



AD HOC COMMITTEE

4:00 pm, Wednesday, April 1, 2026
School Board Office

AGENDA

1. APPROVAL OF AGENDA

- 1.a) **MOTION:** "THAT the Ad Hoc Committee agenda of April 1, 2026, be adopted as circulated."

2. STANDING COMMITTEES

- 2.a) Inquiry Question Exercise for April Committee of the Whole
2.b) Prospective Candidate Information Session Planning
2.b.i) Candidate information session samples:
(1) Abbotsford School District: "Trustee Candidate Information Session"
(2) Sunshine Coast School District: "More about the Role of the Trustee"
(3) BCSTA Resource: "The Role of Boards of Education and Trustees in BC:"
(4) BCSTA Resource: "Putting Students First"

3. ADJOURNMENT

2022 School Trustee Election

Trustee Candidate Information Session
June 22, 2022



Land Acknowledgement

Éy swáyel.

We acknowledge the Abbotsford School District is located on the traditional and unceded territory of the Stó:lō people, the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.



Agenda

Trustee Candidate Information Session

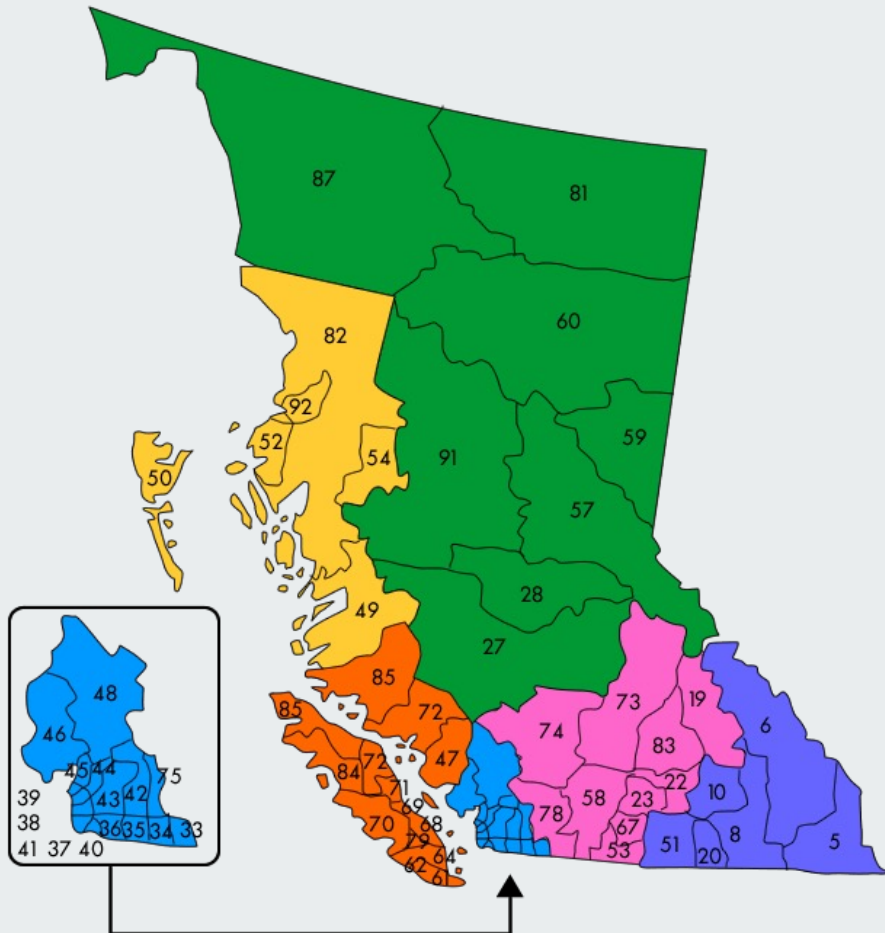
1. The role of School Trustees
2. Relevant Legislation
3. What Trustees Need to Know
4. About Abbotsford School District
5. General Election Information

Who are School Trustees?



- Trustees are elected members of a **board of education**
- Boards of Education are a corporate body and authority lies with corporate board
- Boards of Education co-govern their school districts with the Ministry of Education & Child Care

School Boards in BC



Enrolment and Schools

- 60 School Districts
- There are 1,566 public schools and 360 independent schools in B.C.
- Approx. 580,000 students in the 2021-22 school year.
- Based on student head-count in the 2021-22 school year, there were:
 - 72,740 students with special needs
 - 68,313 Indigenous students
- **\$5.9B** in Provincial Operating grants to school districts

K-12 Education in BC

Our co-governance structure

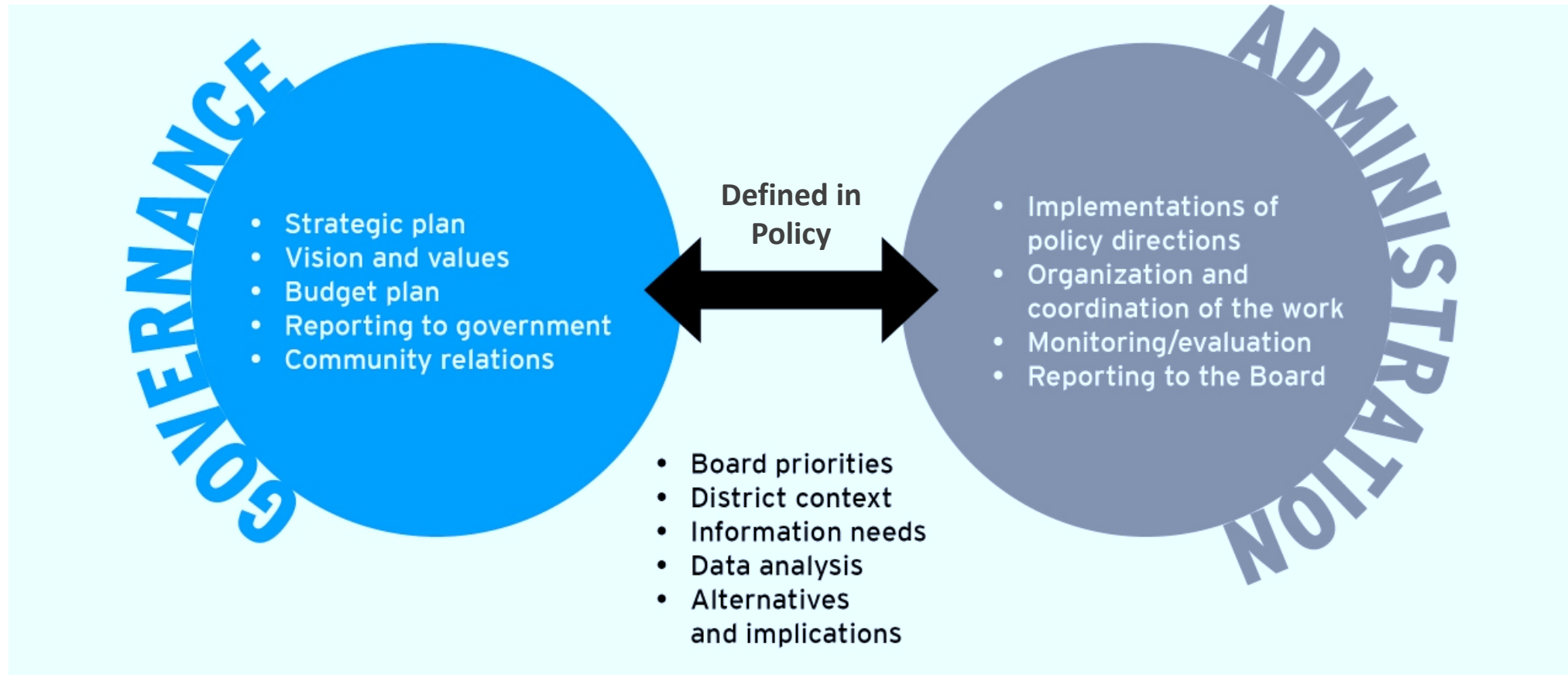
- **Ministry of Education & Child Care**
 - Sets overall direction for K-12 education (curriculum, funding)
 - Determines legal framework from which Boards operate (*School Act*)
Responsibilities of boards of education and trustees are outlined in the *School Act* and related orders & policies.
- **Boards of Education**
 - School trustees are elected to be a member of a Board of Education for a 4-year term
 - There are seven (7) trustees on the Abbotsford Board of Education
 - Operate school district in accordance with Ministry direction & based on aspirations of the community.
 - Ultimately responsible for student achievement.

