



# Nomination Package

Trustee Election 2025



**Clearview  
Public Schools**

We All Belong – We All Succeed

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# ***Be a leader in your community. Become a school board trustee!***

Trustees, as part of the Clearview Public Schools, make vital decisions about how education is delivered in your community. School board decisions affect our children's education and the cultural, social and economic life of our local communities. If you have a passion and interest in the success of educating children and a vision for local education, consider running for the school board.

**The nomination deadline is 12 noon on September 22. No Late Applications are accepted.**

**Nominations are accepted at the Central Services office beginning January 6, 2025, from 8:30 am – 4:30pm Monday to Friday and until Monday, September 22, 2025, at 12 noon (5031 50 Street, Stettler). *It is advisable to call in advance to ensure a time to accept your nomination submission.***

*Nominations must be provided in person. Note that if the candidate is having another person deliver the nomination form on their behalf, it must be signed by a Commissioner for Oaths before delivery.*

## **1. Upcoming Key Dates**

July 1	Date on or after for the candidate to notify Clearview if employed by Clearview
September 22	Nomination Day
October 20	Election Day
October 30	Regular Meeting
October 31	Trustee Orientation
November 3	Trustee Orientation
November 13	Organizational Meeting and Regular Meeting (9:00 am)
November 16-18	ASBA Fall General Meeting
November 27	Regular Meeting (Approve Clearview's education plan, final budget, and financial statements)

## 2. Being a Trustee

As an elected member, a Trustee must balance the responsibilities and relationships inherent in their role:

- establishes the strategic plan and budget for Clearview
- participates in decision-making processes and appeals processes of the Board
- participates and communicates on committees of the Board or as Board representatives
- participates in provincial associations meetings, such as the Alberta School Boards Association
- communicates the Board's decisions to communities
- attends school council meetings

Time Commitments

- Up to two regular meetings per month
- Dates and times are established by the Board (currently, meetings are from 9:30 am to 3:30 pm)
- Engagement in committees is also available. For the list of current committees, see <https://www.clearview.ab.ca/board/board-committees>
- Four-year term

[Role of the Board](#)

[Role of the Trustee](#)

[Trustee Code of Ethics](#)

[Trustee Compensation and Reimbursement Rates](#)

[A candidate's guide: running for local elected office in Alberta](#)

*A Chair and Vice-Chair are not elected directly and are chosen by the Board at the Organizational Meeting and typically annually thereafter. There are no terms or limits to the number of times a trustee can serve as Chair or Vice-Chair.*



### 3. Nomination Information

Nomination forms and packages may be picked up at any Clearview local community school or at the Central Services office located at 5031 50 Street, Stettler.

All information, including nomination forms, is available under Elections at [www.clearview.ab.ca](http://www.clearview.ab.ca).

*Freedom of Information and Protection of Privacy*

*The personal information collected on these forms is being collected under the authority of the Local Authorities Election Act and the School Act and will be used for the nomination of candidates for the Board of Trustee election (Clearview Public Schools) on October 20, 2025. It will be treated in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.*

### 4. Nomination Requirements

- The nomination form must be signed by at least five (5) resident electors (see residency requirements below).
- Nomination forms must be submitted no later than Monday, September 22, 2025, at the Central Services office by 12:00 pm noon (5031 50 Street, Stettler). ***It is advisable to call in advance to ensure a time to accept your nomination submission.***
- Nomination Forms must be dropped off in person or;
- Where a nominee wishes to have their form delivered by an agent, the form must be witnessed by a commissioner for oaths in advance.
- Identification or a photocopy of the identification will be required (see ***Proof of Identification for Candidate***).

### 5. Qualifications to Run as a Trustee

LAEA s.47 – A person is eligible to participate in a school board trustee election if they:

- (a) are at least 18 years of age;
- (b) are a Canadian citizen; and
- (c) reside in Alberta and their place of residence is located in the school board's boundaries on election day.

LAEA s.21 – To be eligible for nomination as a candidate, a person must on nomination day:

- (a) be eligible to vote in the election in which the person is a candidate,
- (b) have been a resident of the local jurisdiction and the ward, if any, for six (6) consecutive months immediately preceding nomination day (see below for further details), and
- (c) not be otherwise ineligible or disqualified.

Subject to the exceptions in sections 22, 23, and 24 of the Local Elections Act (LGA) and section 256(3) of the School Act (SA)

For a copy of the Local Elections, you may use the following link:

<http://www.qp.alberta.ca/documents/Acts/L21.pdf>

## 6. Rules of Residency

There are two distinct dimensions that determine a person's place of residence: physical residence and faith-based residence.

