



*Every Student, Every Day, a Success.*

## **2025 ELECTION HANDBOOK**

**Public School**

**Trustee Candidate**

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### MAPS

The Battle River School Division  
Ward 1 City of Camrose  
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Ward 4 Flagstaff County

### FORMS REQUIRED

[NOTICE OF INTENT](#)

[NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE \(Form 4\)](#)

[CANDIDATE FINANCIAL INFORMATION \(Form 5\)](#)

[RELEASE OF CANDIDATE INFORMATION](#)

[CAMPAIGN DISCLOSURE STATEMENT AND FINANCIAL STATEMENT \(Form 26\)](#) --  
if applicable (to be returned to the Returning Officer on or before March 1<sup>st</sup>, 2026)

**Disclaimer:**     *The information in this handbook is for reference purposes only. Candidates should refer to the [Local Authorities Election Act](#), [Education Act](#), and the [Municipal Government Act](#) for all legislative requirements.*

## 1. INTRODUCTION

This information package contains answers to some frequently received questions and important facts for candidates. Copies of the **Local Authorities Election Act** ([link](#)) may be obtained from:

Alberta King's Printer, Park Plaza,  
Suite 700, 10611 98 Ave,  
Edmonton AB T5K 2P7,  
Phone toll-free 310-0000, 780-427-4952.  
Email: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
Web: <https://www.alberta.ca/alberta-kings-printer>

The **Education Act** ([link](#)), also available through the Alberta King's Printer, is provincial legislation that governs the operations of school boards in Alberta. It sets clear guidelines on how school boards should function and provides a framework for the expected conduct of trustees, ensuring accountability, ethical behaviour, and effective governance within the education system.

If you have any further questions, please contact the returning officer, Imogene Walsh, or substitute returning officer, Michelle Hagel, at the Battle River School Division (BRSD) office at 780-672-6131.

## 2. DIVISION FOUNDATIONAL STATEMENTS AND INFORMATION

### 2.1 Vision

*Every Student, Every Day, A Success.*

### 2.2 Mission

Battle River School Division, in collaboration with our communities, will support every student to be a lifelong learner and contributing member of society.

### 2.3 Beliefs

We believe:

- Every child can learn.
- Our fundamental purpose is to promote student learning, growth and understanding.
- Everyone will be treated with dignity and respect in a safe and caring environment.
- Positive relationships build healthy, resilient students and staff.
- When a student is in need, we will provide support.
- All staff must be skilled, committed and dedicated to their own continuous learning.
- We will support every student to the best of our ability every day.
- Optimal learning occurs when it is engaging, meaningful and active.

### 2.4 School System Information

BRSD serves approximately 5,800 students in 32 schools located in Beaver County, Camrose County, Flagstaff County and the City of Camrose. Our Three-Year Education Plan can be found on our website: <https://www.brsd.ab.ca/download/348419>

## 2.5 Board of Trustees

The Board of Trustees for BRSD consists of five (5) members:

TWO (2) trustees from Ward 1	(City of Camrose)
ONE (1) trustee from Ward 2	(Beaver County)
ONE (1) trustee from Ward 3	(Camrose County)
ONE (1) trustee from Ward 4	(Flagstaff County)

2.6 Role of the Board (link to [Board Policy 3](#))

2.7 Role of the Trustee (link to [Board Policy 4](#))

2.8 Role of the Board Chair (link to [Board Policy 6](#))

2.9 Role of the Vice-Chair (link to [Board Policy 7](#))

## 2.10 Trustee Time Commitments

Trustees are expected to commit to at least two days per month for board business. In addition, evening meetings may be planned for system and school activities. Typically, no meetings are planned for July and the beginning of August and only one meeting in December and June. Commitments include attending board meetings and committee meetings.

## 3. ELECTION INFORMATION

Please note this is an information manual and has no legislative sanction. For further information, please refer to the [Local Authorities Election Act](#) and the [Education Act](#). It is a candidate's responsibility to confirm eligibility before engaging in the nomination process and to read and understand the relevant legislation.

