



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

FAQ – INFORMATION FOR PROSPECTIVE TRUSTEE NOMINEES

When is the election?

General Voting day is on Saturday, October 15, 2022. The electors will be asked to elect seven trustees to fill seven positions on the Board of Education. With the establishment of Trustee Electoral Areas in School District No. 57, there will be a separate ballot for the following trustee electoral areas:

Mackenzie Trustee Electoral Area – 1 Trustee to be elected

Robson Valley Electoral Area – 1 Trustee to be elected

Prince George Trustee Electoral Area – 5 Trustees to be elected

How long is the term of office?

The term of office is until Local General Election in October 2026. If elected, individual trustees will be sworn in at the school board meeting in Prince George. This meeting is planned for November 7, 2022 at 4 pm.

What is the function of the board?

The Board functions as a corporate body and exercises those mandatory (must) and optional (may) powers granted or implied by the *School Act* and Regulations. As a corporate entity, its rights duties and powers reside with the Board and not individual trustees.

The daily administration of educational programs and the conduct of school and district business is the responsibility of the Superintendent of Schools and staff.

For further information, please refer to the additional information included in this package:

- Policy 1 Foundational Statements
- Policy 2 Role of the Board
- Policy 3 Role of the Trustee
- Policy 4 Trustee Code of Conduct
- Policy 7 Board Operations
- Policy 8 Board Committees
- Policy 9 Board Representatives
- Policy 12 Role of the Superintendent

Information is also available from the B.C. School Trustees Association website www.bcsta.org

How much work is involved in being a trustee?

A trustee spends at least fifty hours each month attending to school district business. Time commitment will include:

- Attending at least one evening meeting most weeks. These meetings may be the board's formal public meetings, meetings with senior administration, zone meetings with principals and vice-principals, meetings held to hear formal appeals of board decisions or to consider issues that emerge between regular meetings of the trustees. Additional evening meetings may be scheduled during budget deliberations, which take place from February to May each year.

- Standing Committees - All Trustees are members of standing committees and the Chair of the Board shall appoint the chair of each of the following: Advisory Committee, Business Committee and Education Committee. These committees usually meet once per month for two hours starting at 4:00 p.m.
- School Liaison Trustee Role - Trustees are appointed as the trustee liaison for a number of schools. The role of liaison trustee is to provide visible support for school activities including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows Trustees to become knowledgeable of public school activities and events and understand the culture of schools in the School District.
- Reading and reviewing materials prior to attending board, committee and other meetings.

A trustee may also be appointed to a committee negotiating a new collective agreement with one of the three unionized working groups employed by School District No. 57; an ad hoc committee created for a specific purpose, a working group to research a particular issue; or to attend a forum.

Trustees are also occasionally asked to sit on community committees that deal with a variety of health and civic issues.

It is the practice of the district to make trustees' telephone numbers available to the public. Trustees can expect phone calls from the general public and the media on a variety of topics related to education. They can also expect calls and letters from parents about events and issues that affect their children.

As a trustee, will my travel expenses be reimbursed when I travel on school district business?

Yes. Board related expenses, including overnight accommodation when necessary, will be reimbursed in accordance with Policy 4133.1 Reimbursement of Travel Expenses. The district's policy manual is available at www.sd57.bc.ca

Do trustees receive any remuneration?

Yes. The Board set the following rates:

The annual remuneration for trustees, as of July 1, 2021, is as follows:

- Chairperson \$23,115
- Vice-Chairperson \$21,615
- Trustees \$20,115

Where can I get information about School District No. 57?

A variety of information is included on the school district's website at www.sd57.bc.ca:

- School District No. 57 Strategic Plan 2021-2026
"The Pathway to a Diverse Learning Community with Purpose, Options and Choices for all",
- Implementation Plan for Year 1 and 2,
- Framework for Enhancing Student Learning Report,
- Approved Annual Budget to June 30, 2022

I am an employee of School District No. 57. Under what conditions may I run for the office of school trustee?