What is Governance?



- Structures and processes by which an organization is directed, controlled and held to account.
- Governance provides the framework and process for the allocation of decision-making powers.
- Governance is the responsibility of the governing body of an organization.

Governance vs Operations



How the Board does its work



- Public Meetings
- In-camera (closed) Meetings
- Standing & Ad hoc committees
- Planning sessions
- Policy

Relevant Legislation

School Act

Part 4 - School Trustees

- Establishment of Boards of Education
- Trustee Qualifications
- Elections
- Electors
- Election Proceedings
- Holding Office

Part 5 - Conflict of Interest

Part 6 - Boards of Education

- Corporate status and meetings
- Powers and duties
- School Calendars
- Health & Other support services
- Limitation of Actions and Indemnification



<https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/manual-of-school-law>

What skills do I need to be a School Trustee?

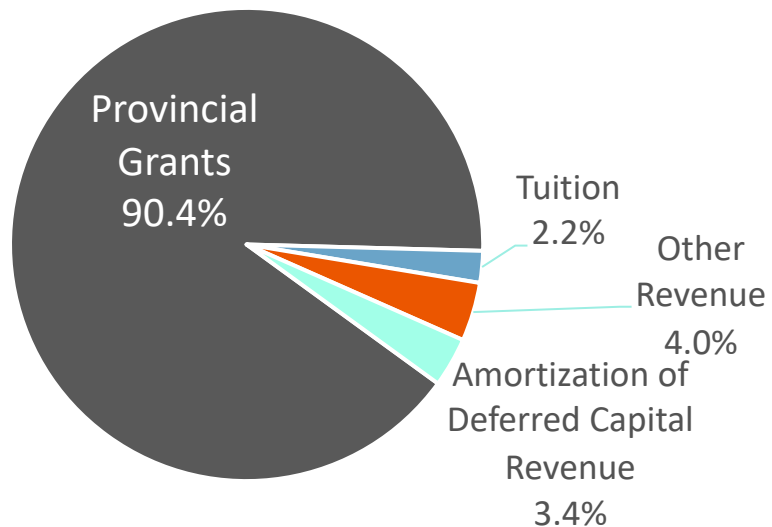
- Everyone brings unique skills and experiences to the role.
- You don't need a background in public education to be an effective school trustee.
- Review school district policies and procedures.
- Understand the laws that govern boards of education and the K-12 public education sector.
- Financial literacy.



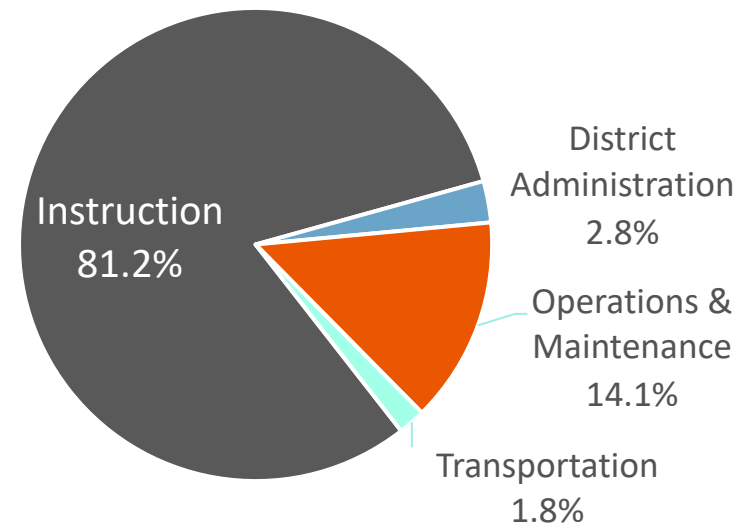
About Abbotsford School District

- **46 schools** (30 elementary schools, 8 middle schools, 1 combined middle-secondary school, and 7 secondary schools.)
- **19,750 students**
- The largest employer in the city, over **2,200** employees.
- A total budget of almost **\$240 million**

2022-23 Revenue



2022-23 Expenses



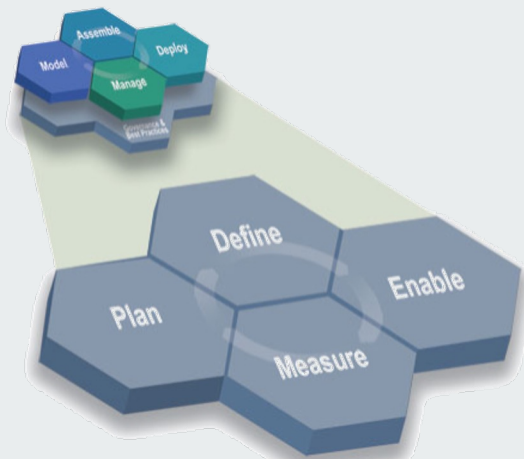
Board of Education

A framework for good *GOVERNANCE*

- **Board Policies**

- Articulate **VISION** and **GOALS**
- Define the Board's work (accountability & assurance)
- Define Board/Superintendent relationship

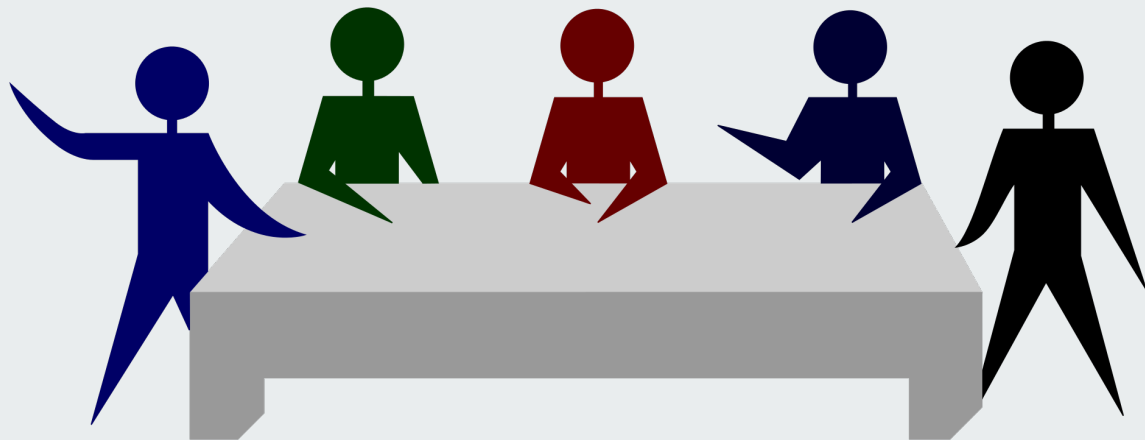
<https://www.abbyschools.ca/about/board/policies>



