



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

PO Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, BC, V1E 4N2 ~ Phone: (250) 832-2157

NOMINATION PACKAGE

Office of School Trustee

NOMINATION PERIOD

9:00 a.m. Tuesday, September 4, 2018

4:00 p.m. Friday, September 14, 2018

Completed nomination packages for Trustee Electoral Areas 1, 2, and 3 must be delivered:

By hand, mail or other delivery service:

The Board of Education of School District No. 83
District Education Support Centre
341 Shuswap Street SW P.O. Box 129
Salmon Arm, BC V1E 4N2

From: 9:00 a.m. Tuesday, September 4, 2018
To: 4:00 p.m. Friday, September 14, 2018
Excluding statutory holidays and weekends

By fax to: 250-832-9428

From: 9:00 a.m. Tuesday, September 4, 2018
To: 4:00 p.m. Friday, September 14, 2018

By email to: cpratt@sd83.bc.ca

Completed nomination packages for Trustee Electoral Area 4 (Salmon Arm) must be delivered:

By hand, mail or other delivery service:

The City of Salmon Arm
500 2 Avenue, N.E. P.O. Box 40
Salmon Arm, BC V1E 4N2

From: 8:30 a.m. Tuesday, September 4, 2018
To: 4:00 p.m. Friday, September 14, 2018
Excluding statutory holidays and weekends

By fax to: 250-803-4041

From: 8:30 a.m. Tuesday, September 4, 2018
To: 4:00 p.m. Friday, September 14, 2018

By email to: ejackson@salmonarm.ca

Originals of faxed or emailed nomination documents must be received by the Chief Election Officer by 4:00 p.m. on Friday, September 21, 2018



NOMINATION PACKAGE

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ADDITIONAL INFORMATION GUIDES CAN BE FOUND HERE:

[General Local Elections](https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections)

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>

[Guide to Local Elections Campaign Financing for Candidates](https://elections.bc.ca/docs/guidebooks/4340/4340-table-of-contents.html)

<https://elections.bc.ca/docs/guidebooks/4340/4340-table-of-contents.html>

[Candidate's Guide to Local Elections in B.C.](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/candidates_guide_to_local_elections.pdf)

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/candidates_guide_to_local_elections.pdf



What Every Candidate **Needs** to Know





General local elections will be held on **Saturday, October 20, 2018.**

WHAT'S NEW FOR 2018

Have there been any major changes since the 2014 general local elections?

NEW **Yes.** General local elections are now held every four years on the third Saturday of October. In 2018, general elections will be held on Saturday, October 20.

NEW Amendments to the *Local Elections Campaign Financing Act* are in effect for the 2018 general local elections. Expense limits and campaign contribution limits now apply to candidates and elector organizations during general local elections, and in by-elections following the 2018 general local elections.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

What should the public expect from people who run for elected office?

People who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other locally elected officials and local government

staff are essential to the effectiveness and success of a local government.

ELECTION ADMINISTRATION

Who oversees local elections?

Local governments and Elections BC share responsibility for local elections. Local governments (municipalities and regional districts) administer elections and: set voting opportunity dates, times and places; accept nomination documents and nomination deposits; count ballots; announce election results; and, break tied elections.

Elections BC administers, investigates and enforces the campaign financing disclosure requirements including expense limits, campaign contribution limits and election advertising rules under the *Local Elections Campaign Financing Act*.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

HOW TO GET STARTED

What jurisdictions hold local elections?

Local elections are held for: municipalities; regional districts; boards of education; specified parks boards; trust areas (Islands Trust); and, local community commissions.

Am I eligible to run for office?

To be eligible to run for office you must:

- be 18 years of age or older on general voting day;
- be a Canadian citizen;
- have been a resident of British Columbia for six months immediately prior to filing nomination documents; and,
- not be disqualified under the *Local Government Act*, or any other enactment from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.



How do I get nominated?

You must be nominated by at least two eligible electors – some local governments may require each candidate to have as many as 25 nominators.

You may also be required to pay a refundable nomination deposit (up to a \$100 maximum) as part of the nomination process. You can confirm specific nomination requirements with your local Chief Election Officer.

Where can I find nomination forms?

Candidate nomination packages are available from your local government.

What are some key nomination requirements?

Local governments generally use standard nomination forms and you are required to provide detailed contact information for you and those people who work for you during your election campaign.

The local Chief Election Officer is an individual appointed by a municipal council or regional district board to conduct a general local election or by-election. The local Chief Election Officer is responsible for overseeing all local election administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results.

You are also required to make a solemn declaration stating that you are aware of, understand, and will comply with the requirements of the *Local Elections Campaign Financing Act*.

Where do I file my nomination papers?

You must file your nomination documents with the local Chief Election Officer where you intend to run for office. The nomination deadline is 4 p.m. local time on **Friday, September 14, 2018**.

Who can help me run my election campaign?

Every candidate must have a financial agent. You may appoint an official agent, scrutineers and volunteers to help with your election campaign. Some candidates may also be endorsed by an elector organization.

Financial Agents

Financial agents are responsible for administering campaign finances in accordance with the *Local Elections Campaign Financing Act*. This includes maintaining records for campaign contributions, election expenses and all other campaign transactions, and filing your required campaign financing disclosure statement with Elections BC within 90 days following general voting day.

Elections BC will send the financial agent the required disclosure statement forms and the *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* shortly after receiving the candidate declaration and appointment of financial agent forms from the local Chief Election Officer. This information will assist you or your financial agent when it is time to disclose your campaign finances.

Every candidate must have a financial agent – candidates are their own financial agent unless they appoint another individual to act as financial agent. You must appoint your financial agent in writing and have their written consent, and the appointment must be made before any election related financial transactions



occur. The written appointment must be submitted to the local Chief Election Officer as part of your nomination documents. The local Chief Election Officer will send your candidate declaration and appointment of financial agent forms to Elections BC.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as your campaign manager or spokesperson or be the point of contact for the people helping on your election campaign. You must appoint your official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after you have made the appointment.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. You can appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow you to have more than one scrutineer at each voting place. You must appoint your scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after you have made the appointment.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling

logistics). A volunteer who works on your campaign must not receive any payment or remuneration for their services.

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse you on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside your name and/or promote your election platform or the organization's viewpoints during its election campaign.

What is a third party sponsor?

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

ELECTION CAMPAIGN FINANCING

Are there new campaign financing rules?

Yes. Every candidate, elector organization and third party sponsor now has limits on the amount of money they can spend during the campaign period.

Effective October 31, 2017, contribution limits and restrictions apply to campaign contributions made to candidates and elector organizations for the 2018 general local elections and all subsequent general local elections and by-elections.



Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding the new campaign financing rules, available online at: www.elections.bc.ca/lecf

ELECTION CAMPAIGNING

What can I do to get my message out to the voting public?

Election campaigns are generally a planned set of actions, events or initiatives (e.g. public speeches, canvassing, phoning voters, holding events and advertising) designed to raise awareness about you or your election platform with voters.

Key campaign activities you could undertake include: going door-to-door to raise awareness about your campaign; identifying issues important to voters or determining your level of voter support; holding a luncheon or fundraising dinner where voters can listen to your election platform and ask questions; advertising in print, on radio, television or social media (e.g. Facebook, Twitter, YouTube, Instagram); and/or, putting up signs as a way of "getting your name out there."

It is an election offence to advertise in newspapers or magazines and on the radio or on television on general voting day.

ELECTION ADVERTISING

What are some key election advertising rules for local elections?

Generally, all your election advertising (e.g. signs, posters, brochures and pamphlets) transmitted during the campaign period must include information about who sponsored and authorized the ad. The sponsorship information must be provided in English.

The campaign period starts on **Saturday, September 22, 2018** and ends when voting closes at 8 p.m. local time on **Saturday, October 20, 2018**.

Refer to Elections BC's *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* for detailed information regarding election advertising, available online at: www.elections.bc.ca/lecf

VOTING DAY

Will voters be able to cast their ballots before general voting day?

Yes. At least one advance voting opportunity must be held in every local government ten days before general voting day. The required advance voting opportunity for the 2018 general local elections is **Wednesday, October 10, 2018**.

Many local governments hold more than one advance voting opportunity and may also hold special voting opportunities at hospitals and/or long-term care facilities where people who have limited mobility can vote.

Voting places are open from 8 a.m. to 8 p.m. local time **Saturday, October 20, 2018** for general voting.

Can I campaign on general voting day?

Yes. You are allowed to campaign on general voting day by:

- advertising on the Internet, as long as the advertising was transmitted to the public before general voting

day and was not changed before being transmitted on general voting day;

- advertising by means of signs, posters, or banners;
- distributing pamphlets; and,
- advertising that encourages people to “get out and vote.”

You are not allowed to advertise in newspapers, magazines, on the radio or on TV on general voting day. You must not campaign within 100 metres of a voting place during voting proceedings.

Can I watch the ballot counting process?

Yes. Candidates can be present during the ballot count. The local Chief Election Officer can tell you the time and location for the final vote count and when the election results will be declared. Ballot counting starts after 8 p.m. local time at the close of voting. Your official agent or a scrutineer may also attend at each location where ballot counting takes place.

When will the election results be announced?

The official election results must be declared by 4 p.m. local time on **Wednesday, October 24, 2018**. Candidates with the most votes will be declared elected.

AFTER THE ELECTION

What do I do if I’m elected?

You must take the oath of office within 45 days after the election results were declared. You must also file a campaign financing disclosure statement with Elections BC within 90 days of general voting day.