A person who is an employee of School District No. 57 and who wants to run for school trustee must follow these procedures:

- Before being nominated, must give notice in writing to the school board that they intend to consent to nomination.
- Must take a leave of absence beginning on the first day of the nomination period, or the date on which notice has been given, whichever is later.
- If elected, must resign from their position with the school district before taking the oath of office.

Please refer to section 34 of the *School Act* for further details.

How do I file my nomination?

Nominations will be received by the Chief Election Officer or Deputy Chief Election Officer as follows:

From: 9:00 a.m. on Tuesday, August 30, 2022
To: 4:00 p.m. on Friday, September 9, 2022

By Hand – By Appointment Only please call 250.561.6800 to schedule

School Board Office
2100 Ferry Avenue,
Prince George, BC V2L 4R5
Office Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

By Mail or Other Delivery Service

School Board Office
2100 Ferry Avenue,
Prince George, BC V2L 4R5
Office Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

By Fax: 250-561-6820

By Email: election@sd57.bc.ca

Note: Originals of faxed or emailed nomination documents must be received by the Chief Election Officer by 4:30 p.m. on Friday, September 16, 2022

One of the requirements for nomination is a solemn declaration that the nominee is qualified and that the information provided in the nomination papers is true. This solemn declaration may be made before a commissioner for taking affidavits in British Columbia prior to filing the nomination papers, or it may be made before the chief election officer at the time of filing (appointment required – see contact information at the end of this document). The same is true for the solemn declaration of an official of an elector organization, if such organization has endorsed the nominee.

It is the candidate's responsibility to ensure that all of the nomination documents are accurate and received on time. Please note that any member of the community may request to see certain pages of the nomination documents once they are filed.

If any person, including the chief election officer, thinks that information in the nomination documents is incorrect, they may choose to challenge the nomination through an application to the provincial court. Such application must be made within four days following the close of the nomination period.

How many nominators do I need?

Two (2)

Do I have to appoint an official agent and a financial agent?

A candidate must have a financial agent. A candidate may either appoint an individual as a financial agent or act as their own financial agent.

A candidate may wish to appoint an official agent to act on their behalf during the election. For example, an official agent can be a contact for the chief election officer if the candidate is out of town.

The candidate may wish to appoint scrutineers to represent them by observing the conduct of voting and counting proceedings for the election.

Appointment forms are included in this package.

Under what circumstances do I have to fill in the Elector Organization Endorsement Package?

If you want an endorser organization's initials on the ballot beside your name, the forms must be filed.

How will my candidacy be announced?

The Chief Election Officer will officially declare the candidates for each of the Trustee Electoral Areas after 4:00 pm on September 9, 2022.

However, under the provisions of the Freedom of Information and Protection of Privacy Act, the chief election officer will disclose, upon request, the names of candidates at any time during the nomination period. Candidates are encouraged to contact the media themselves, immediately before or after filing their nomination papers, to announce their candidacy.

Can I change my mind after I file?

Yes. A person can withdraw their candidacy by delivering a signed withdrawal statement to the chief election officer before 4:00 p.m. on September 16, 2022. Withdrawals after that date require the approval of the Minister of Education. Consult the Candidate's Guide to Local Government Elections in B.C. for further information.

Must I have a separate bank account from my personal one if I do not expect to have any donations or expenses?

Elections BC can offer advice with regard to opening bank accounts.

Where can I get information on financial disclosure and campaign financing requirements and restrictions?

For more information about candidate and elector organization campaign financing refer to the Guide to Local Elections Campaign Financing in B.C. and Third Party Advertising Sponsor Guide to Local Elections in B.C. available from Elections BC. Their website is www.elections.bc.ca and their toll free number is 1.800.661.8683.

May I post or distribute campaign materials in schools?

No. Candidates cannot post or distribute campaign materials in schools and they will not be given access to schools to take photographs of the facilities or the students for advertising material.

Where can I get more information?

Jan Cote, Chief Election Officer

Ellen Bryden, Deputy Chief Election Officer

School District No. 57 (Prince George)
2100 Ferry Avenue
Prince George, BC V2L 4R5
Phone 250-561-6800
Fax 250-561-6820

As well, please refer to the resources included in “A Guide for School Trustee Candidates”.