	Adobe Fillable	Adobe Printable
Mandatory		
Release of Candidate Information	Form	Form
Form 4: Nomination Paper and Candidate's Acceptance	Mount Rundle / Banff / Exshaw	Mount Rundle / Banff / Exshaw
Form 5: Candidate Financial Information	Form	Form
If Applicable		
Form 16 Statement of Scrutineer or Official Agent	Form	Form
Form 26 Campaign Disclosure Statement and Financial Statement	Form	Form
Form 27 Registration of a Third Party	Form	Form
Form 28 Third Party Advertising Contribution Statement	Form	Form
Form B Notice of Intent	Form	Form