Refer to Elections BC’s *Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents* or contact Elections BC directly for more detailed information about campaign financing disclosure requirements.



Are there things I need to do even if I’m not elected?

Yes. You must file a campaign financing disclosure statement with Elections BC even if you were not elected.

ELECTION OFFENCES AND PENALITIES

What happens if I don’t comply with all of the election rules?

You could be disqualified from office if you do not file a campaign financing disclosure statement or fail to take the oath of office following local elections.

You may also be subject to penalties of up to \$10,000 and/or two years imprisonment for buying votes, and/or intimidating a voter during general local elections. You will also be prohibited for running for local office for up to seven years if you are found guilty of these offences.

Offences for contravening campaign financing rules are set out in the *Local Elections Campaign Financing Act*.

You may also be subject to penalties of up to \$5,000 and/or imprisonment for up to one year for providing and/or distributing false information or campaigning near a voting place on general voting day during general local elections. These penalties could apply whether or not you were elected.

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs and Housing

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

www.gov.bc.ca/localelections

For answers to **questions about the campaign financing disclosure and election advertising rules for candidates** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lccf@elections.bc.ca

www.elections.bc.ca/lccf

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

Refer to the *Candidates Guide to Local Elections in B.C.* for more detailed information about being a candidate for mayor, councillor, or electoral area director.

The guide is available from local governments throughout B.C. and online at:
www.gov.bc.ca/localelections



General Local Elections 101





This brochure answers a few of the basic questions about local government elections in British Columbia. Local government is government at the community level – government that affects British Columbians, every day.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, the business community and others. Municipal councils, regional district boards, boards of education, the Islands Trust local trust committees, local community commissions, specified parks boards and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities as a whole.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who collectively will make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

What jurisdictions hold general local elections?

General local elections are held for: municipalities; regional districts; boards of education; specified parks boards; local community commissions; and, Islands Trust trust areas.

How often are general local elections held?

General local elections for: mayors; councilors; electoral area directors; school trustees; specified parks board commissioners; local community commissioners; and, Islands Trust local trustees are held every **four years on the third Saturday of October**.

General local elections will be held on **Saturday, October 20, 2018**.

How many people run for elected office in general local elections?

Approximately 3,300 candidates run for 1,650 positions in over 250 jurisdictions across British Columbia. Because British Columbia is made up of small and large communities, the scale of individual general local elections varies. Some communities may only have a handful of candidates running for office and one or two voting places, while others may have many candidates running for office and multiple voting places.

What should the public expect from people who run for elected office?

People who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other locally elected officials and local government staff are essential to the effectiveness and success of a local government.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

How are general local elections administered?

General local elections are a shared responsibility between local governments (municipalities and regional districts) and Elections BC. Each local government is responsible for running its own general local election.

Local governments appoint local Chief Election Officers to run the elections process. The local Chief Election Officer may be a senior local government employee, such as a corporate officer, or a private contractor hired to conduct the election on the local government's behalf.

Local Chief Election Officers are responsible for overseeing all local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. Local Chief Election Officers also work with Elections BC to monitor compliance

The local Chief Election Officer's role is different from the B.C. Chief Electoral Officer's role. The B.C. Chief Electoral Officer is an independent officer of the Legislature who administers campaign financing and election advertising in general local elections and ensures compliance with the *Local Elections Campaign Financing Act*. Local Chief Election Officers are appointed by local governments to administer local elections.

with election advertising regulations, and may assist Elections BC to address incidents of election advertising non-compliance.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

What legislation governs general local elections?

General local elections must be run in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the local government's election bylaw, as applicable.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances – such as determining the number of advance voting opportunities to be held or drawing lots to break a tied election.

The election bylaw enables a local government to make decisions about election administration, including whether: voting machines will be used; mail ballot voting will be allowed; additional advance voting opportunities will be offered; voter registration will be conducted both on voting day and in advance or on voting day only; and, nomination deposits will be required.

Who are the key participants in general local elections?

Electors, candidates, financial agents, official agents, scrutineers, volunteers, elector organizations and third party sponsors are the key participants in general local elections.





Electors

An elector is an individual who is a resident elector (e.g. lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, school district, Islands Trust, community commission and specified parks board elections.

Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, school trustee, specified parks board commissioner, local community commissioner or Islands Trust local trustee, within a municipality, regional district electoral area, school district, specified parks board jurisdiction, local community commission area or trust area. A candidate must be nominated by eligible electors and declared a candidate by the local Chief Election Officer.

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to the position. The financial agent is responsible for administering campaign finances in compliance with the *Local Elections Campaign Financing Act*.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign. Candidates must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. Candidates may appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow a candidate to have more than one scrutineer at each voting place. Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling logistics). A volunteer who works on a candidate's campaign must not receive any payment or remuneration for their services.



What are some of the key dates in general local elections?

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside the candidate's name and/or promote the candidate's election platform or the organization's viewpoints during its election campaign.

Third Party Sponsors

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or

elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information regarding third party sponsors, available online at: www.elections.bc.ca/lecf

2018 GENERAL LOCAL ELECTIONS KEY DATES

ACTION OR DEADLINE	DATE
Start of Election Period	January 1, 2018
Start of Nomination Period	September 4, 2018
End of Nomination Period	September 14, 2018
Declaration of Candidates	September 14, 2018
Candidate Nomination Withdrawal Deadline	September 21, 2018
End of Election Period (12:00 Midnight)	September 21, 2018
Start of Campaign Period (12:01 a.m.)	September 22, 2018
Required Advance Voting Opportunity	October 10, 2018
General Voting Day	October 20, 2018
End of Campaign Period	October 20, 2018
Determination of Official Election Results	October 22, 2018
Start of Period to Make Oath of Office	October 30, 2018
End of Period to Make Oath of Office (by Voting)	December 8, 2018
End of Period to Make Oath of Office (by Acclamation)	December 10, 2018
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 18, 2019
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	January 21, 2019
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 19, 2019

FURTHER INFORMATION

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Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lcef@elections.bc.ca

www.elections.bc.ca/lcef

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

DISCLAIMER

In the event that there is inconsistency between this brochure and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation will prevail.

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Thinking About
Running for
Local Office?

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This brochure was created to help potential candidates with answers to questions that they may have before making the final decision to run for local office. It is intended to help you think about the role you will play and the impact you will have on your community in an elected role. This brochure provides general information about:

- the characteristics of effective locally elected officials;
- the expectations of locally elected officials;
- the roles and responsibilities of locally elected officials; and,
- how local governments make decisions.

Why consider running for office?

As an elected official, you will be entrusted with making decisions that directly affect the daily lives of residents, families, local business owners and many others in the community. It is important to think about how you can best serve your community if you are elected.

QUESTIONS TO CONSIDER:

- Why do I want to be an elected official?
- How will I best contribute to my community as an elected official?
- What are my objectives for holding office and do they reflect the needs of my community?



An effective local government requires dedicated, ethical and informed leaders who are committed to their communities. Perhaps you want to become an elected official so you can:

- be actively involved in the local democratic process;
- contribute your experience and knowledge to your community;
- address various issues in your community; or,
- lead change in your community.

What are some of the values elected officials need to uphold?

Effective local government leaders share a number of values, including:

INTEGRITY - being honest and demonstrating strong ethical principles;

ACCOUNTABILITY - an obligation and willingness to accept responsibility or to account for your actions;

RESPECT - having due regard for others' perspectives, wishes, and rights; displaying respect for the offices of local government, and the role of local government in community decision-making; and,

LEADERSHIP AND COLLABORATION - an ability to lead, listen to and positively influence others; coming together to pursue a common goal through collective efforts.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about the key values that guide locally elected officials' conduct. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

How do you demonstrate these characteristics? Are they traits that come naturally to you or will you need to work to build and maintain them? What are your strengths and how will they help shape the way your local government moves forward if you are elected?

What are some of the characteristics of an effective elected official?

The most effective elected officials are:

DILIGENT - prepared for meetings, asking questions and participating respectfully in discussions to contribute to a positive environment so that effective decisions can be made;

RESPONSIBLE - understand the role of an elected official and municipal council (council) and regional district board (board) protocols and the legislative requirements that apply to elected officials, councils and boards, and the local government system as a whole;

PROACTIVE - address community and council and board issues proactively by working to find collective solutions and being able to make informed decisions;

COMMITTED - have the time, energy and motivation required to be effective and responsive to the community's needs;

PATIENT/TOLERANT - have patience and tolerance for others' points of view, and for the council or board's processes and procedures;

INFLUENTIAL - build relationships; provide facts; explain points of view; listen to concerns and provide real examples of the impact of not taking action; and,

SELF-AWARE - assess their strengths and weaknesses; know their biases and the types of behaviours and comments that can cause upset; aware of their impact on others.

What are the responsibilities of an elected official?

Mayors, councillors and board members are expected to contribute to the betterment of their local government, to provide leadership, and to serve and act on behalf of all the citizens of the community.

An elected official must:

- consider the well-being and interests of the community;
- contribute to the development and evaluation of policies and programs in respect to local government services;
- participate in council/board and committee meetings and contribute to decision-making;
- carry out other duties as assigned (such as heading committees); and,
- follow the rules set out by legislation, bylaws and policies that govern how council and board members exercise their authority.

What is the role of a council/board?

The role of a council/board is to:

- set strategic direction;
- adopt the local government's financial plan;
- broadly allocate resources to services, capital projects, programs and other priorities;
- represent citizens;
- engage with the community; and,
- make policies and adopt bylaws.