**For a map of the Clearview electoral wards, or locations that have been formed as Roman Catholic school areas, [election Wards](#)**

Below, see the requirements for residency based on faith and ward locations.

### Residency - Physical

Two distinct dimensions determine a person's place of residence: physical residence and faith-based residence.

These rules govern physical residency:

- (a) A person may be a resident of only one place at a time for the purpose of voting.
- (b) if a person has more than one residence in Alberta, they must designate one place of residence for the purposes of candidacy and voting.
- (c) a residence is the place where the person lives and sleeps and where they intend

to return following an absence.

(d) a person does not lose their residence by leaving their home for a temporary purpose, such as going on vacation.

## **Wards**

Wards subdivide the total geographical area of the school authority into smaller geographical units. Persons who reside in a particular ward are residents of only that ward: all wards have one representative, except for Ward 3 (Stettler), which has two representatives.

Section 47 and 48 of the *Local Authorities Election Act* require that, where wards or electoral subdivisions are established, a person is only eligible to run as trustee, nominate a trustee candidate, or vote in the ward in which the person resides (unless a voting station is established in a location outside of a particular ward). Clearview Public Schools has established wards in the division.

Every voter must make a statement in the presence of an election officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector and produce for inspection at least one (1) authorized identification verifying the person's identity and current residence.

For more information on voter eligibility identification requirements, click [HERE](#).

## Faith-Based Eligibility and Residency

### Section 74 – Education Act

Where a separate school district is established, an individual residing in the boundaries of the established area is considered a separate school elector if they declare they are of the same faith (either Protestant or Roman Catholic) as those who established the separate school district. A separate school elector is eligible to be nominated as or vote for either a public school trustee or a separate school trustee for the school board in which the person resides (not both).

Clearview Public Schools has parts of the division that overlap with Roman Catholic school boundaries. Residents of areas with Roman Catholic school district boundaries must choose to be either a resident of the Roman Catholic school division or a resident of the public school district. For school board elections, a person cannot be a resident of both and must choose one.

All else considered, persons residing in an area that does not also have a Roman Catholic school boundary is a resident of the Clearview Public Schools and are eligible to vote or run as a trustee. Similarly, suppose you are not of the Roman Catholic faith and reside in an area that has a catholic school boundary. In that case, you are a resident of the Clearview Public Schools and eligible to vote or run as a trustee.

