



SCHOOL TRUSTEE

Candidate Nomination Information Package

SUBMISSION DEADLINE
Friday, September 5, 2025 - 4:00 pm

October 11, 2025 – By-Election



**2025 BY-ELECTION
ABBOTSFORD SCHOOL DISTRICT CANDIDATE NOMINATION
INFORMATION PACKAGE**

Term of Office

There will be a by-election for the position of school trustee. The term of office will last from the time of by-election to the next general local election to be held in October 2026.

By-Election

The By-Election will be held Saturday, October 11, 2025.

This Candidate Nomination Information Package provides information for those considering running for the office of School Trustee in this by-election. Please read through the documents carefully before completing them.

Candidates are required to book a brief ten-minute appointment with either the Chief Election Officer or the Deputy Chief Election Officer(s) (see contact information at the end of this document) to review their nomination documents when they are ready to file.

The following is a brief summary of important Candidate nomination information.

Candidate Nomination Documents

Nomination documents are now standardized throughout the Province. This information package includes fillable PDF documents. Candidates will need to print these documents and have the Nominators sign accordingly before filing the original documents.

The following Candidate nomination documents must be filed:

- **Form CS2** – Nomination Document (page 2 is not necessary, as only two Nominators are required);
- **Form CS3** – Other information provided by Candidate;
- **Statement of Disclosure: Financial Disclosure Act** (required under the [Financial Disclosure Act](#), the full Act is referenced under a separate section of this package); and
- **Form No. 8-6** - Candidate Information Release Authorization.

The following Candidate nomination documents may be filed, if applicable:

- Form CS4 – Appointment of Candidate Financial Agent (if the Candidate is not acting as their own Financial Agent);
- Form CS5 – Appointment of Candidate Official Agent (if applicable); and
- Form CS6 – Appointment of Candidate Scrutineer (if applicable).



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Elector Organization Endorsement

Elector Organization Endorsement documents are also now standardized throughout the Province. The Elector Organization Endorsement Package includes fillable PDF documents; Elector Organizations will need to print these documents and have Candidates and the Elector Organization Authorized Principal Official sign them before filing the documents.

The following Elector Organization Endorsement documents must be filed if a Candidate is endorsed by an Elector Organization:

- Form ES2 – Elector Organization Endorsement Documents;
- Form ES3 – Elector Organization Endorsement Documents: Declaration of Elector Organization Authorized Principal Official.

Nomination Period

The nomination period **begins at 9:00 a.m. on Tuesday, August 26, 2025, and ends at 4:00 p.m. on Friday, September 5, 2025.**

Notwithstanding the above, nomination packages may be submitted to the Chief Election Officer, or Deputy Chief Election Officer(s), between 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays and weekends, at Abbotsford City Hall, 5th Floor, 32315 South Fraser Way, Abbotsford, B.C. **Please book an appointment to submit the nomination papers with the election staff. Do not leave the submission until the last day as there may not be sufficient time to make any corrections to your submission, if there are problems.**

Nominations cannot be accepted outside this time period.

The deadline for receiving originals of emailed and faxed nomination documents is **4:30 p.m. on Friday, September 12, 2025.**

Nominators

Candidates must be nominated by two people, who are qualified to vote in the City of Abbotsford. Please confirm with the City of Abbotsford's Election Office (see contact information at the end of this document) to ensure Nominators are listed on the City's List of Registered Electors.

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Availability of Nomination Documents

Pursuant to Section 16 of the City of Abbotsford's *Election Bylaw, 2018*, from the time of delivery of any nomination documents to the Chief Election Officer, until 30 days after the declaration of the election results, nomination documents will be posted on the City's website www.abbotsford.ca/election. Places of residence, email addresses, and other personal information on the nomination documents will be redacted.

Declaration of Candidates

Immediately after the nomination period ends, at **4:00 p.m., Friday, September 5, 2025**, the Chief Election Officer will declare, as Candidates for an elected office, all persons who are nominated. Candidates and the public may attend the declaration, which will be held in Abbotsford City Hall, Room 510.

The deadline for withdrawal as a Candidate is Friday, September 12, 2025, at 4:00 p.m.

The deadline for withdrawal of elector organization endorsement, or candidate withdrawal of the endorsement, is Friday, September 12, 2025, at 4:00 p.m. The withdrawal must be made in writing.

Challenge of Nominations

A nomination may only be challenged by:

- a person who is an elector of the City of Abbotsford, another nominee, or the Chief Election Officer; and
- an application to the Provincial Court in accordance with Section 91 of the [Local Government Act](#).

Challenges to nominations may be made between the time of the delivery of nomination documents and 4:00 p.m. on Tuesday, September 9, 2025.

Additional Candidate Information

Election information is available at the [Ministry of Municipal Affairs & Housing website](#).

For School Trustee information please see the "BC School Trustees Association" and "Abbotsford School District Policies" sections at the end of this document. There is also a guide about the position which is at the end of package.

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Appointment of Candidate Representative(s)

In accordance with Section 102 of the *Local Government Act*, Candidates are entitled to appoint a Financial Agent or an Official Agent to represent the Candidate from the time of appointment until the final determination of the election. Appointments for the Financial Agent or the Official Agent can be made from the time the Candidate submits their nomination documents until the close of voting on General Voting Day.

- **Financial Agent:** A Candidate may appoint a Financial Agent to ensure that the financial aspects of their campaign comply with the requirements of the *Local Government Act* and the [*Local Elections Campaign Financing Act*](#) (use Form CS4, under the "Nominations Document" section of this package).
- **Official Agent:** A Candidate may appoint an Official Agent to represent them for the election (use Form CS5, under the "Nominations Document" section of this package). Please note that a Candidate has the option of authorizing their Official Agent to appoint Scrutineers on their behalf.
- **Note:** An Official Agent and a Financial Agent can be the same person. A Candidate is deemed to be their own Financial Agent if they do not appoint a Financial Agent; there is no need for a Candidate to formally appoint themselves as their own Financial Agent.