Refer to the **What is Local Government** video for detailed information about local government governing bodies and their representatives. The video is available online at: www.gov.bc.ca/localgov-thinking-running-local-office

What is the role of the mayor and the board chair?

The mayor and board chair have all the responsibilities of a municipal councillor or regional district board member plus a number of additional responsibilities. The mayor and board chair:

- are the spokesperson for the council/board, reflecting the collective decisions of the council/board;
- lead deliberations and collective decision-making, and recommend bylaws and resolutions;
- chair meetings, maintain the order and conduct of debate, ensure meeting rules are followed, and encourage the expression of differing viewpoints;
- create standing committees, appoint people to these committees and decide the committees' mandates; and,
- communicate with local government staff, primarily the Chief Administrative Officer (CAO), and, on behalf of the council/board, provide general direction to staff about how to implement policies, programs and other council/board decisions.

What is the role of local government staff?

An elected official's interactions with local government staff are important to achieving the council/board's goals. The roles and responsibilities of elected officials and local government staff are distinct and interdependent.

STAFF:

- **implement the direction, decisions and policies of the council/board and manage the local government's resources;**
- **provide the council/board with information and professional advice to ensure informed decision-making; and,**
- **communicate local government policy and decisions to the public and other levels of government.**

Elected officials provide direction, while staff manage and implement the council/board's decisions and direction.

The relationship between the CAO and the mayor/board chair provides a critical link between the council/board and the CAO.

The CAO is typically the only member of staff directly hired by the council/board. The CAO is then responsible and accountable for hiring and supervising all other staff. The CAO is responsible for the overall management of the local government, ensuring policies and programs are implemented, and advising and informing the council/board about the local government's operation and affairs.

How do councils and boards make decisions?

Councils and boards are independent decision-making bodies and must work within their authority.

Some of the things that influence how councils and boards make decisions are:

- the local government's legal authority as outlined in Provincial legislation (e.g. *Community Charter* and *Local Government Act*);
- community needs;
- the local government's long-term plans and policies;
- the local government's finances and strategic direction;
- staff recommendations; and,
- conflict of interest and ethical conduct rules.

What is the role of collaboration in effective decision-making?

Being collaborative and working through conflict are critical components of being an effective elected official. Council and board members' ability to work together and resolve conflict respectfully are keys to council and board effectiveness and good governance. Collaboration is a key part of leadership.



Democracy is about having a diversity of views. You will be one voice at a table focused on making collective decisions. Often you will find early agreement at the table, and it is important to be prepared to manage situations that may not align with what you think is the correct course of action.

What are some of the demands elected officials face?

Being in elected office can be a very rewarding experience; making a difference in your community is both important and fulfilling. It can also be quite demanding.

Some of the demands of being in elected office include:

- a high volume of reading and learning in order to know your local government's policies, procedures and local government legislation;
- a substantial time commitment even when it may be considered only a "part-time" job;
- attending numerous meetings on a regular basis; and,
- public and potential media scrutiny.

QUESTIONS TO CONSIDER:

- How do you appropriately express your disagreement and work through it with others?
- Are you able to disagree while still maintaining a professional attitude and an open mind?
- How will you demonstrate the personal characteristics necessary to be effective, even in challenging situations?



What are some of the ways potential candidates can prepare for elected office?

Some ways you can prepare are to:

- look at your local government's key planning documents and reports;
- attend council or board meetings to learn about priority issues and projects in your community and observe what being on a council/board might be like;
- review your local government's website to understand its key priorities and initiatives;
- attend neighbourhood association meetings or get to know key groups in your community, such as the Chamber of Commerce, service groups, social agencies or environmental stewardship groups, to understand the diversity of interests in your area; and,
- research the Internet for information about local governments and basic facts about the local government system in B.C.

Further information:

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

- Ministry of Municipal Affairs and Housing - www.gov.bc.ca/localelections
- Union of BC Municipalities - www.ubcm.ca
- Local Government Leadership Academy - www.lgla.ca
- Local Government Management Association of BC - www.lgma.ca



Refer to the **What Every Candidate Needs to Know** brochure for information about the legislated rules for general local elections in B.C.

Refer to the **General Local Elections 101** brochure for detailed information about general local elections in B.C. These brochures are available from local governments throughout B.C. and online at:

www.gov.bc.ca/localelections



SCHOOL DISTRICT NO.83 (NORTH OKANAGAN-SHUSWAP)

Trustee Candidate Information Session

May 7, 2018

DISTRICT CONTEXT

School District No. 83 covers an area of 8,500 square kilometers located on Secwepemc territory, through a variety of sites located around the Shuswap Lake and North Okanagan.



DISTRICT CONTEXT

The school district encompasses many distinct communities:

- ❖ Malakwa
- ❖ Sicamous
- ❖ Grindrod
- ❖ Enderby
- ❖ Armstrong
- ❖ Spallumcheen
- ❖ Falkland
- ❖ Ranchemo/Deep Creek
- ❖ Silver Creek
- ❖ Salmon Arm
- ❖ Tappen
- ❖ Sorrento
- ❖ Celistia
- ❖ Seymour Arm

DISTRICT CONTEXT

The school district includes 4 First Nations Bands:

- ❖ Adams Lake Indian Band
- ❖ Neskonlith Indian Band
- ❖ Little Shuswap Indian Band
- ❖ Splatstin Band



DISTRICT CONTEXT

- ❖ 6,167 students (projected to be 6,330 in September)
- ❖ 23 schools
 - 16 Elementary
 - 3 Middle
 - 4 Secondary
 - 1 Storefront Program



DISTRICT CONTEXT

- ❖ 5 Board of Education Trustees
- ❖ Staff (as of April 30, 2018)
 - 460 teachers
 - 108 (teachers teaching on call - TTOC)
 - 471 support staff
 - 36 principals and vice-principals
 - 23 exempt staff
 - 70 support casual



DISTRICT CONTEXT

The school district has a strong focus on literacy, numeracy, and social responsibility, and is proud to provide students with diverse learning opportunities that include:

- ❖ Music Program
- ❖ Performing Arts
- ❖ French Immersion
- ❖ Trade Apprenticeships
- ❖ Japanese Exchange Programs
- ❖ Outdoor Learning Programs
- ❖ Sports/Athletics Programs
- ❖ Indigenous Education
- ❖ Support for diverse and special learners



MISSION STATEMENT

Our Mission is to engage all students in meaningful and relevant learning experiences that develop their knowledge, skills, attitudes, creativity and the pursuit of personal success.



VISION STATEMENT

The district's vision is for all students to develop social, personal, thinking, and communicating competencies in preparation for life. This includes, but is not limited to:

- ❖ literacy and numeracy skills
- ❖ critical and creative thinking abilities
- ❖ responsibility for wellness of self and others
- ❖ effective career skills and habits
- ❖ the desire to participate in learning throughout life.

CORE VALUES

The school district has adopted the following core values:

1. For learning to occur, our relationships inside and outside the classroom need to be respectful and caring.
2. Joy, fun, satisfaction and celebration are essential to learning.
3. To nurture creativity and innovation is to motivate and encourage commitment to learning.
4. It is important to approach all issues and problems with a positive attitude focused on finding solutions collaboratively.
5. Students and their learning are our prime focus.
6. We need to build on the diversity and strengths of students, staff, and families.
7. The pursuit of both excellence and participation are worthy of our attention and support.

STRATEGIC PRIORITIES

1. Students First

- ❖ Student success is our top priority every day.

2. Organizational Efficiency

- ❖ Decisions and actions are clear, purposeful, and responsible.

3. Culture of Health and Wellness

- ❖ Students and staff are healthy and connected to the learning community.

ANNUAL BUDGET

Total Budget - \$81M

- ❖ Operating Fund - \$64.7M
- ❖ Special Purpose Funds - \$10.2M
- ❖ Capital Fund – \$6.1M

Approximately 79% of the school district's operating budget is spent on instruction, with about 12% for operations and maintenance, 5% for district administration, and 4% for transportation.

DISTRICT PARTNERS

- ❖ North Okanagan-Shuswap Teachers Association (NOSTA)
- ❖ Canadian Union of Public Employees – Local 523 (CUPE)
- ❖ District Parent Advisory Council (DPAC)
- ❖ North Okanagan-Shuswap Principal and Vice-Principals Association (NOSPVPA)
- ❖ First Nations Education Council (FNEC)

BOARD GOVERNANCE

School District No. 83

Special Advisor Report

June 3, 2016

Liz Watson

“A Review of Governance Practices in School District No. 83”

BOARD GOVERNANCE

June 2016 – Special Advisor Report

42 Recommendations:

Recommendation # 1 – Dissolve the Board immediately.

The Board should be immediately dissolved and replaced by a Ministry-appointed trustee. The Ministry appointed trustee should hold office until the next regularly scheduled election of school board trustees in the fall of 2018.

The Board was dissolved on June 15, 2018 and Mike McKay was appointed as Official Trustee for School District No. 83.

BOARD GOVERNANCE

June 2016 – Special Advisor Report

42 Recommendations:

Recommendation # 2 – Simplify Regional Representation and Reduce the Number of Trustees

The current regional representation model should be retained but simplified and the allocation of trustees be revised to better reflect population within the region.

The number of trustees should be reduced to five or seven.

On February 20, 2018, the Minister of Education, ordered that Ministerial Order 305/96, School District No. 83 (North Okanagan-Shuswap) Trustee Electoral Order, be repealed and replaced with a new order (4 Trustee Electoral Areas with 5 trustees).