- Board Policy 1 - Foundations Statements
- Board Policy 2 - Role of the Board of Education
- Board Policy 3 - Role of the Trustee
- Board Policy 4 - Role of the Board Chair
- Board Policy 5 - Role of the Vice Chair
- Board Policy 6 - Trustee Code of Ethics
- Board Policy 7 - Board Governance and Operations
- Board Policy 8 - Board Committees
- Board Policy 9 - Board Representative
- Board Policy 10 - Policy Formation and Review
- Board Policy 11 - Role of the Superintendent
- Board Policy 12 - Delegation of Authority
- Board Policy 13 – Recruitment & Selection of Personnel
- Board Policy 14 - Appeals Process (Bylaw 18)
- Board Policy 15 - Student Code of Conduct
- Board Policy 16 - Programs-Schools of Choice
- Board Policy 17 - Conveyance of Students
- Board Policy 18 - School Catchment Areas
- Board Policy 19 - School Closure
- Board Policy 20 - Disposal of Real Property
- Board Policy 21 - Naming of School District Property

The Role of a School Trustee

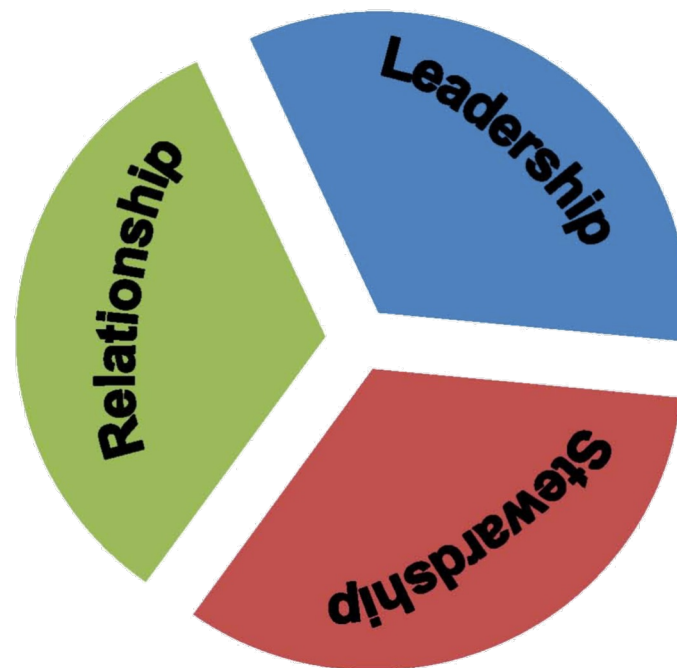
- Board policies 2 through 7 set out roles for trustees & the Board



- Board Policy 2 - Role of the Board of Education
- Board Policy 3 - Role of the Trustee
- Board Policy 4 - Role of the Board Chair
- Board Policy 5 - Role of the Vice Chair
- Board Policy 6 - Code of Ethics
- Board Policy 7 - Board Governance and Operations

The Role of a School Trustee

- Creating and maintaining a system of good governance
- Setting the strategic direction & plan
- Adopting an annual, balanced budget
- Review and approve financial statements and other reports as required
- Hiring and evaluating the Superintendent of Schools
- Attending board meetings and contributing to the business of the board
- Establish and review the enterprise risk management plan
- Adjudicating policy or staff decision appeals
- Attend other meetings/functions as a representative of the board (community/provincial)
- Participate in the BC Public Schools Employer Association, (BCPSEA) & BC School Trustees Association (BCSTA)
- Communicate – (DPAC, PAC, schools, parents, community, other stakeholders)



Trustee Remuneration

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 34 (ABBOTSFORD)
REPORT OF THE 2022 EXTERNAL AD-HOC TRUSTEE INDEMNITY COMMITTEE**

Introduction

01. This is the unanimous report of the 2022 External Ad-Hoc Trustee Indemnity Committee (Indemnity Committee).

Recommendations

02. The Indemnity Committee recommends that trustees make provision as follows for indemnities and expenses for the upcoming electoral quadrennium of December 1, 2022 to November 30, 2026 (Quadrennium):

- **Trustee Indemnity Committee**
 - Established by Board Policy
 - Sets compensation levels for trustees
 - Based on average employment income for full time workers
 - Adjusted for inflation
 - Board Chair \$32,270
 - Vice Chair \$28,400
 - Trustees \$25,810
 - Plus: Expenses, laptop, cellphone

Strategic Plan



Progressive
Workforce

We provide a workplace that fosters creativity, inspires excellence, and challenges everyone to embrace growth



Engaging
Opportunities

We provide engaging opportunities for every member of our learning community to contribute to student success.



Optimized
Resources

We are creative and responsible in the management of educational resources.



Student
Success

Our students are engaged, challenged and prepared for a lifetime of success.

Strategic Plan Alignment

HIGH ALTITUDE
Board of Education



Classroom
GROUND LEVEL



Roles in the Election



- Abbotsford School District elections are run by:
 - **City's Election Office** – nominations, voting and election results
 - **Elections BC** – campaign financing and advertising rules

What's new?



- Removal of 30-day residency requirement
- Mail ballot voting
- New campaign financing & advertising rules

IMPORTANT

- Candidates must be familiar with the *Local Elections Campaign Financing Act* and its requirements.

<https://elections.bc.ca/>

Getting Elected – Where do I find out more?

City of Abbotsford – Election information

<https://www.abbotsford.ca/election>

- Candidate eligibility
- Nomination documents
- Disclosure of financial interests & campaign financing
- Election rules
- Campaigning

School Act Information

- Part 4 - School Trustees
 - Establishment of Boards of Education
 - Trustee Qualifications
 - Elections
 - Electors
 - Election Proceedings
 - Holding Office
- Part 5 - Conflict of Interest



Some Important Dates

Election Period	January 1, 2022 to September 16, 2022
Nomination Period	August 30, 2022 to September 9, 2022
Pre campaign Period	July 18, 2022 to September 16, 2022
Campaign Period	September 17, 2022 to October 15, 2022
General Voting Day	October 15, 2022 (Preliminary Results)
Official Results	October 19, 2022
Financial Disclosure Statement Deadline	January 13, 2023

If you are elected to the Board of Education:



- Trustee orientation session October/November
- Inaugural meeting
 - November 15, 2022
- Board of Education Meeting
 - November 22, 2022
- BCSTA Trustee Academy
 - November 30 – December 2 (Vancouver)

Learn More!

BC School Trustees Association

<https://bcsta.org/>

Elections BC

<https://elections.bc.ca/>

Elections BC Campaign Financing Guide

<https://elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-bc-for-candidates-and-their-financial-agents.pdf>

School Act

<https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/manual-of-school-law>

Abbotsford School District

<https://www.abbyschools.ca/> (Board Policy, financial information, Long-Term Facilities Plan, Board Minutes)

