



Dear Trustee Candidate for Edmonton Catholic Schools:

On behalf of Edmonton Catholic Schools, we would like to thank you for your interest in Catholic education and your candidacy for Trustee. As a member of an elected Board of Trustees, you will exercise the important role of governance of our Catholic schools, by upholding and protecting the Catholic identity and mission of our schools and promoting publicly funded Catholic education in Alberta.

Elections for school Trustees are held at the same time as local government elections, as governed by the [Local Authorities Election Act](#). School Trustees are elected by Catholic school taxpayers and serve a four-year term.

IMPORTANT DATES

- January 1 to September 22, 2025 - Nomination Period
- September 22, 2025 - Nomination Day
- October 20, 2025 - Election Day

NOMINATION DAY

Pursuant to Section 25 of the [Local Authorities Election Act](#), a person may file a nomination to become a candidate for a general election within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day. For the October 20, 2025, School Board elections, nominations can be submitted starting January 1, 2025, during normal business hours up until noon on September 22, 2025.

Edmontonians who want to run for office to become an Edmonton Catholic Schools' Trustee must complete a number of steps before they can collect campaign contributions and be added to the ballot. Visit [Edmonton Elections](#) for more details.

WHO CAN BECOME A CATHOLIC SCHOOL TRUSTEE

Anyone considering running for office should confirm their eligibility as a first step. To be eligible, a prospective candidate must be:

- At least 18 years old on nomination day (September 22, 2025).
- A Canadian citizen.
- A resident of Edmonton for 6 consecutive months immediately before nomination day.
- A resident of Edmonton on Election Day.

Candidates seeking Trusteeship for our Division must also be Catholic.

Candidates may not be an employee, in any capacity, of Edmonton Catholic Schools unless they take a leave of absence.

There may be other reasons an individual is ineligible to register as a candidate. You can find detailed information in sections 21-24 of the [Local Authorities Election Act](#).

CAMPAIGN DISCLOSURE

All candidates must submit a written notice to Edmonton Elections before accepting campaign contributions or incurring election expenses and are required to submit annual campaign disclosure statements. Contact [Edmonton Elections](#) for all campaign finance information.

VIDEO INTERVIEW ACCESS FOR TRUSTEE CANDIDATES

In an effort to help Catholic electors learn about the candidates and make informed decisions, Edmonton Catholic Schools is offering each candidate the opportunity to participate in a video interview on the Division's and the City of Edmonton's websites.

Following the close of the nomination period, Edmonton Catholic Schools invites all Trustee candidates to participate in video interviews. Interviews will be scheduled on a first-come, first-served basis. Participation is optional, but no written or self-produced submissions will be accepted from candidates who choose not to participate. Please note that by participating in the video, you give Edmonton Catholic Schools permission to post the video on [ecsd.net](#)

Each candidate will:

1. Provide a brief introduction
2. Explain why you want to be a Trustee for Edmonton Catholic Schools
3. Share particular experiences or skills that have prepared you to serve as an elected official
4. Provide answers to a common set of questions provided to each candidate

For more information, see page 8.

CRIMINAL RECORD CHECK REQUIREMENT FOR TRUSTEE CANDIDATES

As part of the nomination process, ECSD requires all Trustee candidates to submit a criminal record check. The nomination requirements also stipulate that the criminal record check be conducted by the Edmonton Police Service, include a vulnerable sector police information check, and be dated no more than 45 days prior to the submission of the candidate's nomination materials. Please note that all costs borne by candidates related to this requirement are the sole responsibility of that candidate.

Once Candidates have submitted their notice of intent and received confirmation from Edmonton Elections that their notice of intent was received, they will need to acquire both a Criminal Record Check and a Vulnerable Sector Check.

Criminal Record Check

To acquire the Criminal Record Check, Candidates are advised to visit #108, 14315-118 Avenue Nexus Business Park.



Vulnerable Sector Check

Once a Candidate receives notice from Edmonton Elections informing them that their notice has been confirmed, they must contact the Board Office of Edmonton Catholic Schools to schedule a time to acquire their Vulnerable Sector Check. Please be advised that fulfilling this process may take several weeks, so please plan accordingly.