BOARD GOVERNANCE

June 2016 – Special Advisor Report

42 Recommendations:

Recommendation # 3 – Develop a Strategic Plan.

The district should undertake a strategic planning process that culminates in the development of a more specific vision and a long-term strategic plan.

Management should have responsibility for developing the plan under the direction of the Board.

At the December 2017 Board Meeting, the Official Trustee approved the district's Strategic Plan.

Management is charged with providing regular status updates to the Board on activities taken to address the plan.

BOARD GOVERNANCE

June 2016 – Special Advisor Report

42 Recommendations:

Recommendation # 42 – District Governance Framework and Policies

The district should establish a more comprehensive set of governance policies that outline the district's approach to governance and include roles and responsibilities (e.g. for the Board, Committees, individual trustees, the Superintendent, and the Secretary-Treasurer), a code of conduct, and important review and decision-making processes that guide the Board's work.

Board Governance Policies have been written and have approved First Reading. They will be adopted at the June board meeting.

BOARD GOVERNANCE - POLICIES

New Governance Policies

- ✓ Have received First Reading
 - ✓ Will be adopted at the June board meeting
-
- ❖ Roles and Responsibilities of the Board
 - ❖ Board Delegation of Authority
 - ❖ Monitoring Board Performance
 - ❖ Trustee Code of Conduct
 - ❖ Trustee Conflict of Interest
 - ❖ Trustee Remuneration and Expenses
 - ❖ Trustee Professional Development
 - ❖ Trustee Attendance



BOARD GOVERNANCE

June 2016 – Special Advisor Report

Other key recommendations contained within the report include the following:

- ❖ Strategic Planning and Performance Management
- ❖ Skills and Expertise
- ❖ Consultation and Enhanced Transparency
- ❖ Financial Oversight and Supporting Framework of Policies and Procedures

BOARD OF EDUCATION ROLES AND RESPONSIBILITIES

VIDEO

Roles and Responsibilities of Elected Officials

[Province of BC - Roles and Responsibilities of Elected Officials](#)

BOARDS OF EDUCATION

What do they do?

- ❖ Shares a co-governance relationship with the provincial government and the Ministry of Education
- ❖ The Ministry sets the general direction for K-12 education, including curriculum, amounts of funding, and legal framework within which boards operate
- ❖ Boards are responsible for operating school districts based on educational aspirations of their local communities and in accordance with the general direction established by government.
- ❖ The respective responsibilities of the Ministry of Education and boards of education are described in the *School Act*.

BOARDS OF EDUCATION

What do they do?

The School Act outlines the primary functions of board of education, including:

- ❖ Attending meetings
- ❖ Setting local policy for the effective and efficient operation of schools;
- ❖ Employing the staff necessary for school district operations;
- ❖ Establishing conditions of employment for employees;
- ❖ Preparing and approving the school district's operating budgets and capital plans;
- ❖ Hearing appeals from parents and students where a staff decision significantly affects the education, health or safety of the student.

TRUSTEES

What do they do?

Trustees are locally elected representatives of the public and they are advocates for public education in their school district.

A trustee's role is to maintain a focus on student achievement and well-being, and to participate in making decisions that benefit the entire district while representing the interests of their community.

TRUSTEES

What do they do?

Trustees Establish the District's Strategic Direction

- ❖ The Board is responsible for setting the overall direction for the school district.
- ❖ Trustees work together to establish the board's strategic plan, which sets the direction of the district for parents, the public and the board's staff, and lays out the priorities and strategic direction of the school district.

TRUSTEES

What do they do?

Trustees are Financial Stewards

- ❖ Boards have important responsibilities for approval and oversight of school district financial decisions.
- ❖ Trustees must connect district goals, strategic planning and economic realities, through the establishment of the school district's annual budget.

TRUSTEES

What do they do?

Trustees are Part of a Team

- ❖ A trustee is member of a team: the Board of Education.
- ❖ Under the *School Act*, the trustee's power lies in membership on the corporate school board.
- ❖ This means that the board has the authority to make decisions or take action; individual trustees do not have this authority.

TRUSTEES

What do they do?

Trustees are Community Leaders

- ❖ Trustees work with their board of education colleagues and with other community partners to ensure that all the students within the board's jurisdiction have equal opportunities to reach their maximum potential.
- ❖ While members of the board act as representatives of their community, their primary job is to participate in policy-making and strategic planning that are in the interests of all the district's students, and are ground in promoting student achievement and well-being.

TRUSTEES

What do they do?

Boards are Employers

- ❖ As employers of all school district staff, boards have legal responsibility for employee relations with their management, teaching and support staff.

TRUSTEES

What do I need to know?

Understanding of Official Meeting Procedures and School District Governance Policies

- ❖ Review a copy of Board Bylaws, governance policies and codes of conduct
- ❖ Attend local school board meetings
- ❖ Speak to existing board members (Official Trustee) to get an understanding of the process

TRUSTEES

What do I need to know?

Awareness of the Legal, Political and Legislative Parameters in Which School Boards Operate

- ❖ Board operations are often highly prescribed by legislation or provincial policy
- ❖ In executing their duties, trustees will develop an understanding of the legislative process, the structure and relevant provisions of school legislation (especially the *School Act*), government policy and board policy.

TRUSTEES

What do I need to know?

Financial Literacy

- ❖ Financial oversight of a school district is complex work that requires trustees to be able to interpret financial statements, information and data, ask the right questions, and ultimately govern the financial, business and capital decisions of the school district.
- ❖ Trustees, through the BC School Trustees Association, will be provided with the support necessary to fulfil their financial oversight responsibilities.

TRUSTEES

What do I need to know?

Willingness to Learn

- ❖ The Board has the responsibility to competently protect the interests, image and credibility of the school district, to ensure its financial viability, and to act in accordance with all applicable laws and board policies governing the board and its actions.

TRUSTEES

What do I need to know?

Remuneration, Expenses, Professional Development

- ❖ Annual stipend for trustees
- ❖ Additional stipend for Board Chair and Vice-Chair
- ❖ Expenses related to attending appropriate professional development

TRUSTEES

What do I need to know?

Time Commitment

❖ **Average 15 hours per week**

- Preparing for and attending board meetings and committee meetings
- Attending community meetings as a representative of the school board
- Attending BCSTA Annual General Meetings
- Attending professional development/training/in-service sessions
- Responding to the concerns of parents and other community members
- Responding to telephone calls or emails, meeting requests or queries from parents or members of the community.

Getting Ready for the Election....



Key Election Dates

- ▶ Start of Nomination Period – September 4, 2018
- ▶ End of Nomination Period – September 14, 2018
- ▶ **Declaration of Candidates – September 14, 2018**
- ▶ Candidate Nomination Withdrawal Deadline – September 21, 2018
- ▶ End of Election Period – September 21, 2018 (midnight)
- ▶ **Start of Campaign Period – September 22, 2018**
- ▶ Required Advance Voting Opportunity – October 10, 2018
- ▶ **General Voting Day – October 20, 2018**
- ▶ End of Campaign Period – October 20, 2018
- ▶ Determination of Official Election Results – October 22, 2018

Getting Ready for the Election

Resources:

- BCSTA (www.bcsta.org)
- BC Ministry of Education
- Elections BC (www.elections.bc.ca)
- Civic Info BC (www.civicinfo.bc.ca)
- Local Elections Campaign Financing
- School District No. 83 – Chief Election Officer
 - Carrie Pratt – cpratt@sd83.bc.ca

School District No. 83 (North Okanagan-Shuswap)

If you are considering running for school trustee, we thank you for your commitment to public education in BC.





British Columbia
School Trustees
Association

GENERAL LOCAL ELECTIONS 2018

A GUIDE FOR SCHOOL TRUSTEE CANDIDATES

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THE BC SCHOOL TRUSTEES ASSOCIATION

GET YOUR BEARINGS

DISCLAIMER:

This document provides general information and should not be relied upon as legal advice.



PRESIDENT'S MESSAGE

Congratulations on making the commitment to run (or run again) for school trustee.

Local school trustee elections allow the community an important opportunity to lead and oversee our valuable investment in public education. Trustees are hardworking community leaders who come together in the context of a board in support of student success. The work is demanding, but important and rewarding.

The [British Columbia School Trustees Association](http://www.bcsta.org) (www.bcsta.org) is a provincial voice for trustees and boards of education in BC. We offer trustees and school districts services and support, and we act as a provincial advocate for public education.

As you embark on your campaign, remember to check with your local school district. They will have candidate packages that include information and copies of the forms you will need.

On behalf of BCSTA, I wish you the best of luck in the coming weeks and thank you for your dedication to public education in our province.