### 3.1 Nomination Day and Period

The Returning Officer will accept completed nomination forms for the position of Public School Board Trustee at the BRSD Division Office, located at 4302 38 Street, Camrose, **between January 1, 2025, and by no later than 12:00 p.m. (noon) on Monday, September 22, 2025 (Nomination Day)** for a total of five (5) Trustee positions. Candidates wishing to submit their completed nomination forms before Nomination Day can contact the Returning Officer at the number below. To schedule an appointment, please call **780-672-6131**:

Ext. **5235** (Returning Officer); or  
Ext. **5228** (Substitute Returning Officer).

On Nomination Day (September 22, 2025), papers will be received by the Returning Officer between 10:00 am and noon at the BRSD Division Office.

Candidates intending to run for the 2025 election must register their **Notice of Intent** ([link](#)) with the Returning Officer before accepting campaign contributions or incurring campaign expenses.

The nomination forms include: **Notice of Intent, Nomination Paper and Candidate's Acceptance, Candidate Financial Information**, and **Release of Candidate Information** forms can be accessed on the BRSD elections webpage (<https://www.brsd.ab.ca/election-2025>).

At any time after noon on nomination day, nomination papers may be examined by an elector during regular business hours and in the presence of the Returning Officer by calling one of the numbers above.

### 3.2 Nomination Paper and Candidate's Acceptance

It is the responsibility of the candidate to properly complete the **Nomination Paper and Candidate's Acceptance** ([link](#)) form.

Every nomination of a candidate shall be in the prescribed form and signed by at least five (5) eligible electors. A person is eligible to vote if the person:

- is at least 18 years old,
- is a Canadian citizen, and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on the date of signing the nomination.

The Candidate's Acceptance requires you to swear or affirm that you:

- are eligible to be elected under Sections 21 and 47 of the *Local Authorities Election Act*, and Sections 4(4) and 74 of the *Education Act*;
- are not otherwise disqualified under Section 22 or 23 of the *Local Authorities Election Act*;
- have read Sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act*, and Sections 4(4) and 74 of the *Education Act* and understand their contents; and
- will accept the office, if elected.

A Federal public servant employee may seek nomination but they must request permission from the Public Service Commission of Canada before filing the Nomination Paper.

Contact: 1-866-707-7152 or

<https://www.canada.ca/en/public-service-commission/services/political-activities/brochure-political-activities.html>

### 3.3 Release of Candidate Information to the Public

Throughout the election campaign, the Returning Officer may receive requests for candidates' contact information (telephone numbers, email addresses, and websites) from the news media, election forum organizers, the public and government officials, including the Deputy Ministers of Municipal Affairs and Education, require contact information for candidates.

In order for the release of their contact information, candidates must complete the **Release of Candidate Information** ([link](#)) form and submit it with their nomination papers.

### 3.4 Conflict of Interest (Education Act)

The rules governing trustee conflicts of interest are outlined in the *Education Act (Division 5 - Conflict of Interest and Disqualification)*. The pecuniary interests of a trustee's spouse or adult interdependent partner are deemed to be the pecuniary interests of the trustee.