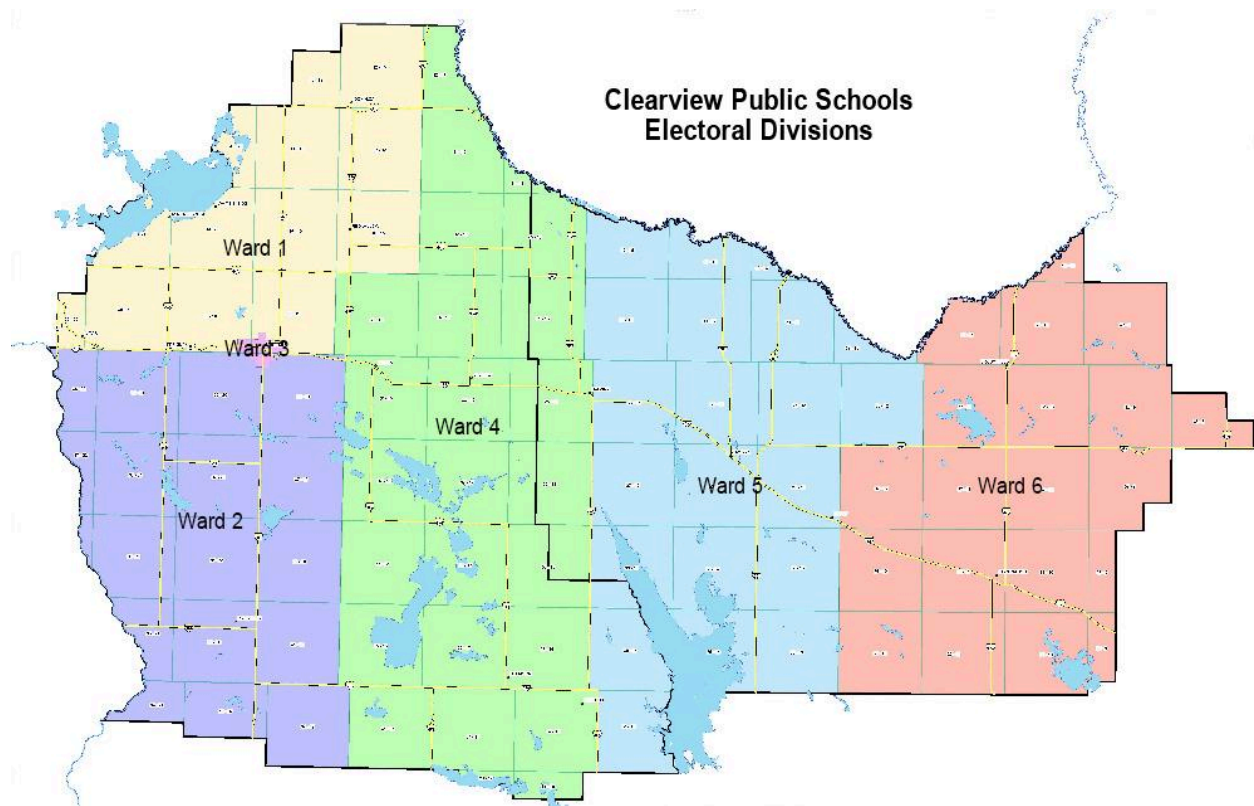
## Determination of Residency

To help to determine a person's place of residence, the following can be used in order of priority:

- (a) The address shown on the person's driver's license issued on behalf of the Government of Alberta or an identification card issued on behalf of the Government of Alberta.
- (b) The address to which the person's income tax correspondence is addressed and delivered.
- (c) The address where the person's mail is delivered.

Where elections are concerned, a person loses their place of residence if they leave without the intention of returning to it. People who do not meet the residency requirements are not allowed to run or vote in that election.

## 7. Electoral Boundary Map and Ward Descriptions



### Ward Maps

[Link to GoogleMap of Wards](#)

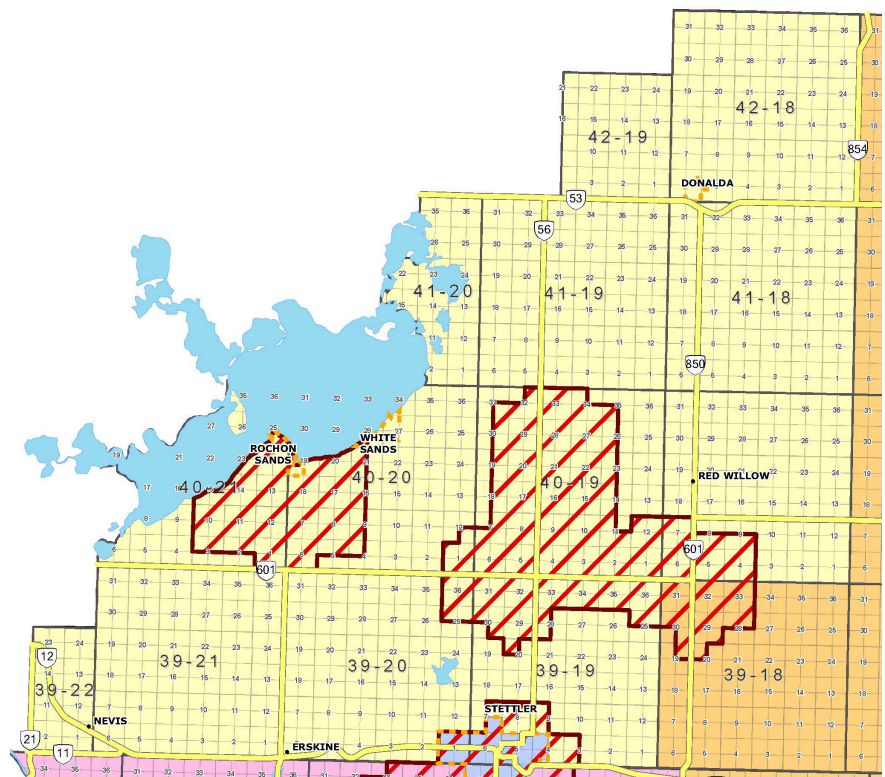
## Detailed Maps By Ward and Roman Catholic Areas

**AREAS IN RED**, in the following detailed maps, are the boundaries for the Roman Catholic school areas within the Clearview Public Schools area.