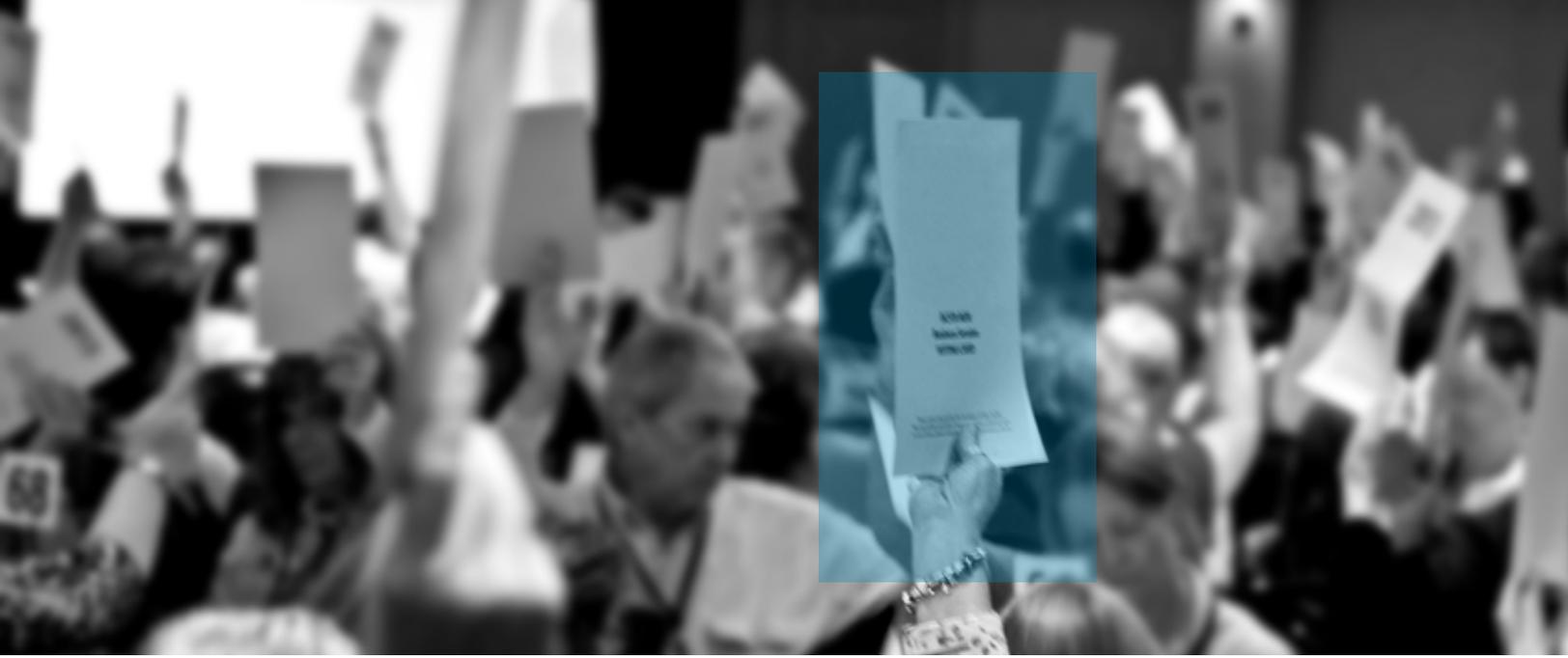
- **Gordon Swan**, *President*, BCSTA



BOARDS OF EDUCATION

Boards of education share a co-governance relationship with the provincial government and the Ministry of Education. The Ministry of Education sets the general direction for K-12 education, including the curriculum, amounts of funding and legal framework within which boards operate. Boards are responsible for operating school districts based on the educational aspirations of their local communities and in accordance with the general direction established by government. The respective responsibilities of the Ministry of Education and boards of education are described in the [School Act](https://bit.ly/bcschoolact) (bit.ly/bcschoolact). The *School Act* outlines the primary functions of boards of education, including:

- Attending meetings,
- Setting local policy for the effective and efficient operation of schools,
- Employing the staff necessary for school district operations,
- Establishing conditions of employment for employees,
- Preparing and approving the school district's operating budgets and capital plans,
- Hearing appeals from parents and students where a staff decision significantly affects the education, health or safety of the student. ■



WHAT DOES A SCHOOL TRUSTEE DO?

School trustees are the members of the school district's board of education. They are locally-elected representatives of the public and they are the community's advocates for public education in their local school district. They are required to carry out their responsibilities in a manner that assists the board in fulfilling its duties under the *School Act*.

A trustee's role is to maintain a focus on student achievement and well-being, and to participate in making decisions that benefit the entire district while representing the interests of their community.

TRUSTEES ESTABLISH THE DISTRICT'S STRATEGIC DIRECTION

The board is responsible for setting the overall direction for the school district. Trustees work together to establish the board's strategic plan, which sets the direction of the district for parents, the public and the board's staff, and lays out the priorities and strategic direction of the school district.

The board ensures that the superintendent carries out responsibilities for implementing the board's strategic plan. The superintendent acts as the CEO who holds the responsibility for the day-to-day work in this area or the delegation of the work to various people and groups within the organization. For example, the board does not take on the responsibility for the evaluation of individual teachers or administrators. Instead, it should ensure the superintendent has put in place the necessary procedures and actions to ensure teachers and administrators within the district are evaluated on a regular basis according to established board policy.

TRUSTEES ARE FINANCIAL STEWARDS

School districts are significant businesses in communities. Boards have important responsibilities for approval and oversight of school district financial decisions. One of the most important aspects of governance for trustees is to

connect district goals, strategic planning and economic realities, through the establishment of the school district's annual budget. The board oversees development of a strategic plan and the allocation of resources to support that plan. The board ensures the budget and staff allocations are in alignment with the plan and the identified goals that are intended to improve outcomes for students.

TRUSTEES ARE A PART OF A TEAM

A school trustee is a member of a team: the board of education. Under the *School Act*, the trustee's power lies in membership on the corporate school board. What this means is that the board has the authority to make decisions or to take action; individual trustees in and of themselves do not have this authority.

While healthy debate is an important aspect of good governance, once the board has voted, it is the board's decision and an individual trustee's responsibility to act in a manner that promotes and upholds

the board's decision and to communicate the board's decision back to the public.

The issues that motivate an individual to run for school trusteeship can often be deeply personal. A passion for issues in public education is important to guide one's work, however, it will be vital to the success of the board of education for each member trustee to look beyond personal issues in order to make decisions that benefit the school district as a whole.

TRUSTEES ARE COMMUNITY LEADERS

Trustees work with their board of education colleagues and with other community partners to ensure that all the students within the board's jurisdiction have equal opportunities to reach their maximum potential.

While members of the board act as representatives of their community, their primary job is

to participate in policy-making and strategic planning that are in the interests of all of the district's students, and are grounded in promoting student achievement and well-being.

Successful trustees manage to balance the governance role with the representative role, participating in decision-making that benefits the whole board while representing the interests of their community.

BOARDS ARE EMPLOYERS

As employers of all school district staff, boards have a legal responsibility for employee relations with their management, teaching and support staff. For unionized staff, the terms and conditions of the relationship are established through legislation, board policy, and decisions made through the collective bargaining process and in collective agreements.

BC operates under a two-tier structure for teacher collective bargaining, with the BC Public School Employers' Association (BCPSEA)* and BC Teachers' Federation (BCTF) negotiating provincial issues, and local teacher associations and boards of education negotiating local issues.

The *Provincial Collective Agreement* between the BCPSEA and BCTF expires on June 30, 2019.

Boards will have a significant role to play to ensure their local priorities are heard during the next round of bargaining.

(*Note: *BCPSEA* (bcpsca.bc.ca) is the employers' association as well as the accredited bargaining agent for the province's 60 public boards of education. BCPSEA bargains provincial issues on behalf of boards of education with unionized teaching and support staff in British Columbia. Local bargaining is done through local teacher associations and boards of education.) ■





AM I UP TO THE JOB?

Trustee candidates do not need to have a background in public education. However, the following skills and experience would be assets for potential trustee candidates and will be developed throughout a trustee's tenure.

UNDERSTANDING OF OFFICIAL MEETING PROCEDURES AND SCHOOL DISTRICT GOVERNANCE POLICIES

Candidates should review a copy of their board's bylaws, governance policies and codes of conduct. Candidates may wish to attend their local school board meetings or speak to existing board members to get an understanding of the process.

AWARENESS OF THE LEGAL, POLITICAL AND LEGISLATIVE PARAMETERS IN WHICH SCHOOL BOARDS OPERATE

Board operations are often highly prescribed by legislation or provincial policy. In executing their

duties, trustees will develop an understanding of the legislative process, the structure and relevant provisions of school legislation (especially the *School Act*), government policy, and board policy.

FINANCIAL LITERACY

Financial oversight of a school district is complex work that requires trustees to be able to interpret financial statements, information and data, ask the right questions, and ultimately govern the financial, business and capital decisions of their school district. Trustees, through the BCSTA, will be provided with the support necessary to fulfill their financial oversight responsibilities.

WILLINGNESS TO LEARN

The board has the responsibility to competently protect the interests, image and credibility of the school district, to ensure its financial viability and to act

in accordance with all applicable laws and board policies governing the board and its actions. These are significant and complex responsibilities that entail trustees acquiring education sector knowledge and skills to deal with the required range of information and decisions effectively, and to exercise appropriate oversight and accountabilities to protect the interests of students, families and the broader community.

BCSTA offers many services (bit.ly/bcstamemberbenefits) that will help prepare boards to carry out their governance and accountability responsibilities. BCSTA legal services, communications, professional development events, facilitations, in-district training sessions, online learning opportunities, and governance manuals are available to help trustees with their work.

REMUNERATION

Each board determines how trustees on the board will be remunerated. Please contact your local school district to inquire about trustee remuneration.

TIME COMMITMENT

Time commitments will vary but it is not uncommon for a trustee

to spend an average of 15 hours per week on all the activities associated with the role, including:

- Preparing for and attending board meetings and committee meetings
- Attending community meetings as a representative of the school board
- Attending BCSTA Annual General Meetings
- Responding to the concerns of parents and other community members
- Responding to telephone calls or e-mails, meeting requests and queries from parents or members of the community as a member of the board. ■

WHAT'S THE SCHEDULE LIKE?

On top of board meetings, school trustees, also engage with their communities, attend school ceremonies and participate in different committees. Activities from one district to another will vary. As an example, below is a list of meetings and activities that a school trustee from the Richmond School District attended in 2017.