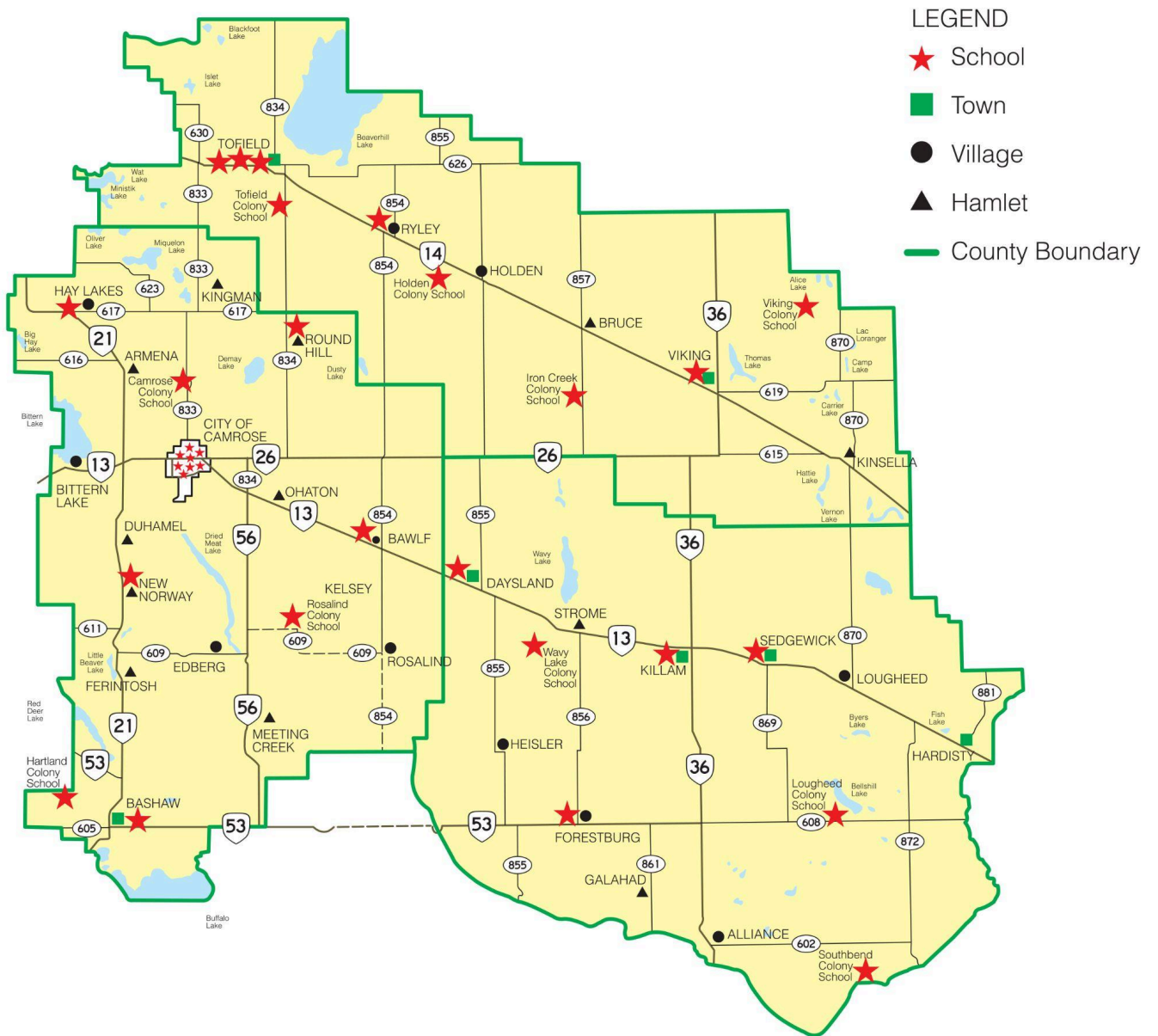
Once elected, trustees must file a statement with the Secretary-Treasurer of the Board showing:

- the names and employment of the trustee and the trustee's spouse or adult interdependent partner,
- the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
- the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