Candidates will need to provide consent to the Division to conduct a vulnerable sector police information check on their behalf and as required in order to qualify for nomination as a candidate for Trustee with the Board of Trustees of Edmonton Catholic Separate School Division.

The results of the vulnerable sector police information check will be provided by the Police Service to the Division's General Counsel and Corporate Secretary. Upon receipt of the same, you will be notified and be required to attend the Division's offices located at 9405 50 Street to obtain a printed copy of the results for submission to Edmonton Elections as part of the nomination package.

If you require any information, please contact Courtney Naccarato at 780-441-6004 or courtney.naccarato@ecsd.net.

EDMONTON ELECTION INFORMATION FOR TRUSTEE CANDIDATES

To review requirements, expectations, guidelines, and ward boundaries for Trustee candidates please visit, www.edmonton.ca/elections



POLITICAL ACTIVITIES ON DIVISION PROPERTY

The Division prohibits campaigning in or through Edmonton Catholic Schools by individual candidates as well as the posting or distribution of campaign materials on land, within buildings, or through communication channels owned by the Division with the exceptions indicated in

[Edmonton Catholic School Administrative Procedure 154: 5.](#)

Division property includes:

- Schools and administrative buildings
- School grounds, including the parking lot
- The sidewalk leading to the entrance of Division buildings

SCHOOL COUNCIL MEETINGS

With respect to campaigning, candidates are not permitted to request to speak at a school council meeting nor can a school council invite an individual candidate to a school council meeting to speak about their candidacy or the ensuing election. All-candidate forums are permitted. Incumbents are allowed to continue their work as Trustee in relation to school councils; however, discussions relating to the individual Trustee's election campaign are prohibited.

USE OF THE DIVISION'S RESOURCES

Candidates are prohibited from using Division resources such as the internal mail service or distribution of campaign materials through the Division's email system, staff, and printing services, with the exceptions indicated in [Edmonton Catholic School Administrative Procedure 154: 5.](#) Incumbents seeking re-election are prohibited from using Division resources including Division cell phones, laptops, email, fax, or mail services for the purposes of campaigning.

DISTRIBUTION OF TRUSTEE CANDIDATE BROCHURES

As no canvassing on behalf of a candidate is permitted on school property, the Division will assume an active role in disseminating candidate-printed information materials to staff and parents on a **one-time basis**, ensuring all candidates have equal access to staff, parents, and guardians.

Reference: [Edmonton Catholic School Administrative Procedure 154: 5.](#)

ECSD will facilitate the distribution of candidate packages to schools in September after Nomination Day. Candidates will receive the number of students enrolled in each school in their ward and must have their brochures packaged as follows:

- **One package per school with the school name in large letters;**
- **Each package is to contain brochures grouped in bundles of 30 allowing for easy dissemination to the classrooms.**

Further deadlines for the drop off of materials to the Division distribution centre will be communicated to candidates after Nomination Day.



POST-ELECTION

ONCE ELECTED

Candidates will receive information from ECSD during the nomination period concerning what is required of them immediately following Election Day, should they be elected.

TIME COMMITMENT

The Trustee position is expected to be part-time, with a workload that varies depending on the time of year. Factors influencing this include the length of business meeting agendas, the number of roles or committees the Trustee holds on behalf of the Board, responsibilities for Board representation, and attendance at Division-hosted and external events as well as their own personal choices for extra community involvement. Meetings and events occur during business and school hours, evenings, and weekends.

REMUNERATION

The [Education Act](#) allows a Board to provide for honoraria and payment of travel and other expenses. Accordingly, the Board has established policies related to Trustee remuneration. For details, see the [Edmonton Catholic School Board Policy Handbook](#).

ORIENTATION AND BOARD DEVELOPMENT

Within the first few weeks following the election, orientation sessions will be provided for the new Board of Trustees in preparation for the Organizational Board meeting, the first regular board meeting, and Division Results Review meetings.