JANUARY 2017

- Two board meetings
- English Language Learners (ELL) Consortium meeting
- BCSTA branch meeting
- Policy committee meeting
- Council/board meeting
- Canada 150 celebration event

FEBRUARY 2017

- Sister city committee meeting
- Board stakeholder meeting
- Board workshop
- Two board meetings
- Personnel and finance committee meeting
- BCSTA branch meeting
- Policy committee meeting
- Education Week festivities

MARCH 2017

- ELL consortium meeting
- Board meeting
- Two school visits
- MLA/board meeting
- Personnel and finance committee meeting

APRIL 2017

- Policy committee meeting
- School visit
- Public budget meeting
- Two board meetings
- Sister city committee meeting
- Board workshop
- Learning cafe/Vision, mission, values building session
- Advocacy committee meeting
- All candidates meeting
- BCSTA Annual General Meeting

MAY 2017

- Policy committee meeting
- Advocacy committee meeting
- Sister city committee meeting
- ELL consortium meeting
- Aboriginal graduation ceremony
- BCSTA branch meeting
- Volunteer appreciation event
- Council/board meeting
- School visit

JUNE 2017

- Sister city committee meeting
- Policy committee meeting
- Graduation ceremony
- Awards ceremonies

JULY/AUGUST 2017

- Canada Day parade

SEPTEMBER 2017

- Two board meetings
- Policy committee meeting
- BCSTA branch meeting

- Council/board committee meeting

OCTOBER 2017

- Mayor's dinner
- School visit/Parent Advisory Council meeting
- Select Standing Committee presentation
- ELL consortium meeting
- Cambie firehall opening
- Policy committee meeting
- Personnel/finance committee meeting
- Richmond Teachers' Association teachers induction ceremony

NOVEMBER 2017

- Sister city committee meeting
- Ministry of Education visit
- Council/board meeting
- Two board meetings
- Policy committee meeting
- Mayor/council/board meeting
- BCSTA Trustee Academy
- School principal interviews

DECEMBER 2017

- Board meetings
- Richmond Chamber of Commerce luncheon
- Richmond Secondary School Christmas celebration
- Personnel and finance committee meeting
- School district event ■

GETTING ELECTED

TRUSTEE ELECTORAL AREAS

School districts are divided into trustee electoral areas from which trustees are elected. You are not restricted to running for trustee only in the community where you reside.

There may be more than one trustee elected from a trustee electoral area. The composition of the boards (number of trustees, trustee electoral areas, number of trustees elected from each trustee electoral area) varies to reflect the communities and the population of each school district in the province.

In some school districts, all trustees are elected at large. That is, there is only one trustee electoral area, the whole school district, from which all trustees are elected. In other school districts, there are multiple trustee electoral areas.

Some trustee electoral areas may be composed of: one or more municipalities; a combination of municipalities and rural areas, and rural areas only.

In some communities, interested electors have formed elector organizations that endorse candidates.

Local governments and boards of education may cooperate on the running of elections. Some trustee elections may be conducted by a municipality or regional district. Therefore, information will be available and nominations filed in that office instead of, or as well as, the board of education office.



ELIGIBILITY

If you want to run for board of education, you must be a Canadian citizen who will be age 18 or older on general voting day. You must have been a BC resident for at least six months. You must not be disqualified under the *School Act* or any other enactment from being nominated for, elected to or holding office as a school trustee.

If you are endorsed by an elector organization, information regarding elector organizations is available on the Elections BC website (bit.ly/electororgs).

Please see the Francophone Education Authorities Regulation (bit.ly/bcfeareg) for qualifications to be a trustee in School District 93 (Conseil scolaire francophone de la Colombie-Britannique).

BOARD OF EDUCATION EMPLOYEES

You may be a board of education employee and want to run for a

seat on your employer's board. Before you are nominated, you must give notice in writing to your employer of your intention to consent to the nomination. You must take a leave of absence from your employment with the board beginning on the first day of the nomination period or the date on which the notice is given, whichever is later. You will have to resign from your employment with the school district if you are elected to the board of education.

If you are a school district employee and want to seek election to a board of education that is not your employer, you don't have to take the leave of absence or resign. There may, however, be circumstances when you are ineligible to participate in certain board of education matters due to potential conflicts of interest which may arise from your being an employee of a board and a school trustee (e.g. provincial

collective bargaining if you are a unionized employee in one school district and a trustee in another district). Further information about conflict of interest follows.

CONFLICT OF INTEREST

Conflict of interest rules in the *School Act* and those derived from the common law (laws developed through court decisions) apply to school trustees.

The [oath of office](https://bit.ly/trusteeoath) (bit.ly/trusteeoath) which trustees take includes a solemn affirmation that the trustee “will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, ... will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

[Part 5 of the *School Act*](https://bit.ly/schoolactpart5) (bit.ly/schoolactpart5) addresses pecuniary (monetary) conflicts of interest. If a matter being considered by a board of education could monetarily affect a trustee on the board (or certain other persons associated with the trustee), the trustee is said to have a pecuniary interest in the matter. If a trustee has a pecuniary interest, the law considers the trustee to have a conflict, unless the trustee falls within a few narrow exceptions set out in the *School Act*. The conflict law says that the pecuniary interests of certain people associated with a school trustee through family (e.g. spouse, parent, child) will be treated as though they were the trustee’s personal pecuniary interests. For example, a school trustee whose spouse, parent or child is a member of a union that represents unionized staff in a school district in British Columbia is not eligible:

- to be elected to the board of directors of the BCPSEA,
- to be a school trustee member of a BCPSEA bargaining team,
- to represent a board of education at any general meeting of BCPSEA or at any other function of BCPSEA.

If a trustee has a pecuniary interest in a matter that is being considered at a board or committee meeting, the trustee must disclose the pecuniary interest, not take part in any discussion of the matter, abstain from voting on the matter and not attempt in any way to influence the voting on the matter before, during or after the meeting.

Situations sometimes arise where a trustee does not have a financial

interest in a matter before the board but his or her involvement in the matter may give rise to a reasonable apprehension of bias. For example, the board may be called on to deal with an issue involving close personal friends or relatives. At common law, a trustee is not qualified to vote on a matter in which he or she has a “personal interest” distinct from that of the community generally that could lead a reasonably well-informed outsider to think that the trustee’s judgment could be influenced by that interest, in other words that your personal interest would lead to a “reasonable apprehension of bias.”

KEY DATES

October 20, 2018 is the date of the next general school election.



A list of significant election dates will be available on the [Ministry of Education website](http://bit.ly/bcministryofed) (bit.ly/bcministryofed).

FILING YOUR NOMINATION

You will submit paperwork to the local chief election officer. Most boards prepare candidate packages, including samples of necessary forms.

Different districts require different numbers of nominators. Confirm that you have the correct number.

FINANCIAL INTERESTS

You must also include a written disclosure of your financial interests, as required by [section 2\(1\) of the Financial Disclosure Act](http://bit.ly/fdactsection2) (bit.ly/fdactsection2).

This statement must provide details of both your corporate and personal holdings.

COMPLYING WITH ELECTION RULES

You alone are responsible for complying with the election rules, including ensuring all of the documents and the deposit (if required) connected with your

nomination are filed with the chief election officer for your community by the deadline.

CAMPAIGN FINANCING

School trustee candidates are governed by the same campaign financing rules as are local government candidates. They are found in the *Local Elections Campaign Financing Act*. Elections BC administers the campaign financing and election advertising rules under the *Local Elections Campaign Financing Act*. The *Local Elections Campaign Financing Act* became law in 2014 and is available on the [BC Laws website](http://www.bclaws.ca) (www.bclaws.ca).

Campaign financing rules are complex. They are described in more detail in [Elections BC resource materials](http://bit.ly/electionsbcreources) (bit.ly/electionsbcreources).

CAMPAIGNING

Ensure you are familiar with rules relating to your campaign including:

- Local government bylaws relating to signage

- Ministry of Transportation's signs policy
- Election advertising on the internet
- Campaign rules applicable to general voting day

Your election campaign may include:

- Social media (Facebook, Twitter, etc.)
- Interviews
- Door-to-door canvassing
- Mainstreeting (meeting voters in a public space)
- Paid and unpaid media coverage
- Website or blog
- All-candidates' meetings

In preparing for all-candidates' meetings and for campaigning in general, you should get used to following some of the practices that will serve you well as a school trustee – be sure that you understand the role of a school trustee, attend board of education meetings, read school trustee publications, monitor the media to gain an awareness of regional and provincial issues in education, and ensure that you know about other candidates and their positions.

All of this preparation will help you to form your own views and opinions on education issues to include in your campaign.

RESOURCES

- [BCSTA](http://www.bcsta.org) (www.bcsta.org)
- [BC Ministry of Education](http://bit.ly/bcministryofed) (bit.ly/bcministryofed)
- [BC Ministry of Municipal Affairs and Housing](http://bit.ly/ministryofmaah) (bit.ly/ministryofmaah)
- [Elections BC](http://elections.bc.ca) (elections.bc.ca)
- [Civic Info BC](http://civicinfo.bc.ca) (civicinfo.bc.ca)
- [Local Elections Campaign Financing](http://bit.ly/campaignfinancing) (bit.ly/campaignfinancing) ■





THE BC SCHOOL TRUSTEES ASSOCIATION

The [BC School Trustees Association](#) (BCSTA) serves and supports BC's boards of education in their key work of improving student achievement. At the local level, BCSTA provides professional development, legal counsel and communications. Provincially, our non-profit Association acts as boards' strong, unified voice in advocating to government, other education partners and the public on matters affecting public education.