Ministry of Education

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/education>

BC Public School Employers Association

<http://www.bcpsea.bc.ca/>



Questions



PUTTING STUDENTS FIRST

More about the Role of the Trustee

WEDNESDAY, JUNE 29TH

7- 8 PM

SCHOOL BOARD OFFICE

494 SOUTH FLETCHER ROAD

GIBSONS



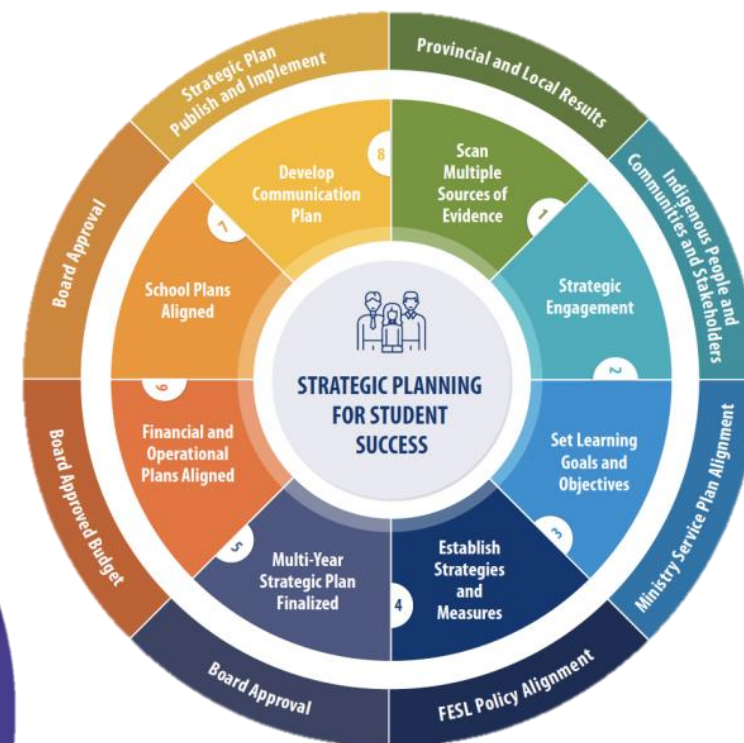
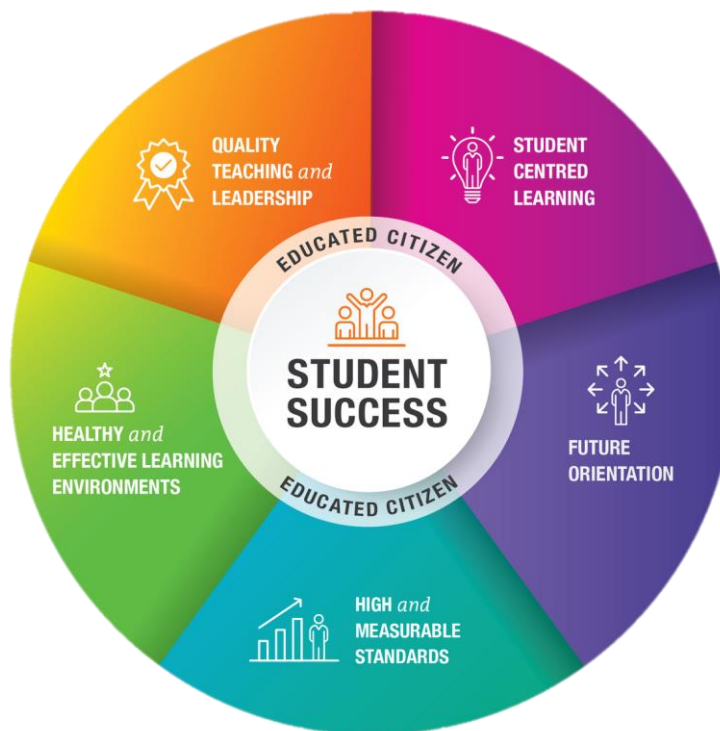
A scenic view of a forested coastline. In the foreground, a large, grey, textured rock sits on a rocky shore. To the left, several tall, dark evergreen trees stand against a backdrop of a dense forest. The middle ground shows a calm body of water, possibly a bay or inlet, with a misty or foggy atmosphere. In the background, rolling hills or mountains are covered in a thick forest of evergreen trees, partially obscured by the mist. The sky is a pale, overcast blue. The overall mood is serene and natural.

**WE ARE HONOURED TO LIVE, LEARN, PLAY AND WORK ON THE UNCEDED
TERRITORIES OF THE SKWXWÚ7MESH NATION AND THE SHÍSHÁLH NATION**



PROVINCIAL STRUCTURES / DIRECTION

- Public Education
 - Ministry of Education and Childcare
 - School Act
 - Public School Policies





//// The Educated Citizen

- **thoughtful, able to learn and to think critically, and who can communicate information from a broad knowledge base;**
- **creative, flexible, self-motivated and who have a positive self image;**
- **capable of making independent decisions;**
- **skilled and who can contribute to society generally, including the world of work;**
- **productive, who gain satisfaction through achievement and who strive for physical well-being;**
- **cooperative, principled and respectful of others regardless of differences;**
- **aware of the rights and prepared to exercise the responsibilities of an individual within the family, the community, Canada, and the world.**





SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!

Vision: We are a community engaged in lifelong learning and educational excellence.

Mission: We support and inspire each student to experience joy and fulfillment in realizing their potential as a knowledgeable, confident, and contributing citizen in the global community.

Affirmation: The Board of School District 46 affirms its commitment to Indigenous Peoples and Reconciliation by building relationships and deepening understanding of Indigenous history, worldviews, and ways of knowing.



Amanda



ABOUT OUR DISTRICT

- Nine elementary & four secondary schools
- K-7 nature based learning program
- Alternative education programs
- SPIDER online learning
- Indigenous learning
- Inclusive Education
- Early learning programs and supports





CULTURE OF LEARNING

- Truth and Reconciliation
- Partners and Relationship
- Trauma Informed Practice
- Transformative Learning
 - Literacy
 - Numeracy
 - Communicating Student Learning
 - Land-based learning
- Inclusive Education
- Student Voice





MEET OUR BOARD OF EDUCATION



- Chair Amanda Amaral
- Vice-Chair Maria Hampvent
- Stacia Leech
- Sue Girard
- Samantha Haines
- Pammila Ruth
- Tonya Ste. Marie
- Student Trustee
Matthew Douglas





MEET OUR SENIOR MANAGEMENT TEAM

- Superintendent of Schools
Kate Kerr
- Secretary-Treasurer
Nicholas Weswick
- Directors of Instruction
Paul Bishop
- Director of Instruction
Christa Rive





WHO ARE SCHOOL TRUSTEES?

- Decisions and actions are made as a board.
- Trustees debate ideas and vote on a final decision.
- Once a board has voted, a trustee must uphold the decision.

Part of a Team



- Primary job is to participate in policy-making and strategic planning in the interests of students.
- Decision-making that benefits the whole board, while representing the interests of constituents.

Community Leaders



- Overseeing a school district's financial decisions.
- Overseeing the development of a strategic plan.
- Ensuring budget and staff allocations are in alignment with district goals.