### **3.5 Election Day**

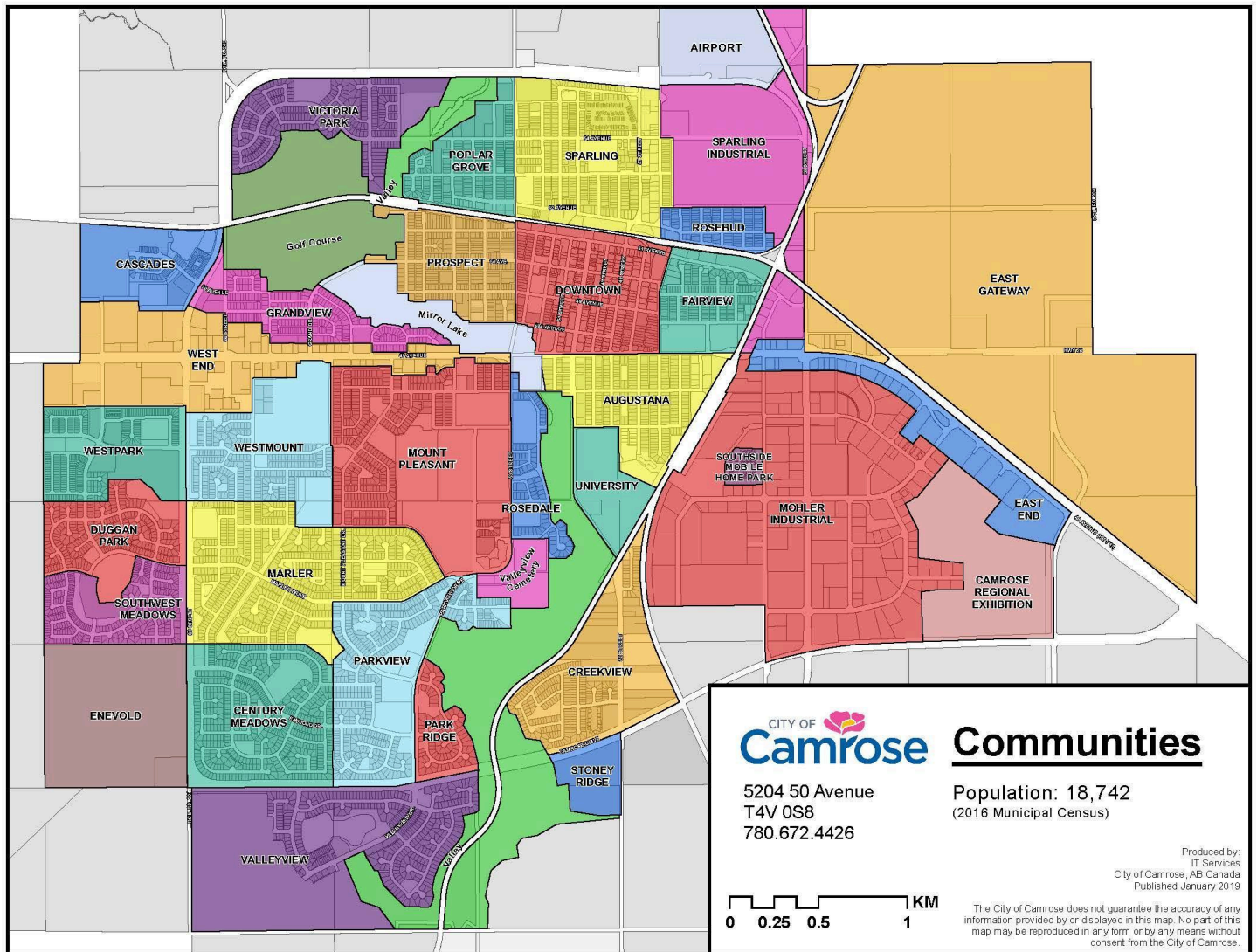
Monday, **October 20, 2025**

## MAP - THE BATTLE RIVER SCHOOL DIVISION



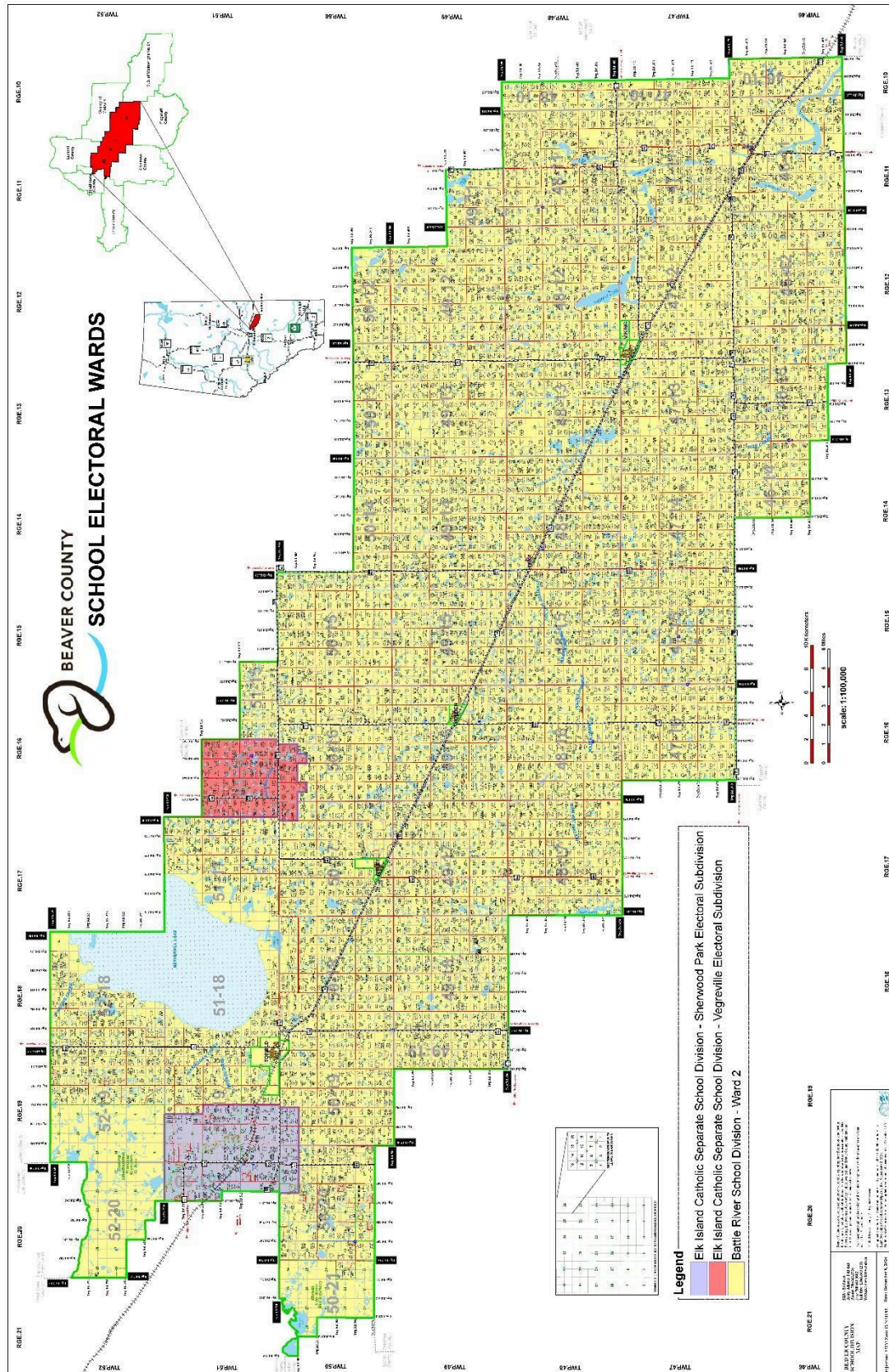


## MAP - WARD 1 (CITY OF CAMROSE)





# MAP – WARD 2 (BEAVER COUNTY)



**CAMROSE COUNTY**  
YOUR PLACE TO LIVE - WORK - PLAY

**SCHOOL ELECTORAL WARDS**

- Battle River School Division Ward 3
- Catholic Separate



MAP – WARD 4 (FLAGSTAFF COUNTY)