The mission of the BCSTA is to support and advocate for effective public Boards of Education in British Columbia. Our mission is driven by the following beliefs:

1. A high-quality public education system is the foundation of a democratic society.
2. Improving student achievement is the key work of locally-elected boards of education.
3. The interests of BC students are best met through local decision-making with an engaged community.

4. Providing a strong, representative voice for boards of education throughout the province is important.
5. Helping to build effective boards of education by providing development, communications and support services continues to be a vital role.

Our member boards set the directions for advocacy and all other aspects of BCSTA's work. Members do this through resolutions at our annual general meeting in the spring, and at smaller Provincial Council governance meetings over the year.

BCSTA advocates strongly at the provincial and national levels on many areas of concern, and participates in a variety of government and partner group committees and initiatives, where trustee input significantly shapes final outcomes.

More about membership benefits can be found on the [BCSTA website](#) (www.bcsta.org).

Follow BCSTA on Twitter at [@bc_sta](#). ■

GET YOUR BEARINGS

MARK YOUR CALENDARS!

BCSTA's **TRUSTEE ACADEMY**, a professional development conference for school trustees, is taking place November 29-December 1, 2018 in Vancouver, BC.
and

BCSTA's **NEW TRUSTEE ACADEMY**, a conference aimed specifically for newly-elected school trustees, is taking place January 25-26, 2019 in Vancouver, BC.

2018 marks the beginning of a brand new term for you and your board, and the **TRUSTEE ACADEMY** and **NEW TRUSTEE ACADEMY**, will help prepare you for a successful term ahead.

Registration of each event will open in the coming months, check the [BCSTA website](http://www.bcsta.org) (www.bcsta.org) for updates.



CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

IMPORTANT: The following forms are for candidates in school trustee elections. A separate set of forms are available for regional trustee candidates in School District No. 93 (Conseil Scolaire Francophone).

Use the Candidate Cover Sheet and Checklist Form CS1 to ensure that the Candidate Nomination Package – School Trustee is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Candidate Cover Sheet and Checklist Form CS1 serve as a guide to the forms that must be submitted by a Candidate, their Official Agent and/or their Financial Agent to the local Chief Election Officer as part of the nomination process.

Ensure that, for each item checked off on the Checklist Form CS1 (Section B), the relevant form is completed and attached.

The Candidate Cover Sheet and Checklist Form CS1 are for the local Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package.

Completing only the Candidate Cover Sheet and Checklist Form CS1 **does not** constitute completion of the Candidate Nomination Package – School Trustee, nor does it satisfy the legislative requirements set out in the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Candidate's full name.
2. Use section B of the Candidate Cover Sheet and Checklist Form CS1 to identify which forms have been completed and are included in the Candidate Nomination Package – School Trustee.
3. Return the completed package to the local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer:
CS2 – Nomination Documents (only page 3);
CS3 – Other Information Provided by Candidate; and,
CS4 – Appointment of Candidate Financial Agent.

After election results have been declared, please send any changes to documents previously provided to Elections BC to:

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6
Toll-free fax: 1-866-466-0665
Email: lecf@elections.bc.ca

CS1 – Candidate Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
NAME OF OFFICE FOR WHICH CANDIDATE IS SEEKING ELECTION BOARD OF EDUCATION TRUSTEE		

SECTION B

This information package includes the following completed forms, appointments, consents and declarations:

- CS2 – Nomination Documents**
- CS3 – Other Information Provided by Candidate**
- CS4 – Appointment of Candidate Financial Agent** (if Candidate is not acting as own Financial Agent)
- CS5 – Appointment of Candidate Official Agent** (if applicable)
- CS6 – Appointment of Candidate Scrutineer** (if applicable)
- Statement of Disclosure: Financial Disclosure Act** (required under the *Financial Disclosure Act*)

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Candidate Nomination Package – however the forms are not a substitute for provincial legislation and/or regulations.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for applicable election-related provisions and requirements.

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE OR TRUSTEE ELECTORAL AREA 1, 2)
--------------------------------	---

We, the following electors of the above named trustee electoral area, hereby nominate:

NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
---------------------	------------	----------------

USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT

RESIDENTIAL ADDRESS (STREET ADDRESS)	CITY/TOWN	POSTAL CODE
--------------------------------------	-----------	-------------

MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
--	-----------	-------------

As a Candidate for the office of:

POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION	TRUSTEE ELECTORAL AREA
---	--------------	------------------------

Each of us **affirms** that to the best of our knowledge, the above named person nominated for office:

1. Is or will be on general voting day for the election, age 18 or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
4. Is not disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or otherwise disqualified by law.

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

***Please see over for additional space when more than two nominators are required.
For boards that require 25 nominators attach an additional sheet as necessary.***

I consent to the above nomination for office:

NOMINEE'S SIGNATURE	DATE: (YYYY / MM / DD)
---------------------	------------------------

CANDIDATE NOMINATION PACKAGE – SCHOOL TRUSTEE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

CS2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 32 of the *School Act* to be nominated, elected and to hold the office of

POSITION

BOARD OF EDUCATION TRUSTEE

2. I am or will be on general voting day for the election, age 18 or older.
3. I am a Canadian citizen.
4. I have been a resident of British Columbia, as determined in accordance with section 42 of the *School Act*, for at least six months immediately preceding today's date.
5. I am not disqualified by the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee, or otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY / MM / DD)

I am acting as my own Financial Agent

I have appointed as my Financial Agent

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

CS3 – Other Information Provided by Candidate

PLEASE PRINT IN BLOCK LETTERS

Office for which individual is a nominee:

POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
NOMINEE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT		
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) AS PROVIDED IN THE NOMINATION DOCUMENTS	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

NAME OF ELECTOR ORGANIZATION ENDORSING THE CANDIDATE (IF APPLICABLE)

<input type="checkbox"/> I am acting as my own Financial Agent	<input type="checkbox"/> I am not acting as my own Financial Agent
--	--

Please ensure that name and mailing address information is the same as that entered on FORM CS2 – NOMINATION DOCUMENTS

CS4 – Appointment of Candidate Financial Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

I hereby consent to act as the Financial Agent for the above named Candidate for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY / MM / DD)	

CS5 – Appointment of Candidate Official Agent

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
<input type="checkbox"/> I hereby delegate to the above named official agent the authority to appoint scrutineers		
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

CS6 – Appointment of Candidate Scrutineer

PLEASE PRINT IN BLOCK LETTERS

CANDIDATE'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
POSITION BOARD OF EDUCATION TRUSTEE	JURISDICTION (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
SCRUTINEER'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
CANDIDATE'S SIGNATURE	DATE: (YYYY / MM / DD)	

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

Use the Elector Organization Cover Sheet and Checklist Form ES1 to ensure that the Elector Organization Endorsement Package is complete and meets the legislative requirements of the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

The Elector Organization Endorsement Package Cover Sheet and Checklist Form ES1 serve as a guide to the forms that must be submitted by the Elector Organization Authorized Principal Official to the local Chief Election Officer as part of the Candidate endorsement process.

Ensure that, for each item checked off on the Checklist Form ES1 (Section B), the relevant form is completed and attached.

The Elector Organization Cover Sheet and Checklist Form ES1 are for the local Chief Election Officer's reference only and do not constitute part of the Elector Organization Endorsement Package.

Completing only the Elector Organization Cover Sheet and Checklist Form ES1 **does not** constitute completion of the Elector Organization Endorsement Package, nor does it satisfy the legislative requirements set out in the *School Act*, *Local Government Act*, *Local Elections Campaign Financing Act*, *Financial Disclosure Act* and/or *Vancouver Charter*.

COMPLETION INSTRUCTIONS:

1. Record the Elector Organization Authorized Principal Official's full name.
2. Record the endorsing Elector Organization's name.
3. Use section B of the Cover Sheet and Checklist Form ES1 to identify which forms have been completed and are included in the Elector Organization Endorsement Package.
4. Return the completed package to the local Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the local Chief Election Officer:
ES3 – Elector Endorsement Documents: Declaration of Elector Organization Authorized Principal Official;
ES4 – Consent of Elector Organization Responsible Principal Official(s);
ES5 – Other Information Provided by Elector Organization; and
ES6 – Appointment of Elector Organization Financial Agent.

After election results have been declared, please send any changes to documents previously provided to Elections BC to:

Elections BC
PO Box 9275 Stn Prov Govt
Victoria BC V8W 9J6
Toll-free fax: 1-866-466-0665
Email: lecf@elections.bc.ca

ES1 – Elector Organization Cover Sheet and Checklist Form

PLEASE PRINT IN BLOCK LETTERS

SECTION A

ENDORISING ELECTOR ORGANIZATION'S NAME	GENERAL VOTING DAY (YYYY/MM/DD)
--	---------------------------------

SECTION B

This Elector Organization Endorsement Package includes the following completed forms, appointments, consents and declarations:

- ES2 – Elector Organization Endorsement Documents**
- ES3 – Elector Organization Endorsement Documents:
Declaration of Elector Organization Authorized Principal Official**
- ES4 – Consent of the Elector Organization Responsible Principal Official(s)**
- ES5 – Other Information Provided by Elector Organization**
- ES6 – Appointment of Elector Organization Financial Agent**

Disclaimer: All attempts have been made to ensure the accuracy of the forms contained in the Elector Organization Endorsement Package – however the forms are not a substitute for provincial legislation and/or regulations.