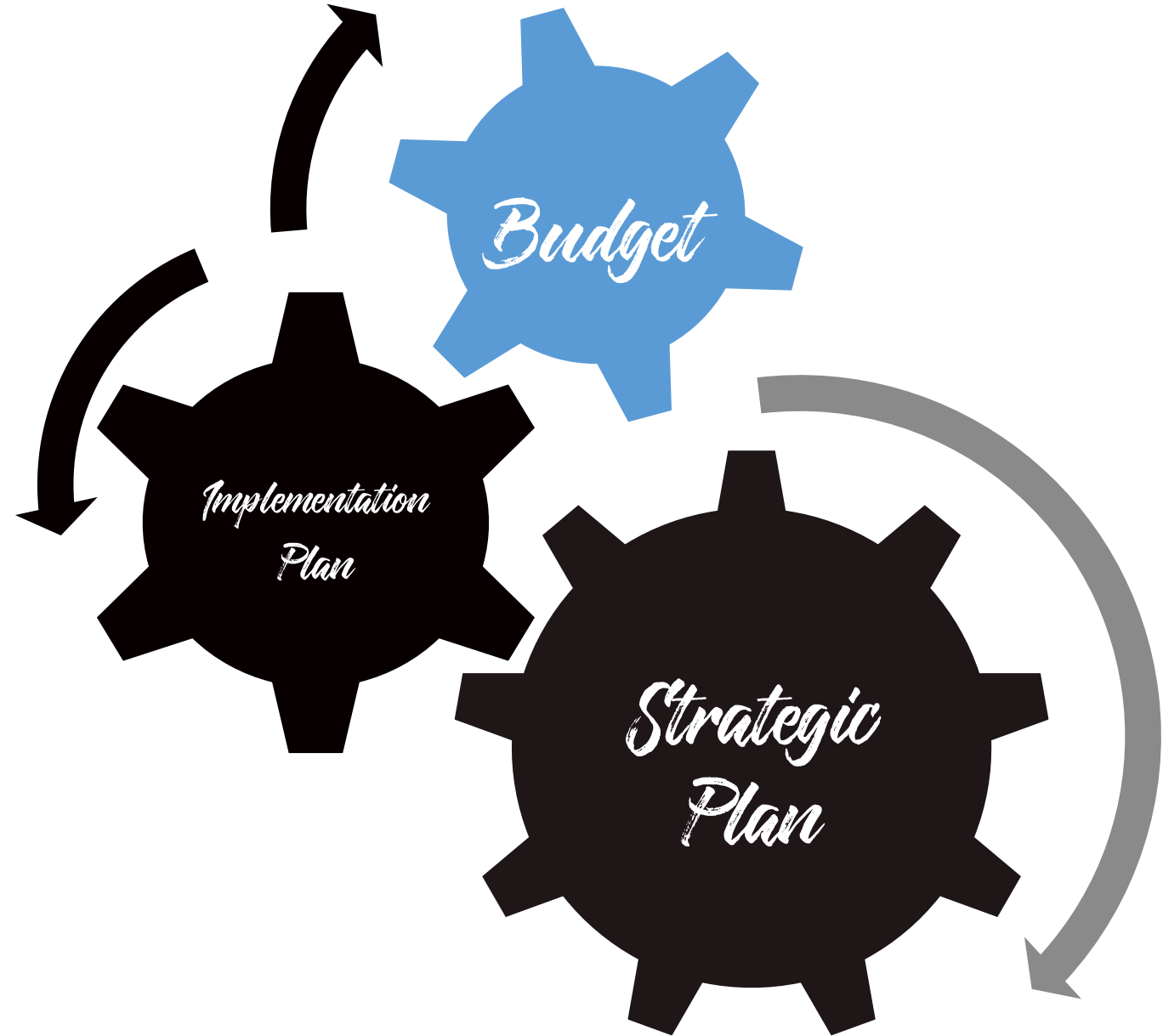
Accountable





WHAT DRIVES THE BUDGET?

- The **strategic plan** describes the overarching goals of the school district;
- The **implementation plan** outlines the initiatives and directives to achieve those goals; and
- The **budget** is developed to fund these initiatives.





BUDGETS, BUDGETS, BUDGETS



OPERATING BUDGET

- Learning, teaching, programs and administration.
- Majority of budget is allocated to staffing, supplies and services.
- Limited opportunity for discretionary spending.



CAPITAL BUDGET

- Facilities maintenance, fields and related infrastructure
- Cannot be used for staffing, programs, supplies or services.



SPECIAL PURPOSE FUNDS

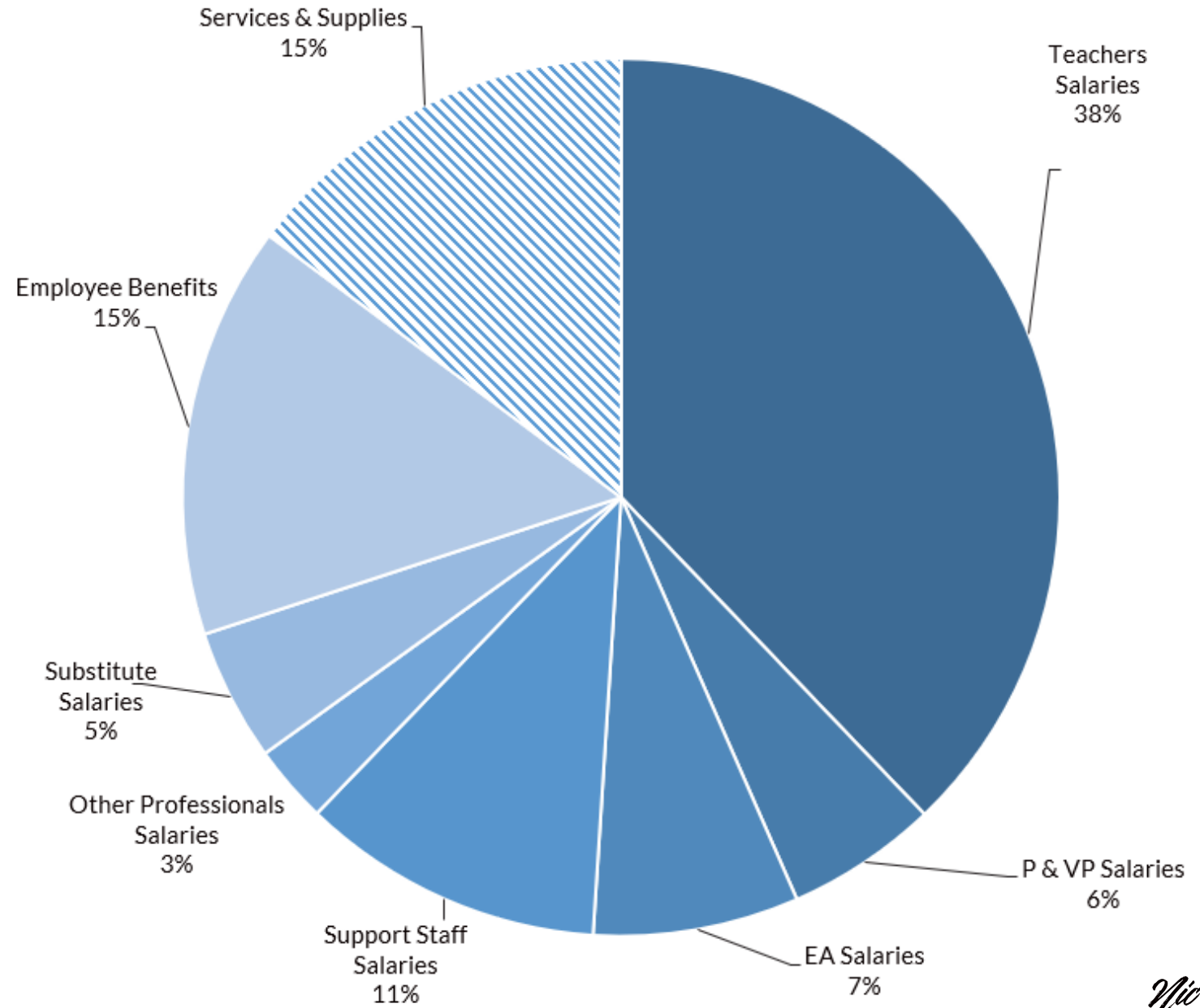
- Grants received from third parties
- Externally designated for a special function or purpose, typically within a specific time-frame.
- Cannot be used for purposes other than targeted intention.





EXPENDITURES BY TYPE

Teachers Salaries	\$ 16,518,836
P & VP Salaries	\$ 2,668,651
EA Salaries	\$ 3,485,854
Support Staff Salaries	\$ 5,128,953
Other Professionals Salaries	\$ 1,405,047
Substitute Salaries	\$ 2,331,292
Employee Benefits	\$ 7,480,933
Services & Supplies	\$ 7,282,766