For more information:

<p>City of Edmonton Election and Census Office 16304 114 Avenue Edmonton, AB TSM 3R8 Phone: 780-496-8008 election@edmonton.ca edmonton.ca/election</p>	<p>Edmonton Catholic Schools Board Office 9405 50 Street Edmonton AB T6B 1G8 Phone: 780-441-6004 courtney.naccarato@ecsd.net</p>
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RESOURCES

If you are new to our Division and you have not already accessed our website, we encourage you to visit www.ecsd.net where you can review further information about Edmonton Catholic Schools and our programs.

- [ECSD Board Policy Handbook](#)
- [Division Capital Plan 2025-2028](#)
- [Division Plan for Continuous Growth 2023-2026 \(Year 2\)](#)
- [Ward Map](#)
- [2025-2026 School Calendar](#)

Administrative Procedures:

- [Edmonton Catholic Schools Administrative Procedure 156 – Visit Protocol](#)
- [Edmonton Catholic Schools Administrative Procedure 410 – Leave of Absence for Political Activity](#)

Other External:

- [Edmonton Elections](#)
- [Alberta Education - School Board Elections Guide](#)
- [Alberta Catholic School Trustees' Association](#)
- [Alberta School Boards Association](#)
- [Archdiocese of Edmonton Policy 1101 – Catholic School Board Trustee Election Protocol in Parishes](#)



DIVISION INFORMATION FOR TRUSTEE CANDIDATES

Edmonton Catholic Schools is a publicly funded school division in Edmonton that serving over **50,000 students** across **94 schools**, from pre-Kindergarten to High School. The Division is the **fourth-largest school division in Alberta** and the **second-largest Catholic school division west of Metropolitan Toronto**.

EDMONTON CATHOLIC SCHOOLS' MISSION, VISION, AND CORE VALUES

MISSION

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

VISION

Our students will learn together, work together, and pray together in answering the call to a faith-filled life of service.

CORE VALUES

Supporting the Mission, Vision, and Priorities are the Division's Core Values of dignity and respect, honesty, loyalty, fairness, and personal and communal growth.

For more information on the Division's Mission, Vision, and Core Values, [visit our website](#).

CHRIST-CENTERED LEARNING IN EDMONTON CATHOLIC SCHOOLS

PREPARING OUR STUDENTS FOR THIS WORLD AND THE NEXT

Inspired by our Division's mission and vision statements, Edmonton Catholic Schools is committed to offering a Christ-centred learning experience for all learners. Every facet of our learning system is aligned to offer an excellent Catholic education that inspires students to develop the conceptual and procedural understanding needed for successful learning, living, and working in Alberta and beyond.

Guided by our moral compass, students and staff will engage individually and collaboratively in serving the common good today while being good stewards for tomorrow.



TRUSTEE CANDIDATE VIDEOS

DETAILS, BOOKING INFORMATION, AND QUESTIONS BEING ASKED

Edmonton Catholic Schools allows each candidate to participate in a video interview. The videos will be posted on the Division website.

Following Nomination Day, participating candidates may book half-hour slots between 9:00 AM and 1:00 PM on Wednesday, September 24.

Candidates are responsible for booking an interview with Chad Kruger of Chad K Productions at 780-887-1155. Interviews will be scheduled on a first-come, first-served basis. Participation is optional, but no written or self-produced submissions will be accepted from candidates who choose not to participate.

EACH CANDIDATE WILL ANSWER THESE THREE QUESTIONS:

1. Why do you want to be a Trustee for Edmonton Catholic Schools? *(maximum 1-minute response)*
2. What do you see as being the role of a Catholic school Trustee? What particular experiences or skills have prepared you to serve as an elected official? *(maximum 2-minute response)*
3. What do you see as the major challenges or issues facing publicly funded Catholic education? What do you believe should be done to address the challenges? *(maximum 2-minute response)*

Questions will be timed, and responses will be completely unedited. Each question will be displayed on the video, followed by the candidate's response.

Please note that by participating in the video, you give Edmonton Catholic Schools permission to post the video on ecsd.net.

We recommend that you do not wear high-contrast colours, (e.g. Do not wear green because a green screen will be used) stripes, or clothing with logos.

For additional information, please contact Courtney Naccarato at 780-441-6004 or courtney.naccarato@ecsd.net.