Please refer directly to the latest consolidation of provincial statutes at BC Laws (www.bclaws.ca) for applicable election-related provisions and requirements.

ES2 – Elector Organization Endorsement Documents

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

***Please see over for additional space when endorsing more than two candidates.
Please attach additional endorsement sheets as necessary.***

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT
CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)	CANDIDATE'S CONSENT TO ENDORSEMENT (SIGNATURE)

ES3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME

As **Authorized Principal Official** for the above named Elector Organization, I do solemnly declare that to the best of my knowledge and belief:

1. The above named Elector Organization has at least 50 members who are electors of the school district for which the election is being held.
2. The above named Elector Organization is not disqualified from endorsing candidate(s).
3. The Elector Organization is aware of and understands the requirements and restrictions of the *Local Elections Campaign Financing Act* that apply to the above named Elector Organization and that the Elector Organization intends to fully comply with those requirements and restrictions.
4. I am authorized to make the solemn declaration on behalf of the above named Elector Organization.
5. This solemn declaration is made in relation to the candidate(s) named on Form ES2 – Elector Organization Endorsement Documents.

AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE

DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT: (LOCATION)

DATE: (YYYY / MM / DD)

ES4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME		
I hereby consent to act as the Authorized Principal Official and a Responsible Principal Official for the above named Elector Organization for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
AUTHORIZED/RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

ES4 – Consent of Elector Organization Responsible Principal Official(s)

PLEASE PRINT IN BLOCK LETTERS

I hereby consent to act as a **Responsible Principal Official** for the above named Elector Organization for the:

GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
RESPONSIBLE PRINCIPAL OFFICIAL'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
RESPONSIBLE PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	

If additional Responsible Principal Officials consent to act for the above named Elector Organization please attach additional sheets as necessary.

ES5 – Other Information Provided by Elector Organization

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION NAME (E.G. SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (E.G. AT LARGE, TRUSTEE ELECTORAL AREA 1, 2)	
ELECTOR ORGANIZATION'S LEGAL NAME (IF APPLICABLE)	USUAL NAME IF DIFFERENT FROM LEGAL NAME OR NO LEGAL NAME	
ABBREVIATION/ACRONYMS/OTHER NAMES USED BY THE ELECTOR ORGANIZATION	NAME, ABBREVIATION OR ACRONYM TO BE INCLUDED ON THE BALLOT	
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	

Additional Addresses for Service Information

OPTIONAL

MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	

Endorsed Candidate(s):

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

Please see over for additional space and attach additional endorsement sheets as necessary.

ELECTOR ORGANIZATION ENDORSEMENT PACKAGE – SCHOOL TRUSTEE

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)	CANDIDATE'S FULL NAME (FIRST, MIDDLE AND LAST NAMES)
USUAL NAME TO BE USED ON THE BALLOT	USUAL NAME TO BE USED ON THE BALLOT

ES6 – Appointment of Elector Organization Financial Agent

PLEASE PRINT IN BLOCK LETTERS

ELECTOR ORGANIZATION'S NAME		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
is hereby appointed as the Financial Agent for the above named Elector Organization for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT: (YYYY / MM / DD)		
AUTHORIZED PRINCIPAL OFFICIAL'S SIGNATURE	DATE: (YYYY / MM / DD)	
I hereby consent to act as the Financial Agent for the above named elector organization for the:		
GENERAL VOTING DATE: (YYYY / MM / DD)	<input type="checkbox"/> General Local Election	<input type="checkbox"/> By-election
FINANCIAL AGENT ADDRESS FOR SERVICE (STREET ADDRESS OR EMAIL ADDRESS)	CITY/TOWN	POSTAL CODE
Additional Addresses for Service Information		OPTIONAL
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER) IF EMAIL WAS PROVIDED AS ADDRESS FOR SERVICE	CITY/TOWN	POSTAL CODE
FAX NUMBER	EMAIL ADDRESS IF MAILING ADDRESS WAS PROVIDED AS ADDRESS FOR SERVICE	
FINANCIAL AGENT'S SIGNATURE	DATE: (YYYY / MM / DD)	



SCHOOL DISTRICT NO. 83 ELECTORAL AREAS

- **Trustee Electoral Area 1 (1 Trustee):**
 - City of Armstrong
 - Township of Spallumcheen
 - Falkland, Silver Creek, Rancho (Area D – CSRD)

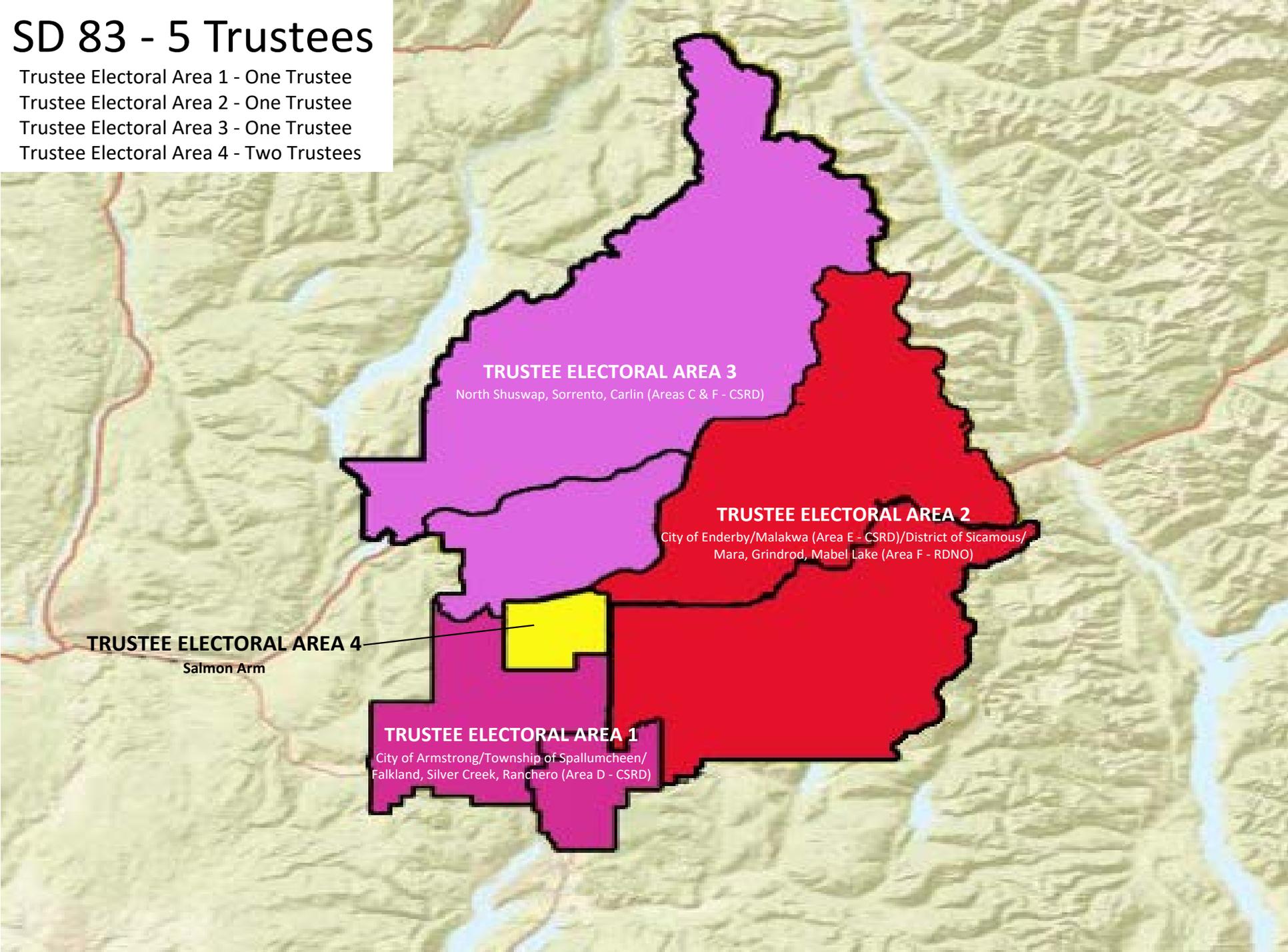
- **Trustee Electoral Area 2 (1 Trustee):**
 - City of Enderby
 - Malakwa (Area E – CSRD)
 - District of Sicamous
 - Mara, Grindrod, Mabel Lake (Area F – RDNO)

- **Trustee Electoral Area 3 (1 Trustee):**
 - North Shuswap, Sorrento, Carlin (Areas C & F – CSRD)

- **Trustee Electoral Area 4 (2 Trustees):**
 - Salmon Arm

SD 83 - 5 Trustees

- Trustee Electoral Area 1 - One Trustee
- Trustee Electoral Area 2 - One Trustee
- Trustee Electoral Area 3 - One Trustee
- Trustee Electoral Area 4 - Two Trustees



TRUSTEE ELECTORAL AREA 3

North Shuswap, Sorrento, Carlin (Areas C & F - CSRD)

TRUSTEE ELECTORAL AREA 2

City of Enderby/Malakwa (Area E - CSRD)/District of Sicamous/Mara, Grindrod, Mabel Lake (Area F - RDNO)

TRUSTEE ELECTORAL AREA 4

Salmon Arm

TRUSTEE ELECTORAL AREA 1

City of Armstrong/Township of Spallumcheen/Falkland, Silver Creek, Rancho (Area D - CSRD)

TRUSTEE ELECTORAL AREA 5

City of Kamloops (Area G - CSRD)