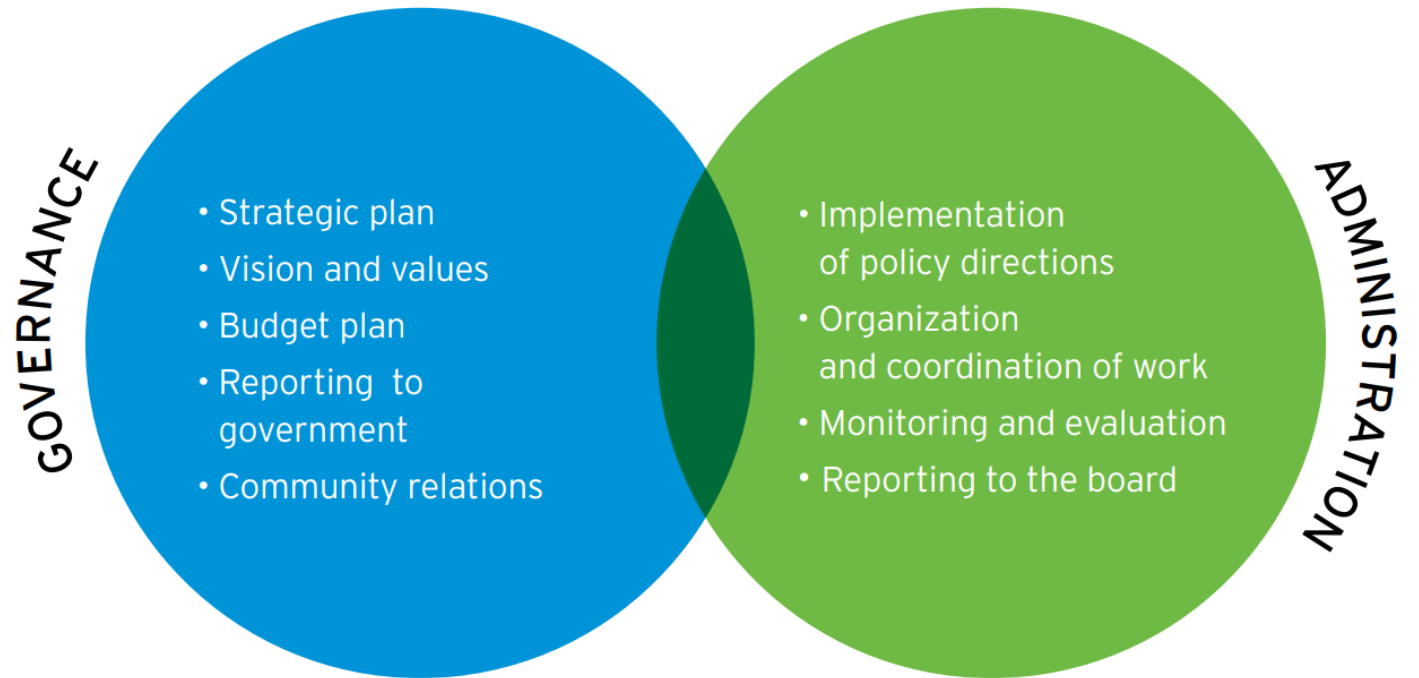


Note: Includes surplus & special purpose funds



WHAT IS GOVERNANCE?

- Trustees are responsible for governing a school district as part of a corporate board
- Boards set direction
- It is the board's role to govern, not to run the district's day-to-day operations.
- Trustees are part of a board
- Individual trustees have no legal authority. Only the board as a whole holds power





WHAT SKILLS DO I NEED?

Review School District Policies

- Candidates should review the board's bylaw and governance policies.
- Attend a school board meeting.
- Speak with current trustee's about the role.

Understand Legislation and Policy

- Board operations are bound by legislation and provincial policy.
- Trustees will develop an understand of legislative process, legislation structures (*School Act*), government policy and board policy.

Get Financial Literacy Support

- District staff and the BC School Trustees Association (BCSTA) can support trustees in understanding financial oversight.

Be Willing to Learn

- Willingness to learn new skills to effectively protect the interests of students, families and the community.
- Supports available through BCSTA including legal services, communications, pro-d, training manuals, etc.





BOARD SCHEDULE 2021-2022



March

- BCSTA South Coast Branch
- Regular and Closed Board Meeting
- Committee Day (Operations, Committee of the Whole)
- BCPSEA Collective Bargaining Academy (BCPSEA Representative)
- PAC Meeting(s)
- Intergovernmental Meeting



April

- Regular and Closed Board Meeting
- Ad Hoc Internal & External Committee Review
- DSLT Student Forum
- BCSTA Annual General Meeting
- Committee Day (Operations, Committee of the Whole, Education)
- PAC Meeting(s)



May

- Regular and Closed Board Meeting
- Committee Day (Operations, Committee of the Whole, Education)
- PAC Meeting(s)

Amanda



WHO CAN RUN FOR OFFICE

Must be a Canadian citizen age 18 or older on voting day.

A BC resident for at least six months prior to registration

Eligibility

Not previously disqualified under the School Act, or any other enactment.

Board employees must take a leave of absence to run and resign if elected.





SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!

ELECTORAL AREAS EXPLAINED

UPPER COAST (ONE TRUSTEE)

- SCRD Electoral Areas A & B and SIGD lands (6, 6A, 7, 8, 9, 10, 11, 12, 12A, 13, 14, 15, 16, 17, 18, 19, 19A, 20, 20A, 21, 21A, 22, 24, 25, 26 & 27)

CENTRAL COAST (THREE TRUSTEES)

- District of Sechelt and SIGD lands (1, 2, 3, 4, 5 & 28)

LOWER COAST (THREE TRUSTEES)

- Town of Gibsons and SCRD Electoral areas D, E & F





CAMPAIGN INFORMATION

Pick up nomination package

Pick up your nomination package from the SCRD, Town of Gibsons, District of Sechelt or the School Board Office during the nomination period (August 30 to September 9).



Complete and return by September 9

Complete the nomination package, including information from your two nominators, and return to the School Board Office by 4 pm on September 9.



Review the *Local Elections Campaign Financing Act*

Campaign financing rules are complex. Be sure to understand your responsibilities and legal obligations.



Prepare for your campaign

Ensure you understand the role of a school trustee and gain an awareness of regional and provincial issues in education.