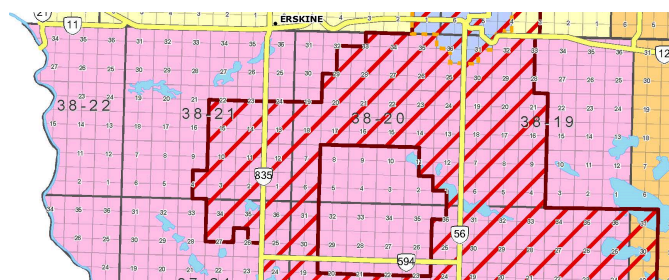
### Ward 1 Erskine and North, Donalda, and areas

#### One (1) Trustee

Range 18, Townships 40 to 42  
Range 19, Townships 39 to 42  
Range 20, Townships 39 to 41  
Range 21, Townships 39 to 40  
Range 22, Township 39



### Ward 2 Big Valley and area, Erskine south



## area

### One (1) Trustee

Range 19, Townships 34 to 38

Range 20, Townships 34 to 38

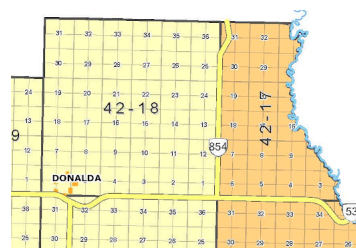
Range 21, Townships 34 to 38

Range 22, Townships 36 to 38

## Ward 3 The Town of Stettler corporate limits

### Two (2) Trustees

All areas in the Town of Stettler are considered part of the Roman Catholic school boundaries.