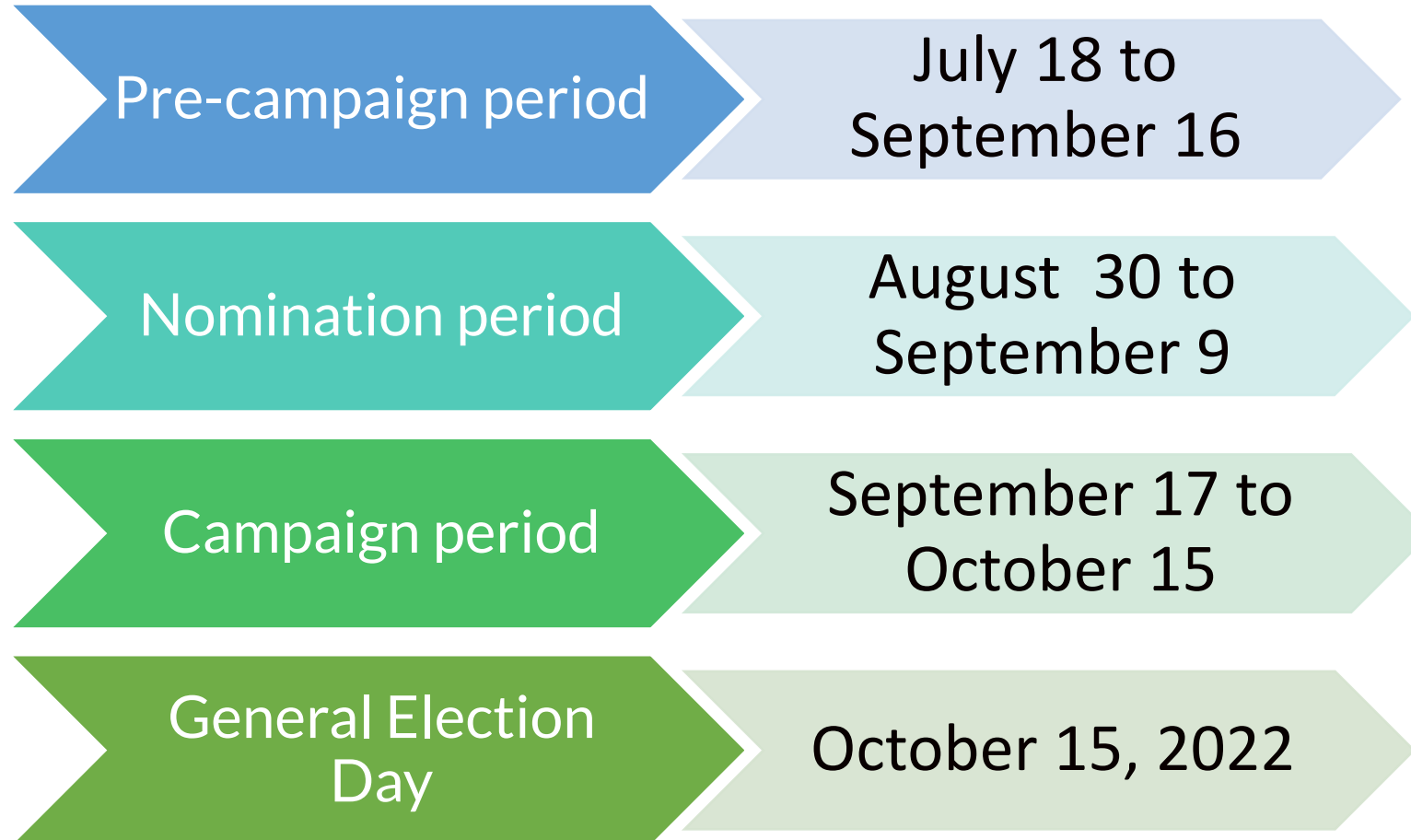


Campaign

Ensure you are familiar with signage bylaws in your area, the Ministry of Transportation signage policy, election advertising and campaign rules applicable to voting day.



KEY DATES





GET TO KNOW OUR TRUSTEES

- *Why are trustees important? Why is their work important?*
- *What drives/motivates your work as a trustee?*
- *What would you say to people considering running for trustee?*
- *What does representation for your community mean to you?*
- *What do you see as your biggest achievement as a trustee?*
- *What do you want your legacy to be?*



RESOURCES

- SD46 Board Policies, Bylaws & Regulations: <https://sd46.bc.ca/policies>
- SD46 2019-2023 Strategic Plan: <https://sd46.bc.ca/strategic-plan/>
- SD46 Budget: <https://sd46.bc.ca/budget>
- BCSTA Trustee Elections Resources: <https://bcsta.org/resources-and-services/trustee-elections/>
- School Trustee Election Procedures: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>
- *School Act*: <https://www2.gov.bc.ca/assets/gov/education/administration/legislationpolicy/legislation/schoollaw/revisedstatutescontents.pdf>
- *Local Elections Campaign Financing Act*: <https://elections.bc.ca/docs/lecfa/guide-to-local-elections-campaign-financing-in-bc-for-candidates-and-their-financial-agents.pdf>
- Elections BC Local Guides: <https://elections.bc.ca/local-elections/forms-and-guides/local-guides/>



British Columbia
School Trustees
Association

A photograph of a woman with long dark hair, smiling warmly at the camera. She is sitting at a desk with a laptop. In the background, a man with grey hair is looking down at a document, holding a pen. The scene is brightly lit, suggesting an office or meeting environment.

THE ROLE OF BOARDS OF EDUCATION AND TRUSTEES IN BC



BOARDS OF EDUCATION

Boards of education share a co-governance relationship with the provincial government through the Ministry of Education. BCSTA supports member boards in this relationship.

The Ministry of Education sets the general direction for K-12 education, including the curriculum, funding amounts and the legal framework within which boards operate. Boards are responsible for governing school districts based on the educational aspirations of their local communities and in accordance with the policy direction established by government.

The respective responsibilities of the Ministry of Education and boards of education are detailed in the [School Act](https://bit.ly/bcschoolact) (bit.ly/bcschoolact). The *School Act* outlines the primary functions of boards of education, including:

- 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. ■



WHAT DOES A SCHOOL TRUSTEE DO?

School trustees are the members of their school district's board of education. They are locally-elected representatives of the public and are the community's advocates for public education. 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 decision making that benefits the entire district while representing the interests of the entire electorate.

TRUSTEES ESTABLISH THE DISTRICT'S STRATEGIC DIRECTION

The board is responsible for setting the overall strategic direction for the school district. Trustees work together to

establish the board's strategic plan, which sets the goals of the district and its budget priorities.

The board also has the responsibility of oversight for the school district, including ensuring that the superintendent carries out the board's strategic plan. The superintendent acts as the CEO and leads the day-to-day work in this area, including delegation 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 ensures 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 community assets. Boards have important responsibilities for oversight of school district financial decisions. One of the most important aspects of governance for trustees is to connect district goals, strategic planning and finances, 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 that budget and staff allocations are in alignment with their plan, including the identified goals that are intended to improve outcomes for all students.

TRUSTEES ARE A PART OF A CORPORATE BOARD

A school trustee is a member of a corporate board of education under the *School Act*. A trustee's power lies in membership on the corporate board. Only the board has the authority to make decisions or to take action; individual trustees in and of themselves do not have such authority.

While meaningful debate is an important aspect of good governance, it is the board's responsibility to act in a manner that promotes and upholds its decisions and to communicate the board's decisions to the public.

The issues that motivate an individual to run for school trusteeship can be deeply personal. A passion for public education is important to guide one's work.

However, it is vital to the success of the board 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, staff and other community partners to ensure that all the students within the board's jurisdiction have opportunities to reach their maximum potential and chosen goals.

While members of the board act as representatives of their community, their primary job is to participate in governance and oversight in the interest of all of the district's students, and to ensure that they are grounded in promoting student achievement and well-being.

BOARDS REPRESENT THE EMPLOYER

As employers, school districts have a legal responsibility for oversight of their management, teaching and support staff. For unionized staff, the terms and conditions of the relationship are established through legislation, board policy, and in collective agreements. Boards of education represent the employer in this relationship.

BC has a two-tier structure for collective bargaining through the BC Public School Employers' Association (BCPSEA). Various unions negotiate provincial issues with BCPSEA while union locals and boards of education negotiate local issues. ■





Putting Students First

A guide for
school trustee candidates

B.C. local elections October 15, 2022

BCSTA

British Columbia
School Trustees
Association



Who are school trustees?

School trustees are elected members of a board of education. School trustees represent the public and advocate for public education in their community

Boards of education co-govern school districts with the provincial government. B.C.'s Ministry of Education sets the curriculum, funding and legal framework for K-12 education. Trustees on a board of education work together to govern the school district and set direction on behalf of the community.

The *School Act* outlines the role of trustees and boards of education, including:

- Attending board meetings
- Setting school district policy
- Employing school district staff
- Managing school district budgets
- Hearing appeals where a staff decision affects the education, health or safety of a student

Trustees are a part of a team

A board of education has the authority to make decisions or to take action; individual trustees do not. Under the *School Act*, a trustee's power lies in membership on a corporate school board. Trustees on a board will debate ideas and vote on a final decision. Once the board has voted, a trustee must uphold the decision.

Trustees are community leaders

Trustees work with their board and 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 constituency, their primary job is to participate in policy-making and strategic planning in the interests of the district's students. Trustees are grounded in promoting student achievement and well-being. Successful trustees manage to balance their governance role with the representative role, participating in decision-making that benefits the whole board while representing the interests of their constituents.

Trustees are accountable

Boards have an important responsibility for overseeing a school district's financial decisions. The board oversees the development of a strategic plan and the allocation of resources to support that plan, ensuring budget and staff allocations are in alignment with the district's goals.

What is governance?



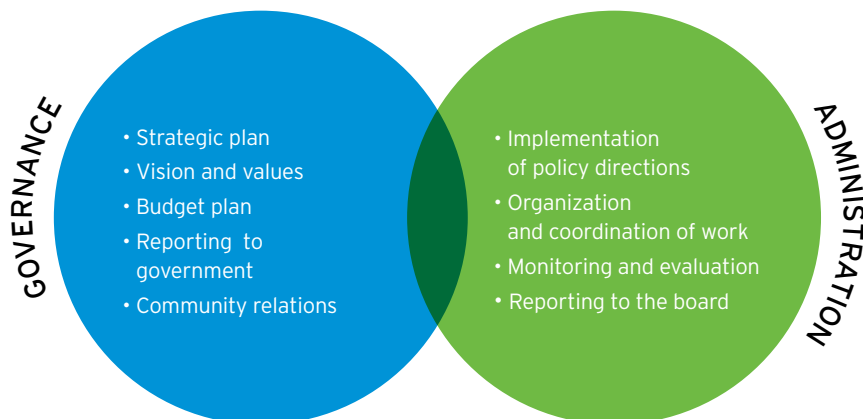
Trustees are responsible for governing a school district as part of a corporate board

Boards set direction

It is important for trustees to understand the difference between governance and administration. The *School Act* assigns specific responsibilities to the board of education, the superintendent and the secretary-treasurer. In the vast majority of districts the superintendent is the only employee who reports directly to the board. It is the board's role to govern, not to run the district's day-to-day operations.

Trustees are part of a board

Individual trustees have no legal authority. Only the board as a whole holds power. All significant decisions and direction to the superintendent or staff must come from the board, not from individual trustees.





What skills do I need?

You don't need a background in public education to run as school trustee

Everyone brings unique skills and experiences to the role of school trustee. You don't need a background in education or to have a child in the school system. Reviewing your district's policies and building an understanding of provincial legislation is helpful, however.

Review school district policies

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

Understand the laws boards operate under

Board operations are bound by legislation or provincial policy. In executing their duties, trustees will develop an understanding of the legislative process, legislation structure (especially the *School Act*), government policy and board policy.

Get financial literacy support

Overseeing a school district's budget means trustees need to interpret financial data, asking the right questions to responsibly govern their school district's business and capital decisions. The BC School Trustees Association (BCSTA) and your local board staff can offer support in helping trustees fulfill their financial oversight responsibilities.

Be willing to learn

A board of education must protect the interests of the school district, ensure its financial viability and act in accordance with laws and policies governing K-12 education in B.C. These responsibilities require trustees to be willing to learn new skills to help them effectively protect the interests of students, families and their community.

BCSTA can help boards to carry out their governance and accountability responsibilities through offering supports and resources such as legal services, communications, professional development events, training manuals and learning opportunities.



I
Voted

Eligibility

Eligibility

To run for school trustee, you must be a Canadian citizen age 18 or older on voting day. You must have been a B.C. resident for at least six months prior to registration. You must not be disqualified under the *School Act* or any other enactment from being nominated for, elected to or holding office as a trustee.

For the Conseil scolaire francophone de la Colombie-Britannique (CSF), you must also have been a member of the CSF for 80 days before general voting day. To become a CSF member and for a list of deadlines, click [here](#).

See the **Francophone Education Authorities Regulation** for qualifications to be a trustee in School District 93 (CSF).

Board employees

If you are a board of education employee and want to run for a seat on your employer's board, 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 employment with the board beginning on the first day of the nomination period or the date 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 district employee seeking election to a board that is not your employer, you don't have to take the leave of absence or resign. There may be circumstances when you are ineligible to participate in certain matters due to potential conflicts of interest which may arise from your being a board employee (e.g. provincial collective bargaining if you are a unionized employee in one school district and a trustee in another district).



Conflict of interest

Sometimes trustees have to abstain from voting on an issue they have a personal interest in

Conflict of interest rules in the *School Act* apply to school trustees. If a matter being considered by a board of education could affect a trustee (or other persons associated with the trustee) monetarily, the trustee is said to have a pecuniary interest in the matter.

A trustee with a pecuniary interest has a conflict of interest, unless the trustee falls within exceptions set out in the *School Act*.

The pecuniary interests of a trustee's family (e.g. spouse, parent, child) is 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 staff in a school district cannot:

- Be elected to the BC Public School Employers' Association (BCPSEA) board
- Be a member of a BCPSEA bargaining team
- Represent a board of education at a BCPSEA meeting

If a trustee has a financial interest in a matter being considered at a board or committee meeting, the trustee must disclose the interest, not participate in any discussion of the matter, abstain from voting on the matter and not attempt to influence voting on the matter.

Situations sometimes arise where a trustee does not have a financial interest in a matter before the board but their involvement may give rise to a reasonable perception of bias. For example, the board may need to deal with an issue involving a trustee's close personal friend or relative.



What else should I know?

Some frequently asked questions

Remuneration

Each board determines how trustees on the board will be remunerated. Contact your local school district to find out about trustee remuneration.

Time commitment

Commitments will vary but typically a trustee may spend an average of 15 hours per week on activities associated with the role, including:

- Preparing for and attending board and committee meetings
- Attending community meetings as a representative of the board
- Responding to concerns

Diversity

Boards of education should reflect the communities they serve. It's important that trustees from underrepresented communities run for office to ensure that our school districts are led by diverse boards that include a wide variety of perspectives and experiences.



Where do I run?

Electoral areas

In some school districts, all trustees are elected at large (in one electoral area). In other districts, there are multiple trustee electoral areas.

There may be more than one trustee elected from a trustee electoral area. The composition of boards in B.C. varies to reflect the communities of each district.

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

In some communities, interested electors have formed organizations that endorse candidates. These are known as elector organizations. Local governments and boards of education may cooperate on running elections. Some trustee elections may be run by a municipality or regional district.

You are not restricted to running for trustee only in the community where you reside.

For the CSF, there are seven electoral areas, with one trustee per area. You must reside in the area to be the trustee for that area. The electoral areas are defined [here](#).



Schedule

Trustees attend meetings and engage with their communities. Here's a sample schedule of events a Richmond School District trustee attended in 2017

January

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

February

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

March

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

April

- 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

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

June

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

July/August

- Canada Day parade

September

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

October

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

November

- 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

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



Your campaign

Key dates

The next general school election is October 15, 2022. A list of key election dates will be available from the **Ministry of Education**.

Filing your nomination

You will submit paperwork to the local chief election officer during the nomination period (see page 12). 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**. This statement must provide details of both your corporate and personal holdings.

Election rules

You 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 from **BC Laws**.

Campaign financing rules are complex. They are described in more detail in **here**.

Campaigning

Ensure you are familiar with rules relating to your campaign including local signage bylaws, Ministry of Transportation signage policy, election advertising and campaign rules applicable to voting day.

Your 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, a website or blog and all-candidates' meetings.

In preparing for campaigning, ensure you understand the role of a school trustee and gain an awareness of regional and provincial issues in education. Attend board of education meetings, familiarize yourself with local education issues and learn about other candidates and their positions.



Timeline

B.C. local elections

Election period
January 1 - September 16

Pre-campaign period
July 18 - September 16

Nomination period
August 30 - September 9

Campaign period
September 17 - October 15

Voting Day
October 15

Find out more at [Elections BC](#).

Read the School Trustee Election Procedures [here](#).

Conseil scolaire francophone

CSF membership
deadline to vote
17 June

CSF membership
deadline to run for trustee
27 July

Call for candidates
17 July

Candidacy submissions due
1 August

Candidates declared to members
6 August

Voting starts
15 September

Results declared
15 October

Find out more at [CSF](#).



Resources

BCSTA

The BC School Trustees Association (BCSTA) supports B.C.'s boards of education in their key work of improving student achievement. BCSTA acts as a unified voice advocating for public education.

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 B.C. 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 direction for BCSTA's work through resolutions at our annual general meeting in the spring, and at smaller Provincial Council governance meetings over the year.

BCSTA 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 our [website](#).

CAMPAIGN RESOURCES

- [Ministry of Education](#)
- [Ministry of Municipal Affairs](#)
- [Elections BC](#)
- [CivicInfo BC](#)
- [General Local Elections](#)



British Columbia
School Trustees
Association

bcsta.org