## Ward 4 Botha, Gadsby, Byemoor, Halkirk, and areas

### One (1) Trustee

Range 16, Townships 33 to 41

Range 17, Townships 33 to 42

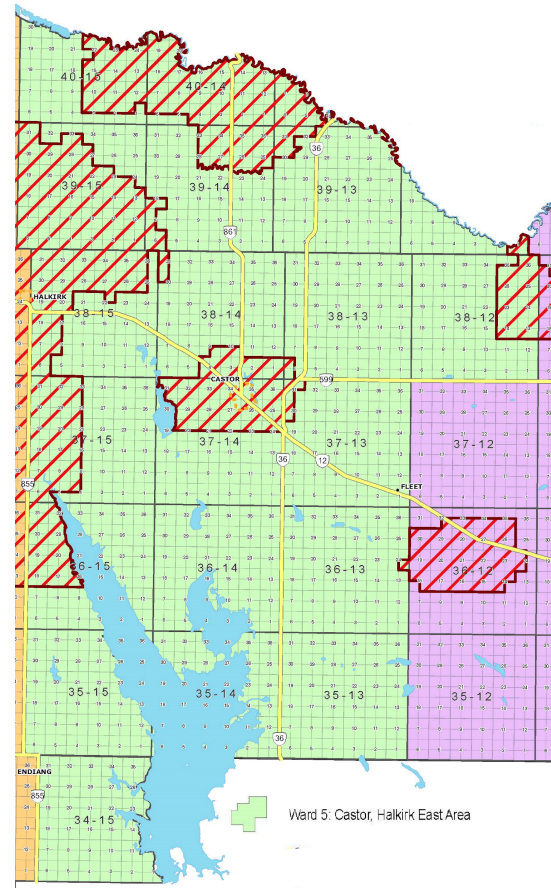
Range 18, Townships 34 to 39



## Ward 5 Castor and area, as well as Halkirk east area

### One (1) Trustee

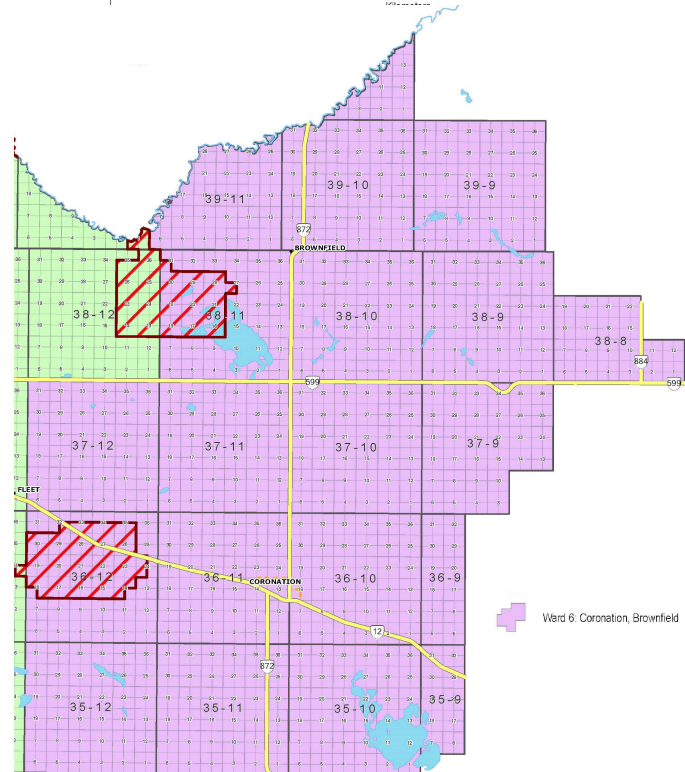
Range 12, Townships 38 and 39  
Range 13, Townships 35 to 40  
Range 14, Townships 35 to 40  
Range 1S, Townships 34 to 40



## Ward 6 Coronation, Brownfield and areas

### One (1) Trustee

Range 8, Township 38  
Range 9, Townships 35 to 39  
Range 10, Townships 35 to 40  
Range 11, Townships 35 to 39  
Range 12, Townships 35 to 37



## 8. Campaigning

The purpose of campaigning is to convince the electors of your ward that you are the best candidate for the position. Campaigns can include talking to people, putting up signs, handing out brochures, running ads in the newspapers and giving interviews to the media.

### General Regulations

While the style of the campaign is up to you, there are a few regulations that you need to be aware of:

- You may not reproduce a copy of the ballot that will be used in the election, showing it to be marked for a particular candidate. *(see Section 148 of the Local Authorities Elections Act)*
- Campaigning at the voting station during election hours is not permitted. The only people allowed at the voting station are the RO, DROs, constables, candidates, official agents, scrutineers (who are authorized to attend), and the voting electors. This means that neither you nor your agent and campaign workers may display or circulate any type of literature or talk to any of the voters about the election. Campaigning at locations other than the Voting Stations on election day is permitted. *(see also Section 152 of the Local Authorities Election Act)*
- Bribery and exertion of undue influence are not permitted. This means you cannot give or promise money or another valuable consideration to anyone in return for a vote or for refraining from voting. You also may not threaten violence, injury or damage or use intimidation to cause a person to vote or refrain from voting. *(see sections 116 & 117 of the Local Authorities Elections Act)*
- Sections 148, 150, 152, 153, 155, 156, and 157 of the Local Authorities Election Act provide details about election offences and penalties. Many offences can result in fines and/or imprisonment. Please be sure to review these sections.

## Election Finances and Contributions Disclosure

Please use the following [link](#) to access information on election finances, including new requirements for 2025 on the disclosure of election finances.

## Election Signs

Please contact the local municipality where you are looking to place signage to ensure compliance with the Alberta government and local municipal bylaws.

<https://www.alberta.ca/election-signs>

## Interference with Posted Documents

Section 153 of the Local Authorities Election Act

*"A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offence and liable:*

- (a) if the person is an officer, to a fine of not more than \$1000, and*
- (b) in any other case, to a fine of not more than \$200."*

## On Election Day - Signage

Section 152 of the Local Authorities Election Act

(1) Subject to subsection (2), a person who, on election day,

- (a) displays inside or on the outside of a building used for a voting station, or
- (b) distributes within a building used for a voting station, an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy under this Act is guilty of an offence and liable to a fine of not more than \$500.

(2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.

(3) The distribution by or on behalf of a candidate or the candidate's official agent or scrutineer of newspapers, pamphlets or other literature containing articles or reports on matters of public interest is not a contravention of this section.

(4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed. Neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal.

## 9. Further Information

To review further information helpful to understand the role of the trustee or information on Clearview Public Schools, visit the "**Election**" resource centre at <https://www.clearview.ab.ca/elections>.

### Resources

**Alberta School Boards Association (ASBA) Resources for Candidates**  
<https://www.asba.ab.ca/municipal-elections>

[School Board Elections Information - Alberta Education](#)

[Alberta School Councils' Association](#)

[Public School Boards' Association of Alberta](#)

## **Step 1: Eligibility Requirements**

All candidates must be eligible to vote in the election and must be:

- at least 18 years old,
- a Canadian citizen,
- reside in Alberta, and their place of residence is located in the school board's boundaries on election day,
- have been a resident of the local jurisdiction for six consecutive months immediately preceding nomination day; and
- not otherwise ineligible or disqualified.

## **Step 2: Notice of Intent**

Candidates who intend to run in the Clearview Public Schools Board of Trustees election may only accept campaign contributions or incur campaign-related expenses after submitting a completed Notice of Intent and being added to the Register of Candidates. The Notice of Intent is a mandatory requirement and must be submitted to the Returning Officer before engaging in campaign activity, including but not limited to fundraising or public promotion of the candidate. If a candidate intends to begin promoting themselves or fundraising in advance of submitting their full nomination package, the Notice of Intent must be filed and approved before such activities commence. Candidates who do not intend to promote their candidacy before the nomination deadline may submit the Notice of Intent along with the complete nomination package by no later than 12:00 p.m. (noon) on September 22, 2025.

[Notice of Intent](#)

## **Step 3: File Nomination.**

The following attached forms are required for your nomination to be complete, **in addition to the Notice of Intent from Step 2.**

- Form 4 Nomination Paper and Candidate's Acceptance
- Form 5 Candidate Financial Information
- Form 11 Proof of Identification for Section 52 Access

# Notice of Intent

*Local Authorities Election Act* (Section 147.22)

LOCAL JURISDICTION: Clearview Public Schools, PROVINCE OF ALBERTA

Election Date: October 20, 2025  
*date*

I, \_\_\_\_\_, of

\_\_\_\_\_  
complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

\_\_\_\_\_  
name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

## Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the \_\_\_\_\_  
of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths or Notary Public in  
and for Alberta

\_\_\_\_\_  
Signature of Candidate

Commissioner for Oaths Stamp

## RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

\_\_\_\_\_  
Signature of Returning Officer

## IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.

NOMINATION PAPER AND CANDIDATE’S ACCEPTANCE

Local Authorities Election Act  
(Sections 12, 21, 22, 23, 23.1, 27, 28,  
47, 68.1, 151, 158.3, Part 5.1)  
Education Act (Sections 4(4), 74)

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Secretary Treasurer - M. Reyes		403-742-3331	
Business Title/Organization		Business Phone Number	
5031 50th Street	Stettler	AB	T0C 2L0
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: Clearview Public Schools , PROVINCE OF ALBERTA

We, the undersigned electors of \_\_\_\_\_ ,  
Name of Local Jurisdiction and Ward (if applicable)  
nominate \_\_\_\_\_ of  
Candidate’s Surname and Given Names

\_\_\_\_\_ Complete Address and Postal Code  
as a candidate at the election about to be held for the office of Public School Board Trustee  
Office Nominated for  
of Clearview Public Schools .  
Name of Local Jurisdiction

The candidate’s local political party or slate is \_\_\_\_\_ (if applicable).

Provide signatures of at least 5 **ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

## CANDIDATE'S ACCEPTANCE

I, the above-named candidate, solemnly swear (affirm) that

I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 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* (if applicable) and understand their contents,

I am appointing \_\_\_\_\_

Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent

as my official agent (if applicable),

I have provided a criminal record check with my nomination package (if applicable),

I will read and abide by the municipality's code of conduct if elected (if applicable), and

The electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

(Print name as it should appear on the ballot.)

\_\_\_\_\_  
Candidate's Surname

\_\_\_\_\_  
Candidate's Given Names  
(may include nicknames, but not titles, i.e. Mr., Ms, Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_ ,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .



\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Returning Officer or  
Commissioner for Oaths

\_\_\_\_\_  
Commissioner for Oaths Stamp

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT  
OR A FORM THAT CONTAINS A FALSE STATEMENT**

## RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer



The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Secretary- Treasurer - M. Reyes		403-742-3331	
Business Title/Organization		Business Phone Number	
5031 50th Street	Stettler	AB	T0C 2L0
Address	City or Town	Province	Postal Code

Candidate's Full Name

Candidate's Address and Postal Code

Address(es) of Place(s) where Candidate Records are Maintained

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

**Enumerator, Candidate or Official Agent Proof  
of Identification for Section 52 Access**

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: Clearview Public Schools , PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this

constitutes as identification for \_\_\_\_\_  
Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of Public School Board Trustee .  
Office

This appointment is in effect for the 20\_\_\_\_ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Signature of Returning Officer or Deputy Returning Officer

\_\_\_\_\_  
Signature of Enumerator, Candidate, or Official Agent Named Above