Candidates may also appoint Scrutineers to represent them by observing the conduct of voting and counting proceedings for the election. Appointments for the Scrutineers can be made any time up until the General Voting Day.

- **Scrutineers:** A Candidate or their Official Agent may appoint Scrutineers who will observe the conduct of voting for the election (use Form CS6, under the "Nominations Document" section of this package – print as many copies as required). A maximum of one Scrutineer, per Candidate, per voting place is permitted at any one (1) time.

Disclosure of Campaign Financing and Election Advertising

The *Local Elections Campaign Financing Act* regulates Candidate and Elector Organization campaign financing and election advertising. The oversight of all matters related to campaign financing and election advertising is the responsibility of Elections BC. They will be in contact with the Candidate's Financial Agent regarding these requirements.

Legislation requires extensive disclosure of Candidate and Elector Organization campaign contributions and expenses. Elections BC, who will be administering this requirement, will contact Candidates regarding the requirements of reporting the Candidate's campaign financing and may provide a full copy of the Act; otherwise, it is available online.



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If a Candidate is endorsed by an Elector Organization, and that Elector Organization is receiving funds on their behalf, the Elector Organization must also submit an Elector Organization Endorsement.

Note: There is a statutory requirement to file the election campaign financial disclosure statement following the election by **Friday, January 9, 2026**. If a Candidate is in doubt about these requirements, they should contact Elections BC.

Please direct all inquiries related to campaign financing and election advertising to Elections BC. Their contact information can be found here: elections.bc.ca/contact

Unlawful Election Activities

Division 18 of the *Local Government Act* (see the “*Local Government Act*” section at the end of this document) deals with “Election Offences”.

The [Candidate's Guide to Local Elections in BC 2022](#) and the [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#) summarize election offences under the *Local Government Act* and *Local Elections Campaign Financing Act*. Please review this information.

Abbotsford Election Office

For further information regarding the 2025 By-Election, or to book an appointment with the Chief or Deputy Chief Election Officer(s), please contact the following:

Lisa Zwarn
Chief Election Officer

Phone: 604-851-VOTE (8683)
Email: ElectionOffice@abbotsford.ca

Tammy Ketola Kipp Sezginalo
Deputy Chief Election Officers

Fax: 604-853-1934
Web: www.abbotsford.ca/election

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Additional Information

CANDIDATE'S GUIDES – PROVINCE OF BC

- [Candidate's Guide to Local Elections in B.C.](#)
- [Elector Organization Guide to Local Elections in B.C.](#)
- [General Local Elections 101](#)
- [Thinking of Running for Local Office?](#)
- [What Every Candidate Needs to Know](#)
- [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#)
- [Guide to Local Elections Campaign Financing in B.C. for Elector Organizations and their Financial Agents](#)
- [Guide for Local Elections Third Party Sponsors in B.C.](#)

PROVINCIAL LEGISLATION

- [Local Government Act, Part 3 — Electors and Elections](#)
 - Division 5 – Qualifications for Office
 - Division 6 – Nomination of Candidates
 - Division 7 – Candidate for Endorsement by Elector Organizations
 - Division 8 – Declaration of Candidates
 - Division 9 – Candidates and Representatives
 - Division 18 – Election Offences

BC SCHOOL TRUSTEE ASSOCIATION

- What is a School Trustee? <https://bcsta.org/what-is-a-school-trustee/>
- Trustee's Responsibilities <https://bcsta.org/trustee-responsibilities/>
- Putting Students First - A Guide for School Trustee Candidates (end of this package)

ABBOTSFORD SCHOOL DISTRICT NO. 34

- Board Policies <https://www.abbyschools.ca/about/board/policies>
- Board Meetings Information <https://www.abbyschools.ca/about/board/meetings>

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 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 Chief Election Officer's reference only and do not constitute part of the Candidate Nomination Package – School Trustee.

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 Chief Election Officer.

As per *Local Elections Campaign Financing Act* requirements, the following forms will be forwarded to Elections BC by the 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: electoral.finance@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 – School Trustee; 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 (NAME OF SCHOOL DISTRICT)		TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
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 (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)

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 be otherwise disqualified by law.

A Nominator MUST be Qualified Under the *Local Government Act* or *Vancouver Charter* to Nominate a Nominee for Office

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 (e.g., 10) nominators are required.
For Boards that require 25 nominators attach an additional sheet(s) 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 TRUSTEEJURISDICTION
(NAME OF SCHOOL DISTRICT)TRUSTEE ELECTORAL AREA
(TEA NUMBER OR AT LARGE)

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)

☐

I am acting as my own Financial Agent

☐

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 (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Financial Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	☐ General Local Election	☐ 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 (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Official Agent for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ By-election
OFFICIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME(S)
MAILING ADDRESS (STREET ADDRESS/PO BOX NUMBER)	CITY/TOWN	POSTAL CODE
☐ 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 (NAME OF SCHOOL DISTRICT)	TRUSTEE ELECTORAL AREA (TEA NUMBER OR AT LARGE)
I hereby appoint as my Scrutineer for the:		
GENERAL VOTING DATE: (YYYY/MM/DD)	☐ General Local Election	☐ 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)	



- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

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:

creditor's name(s)

creditor's address(es)

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.

your capacity

name(s) of business(es)/organization(s)

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.

legal description(s)

address(es)

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

**2025 BY-ELECTION
CANDIDATE INFORMATION RELEASE AUTHORIZATION**

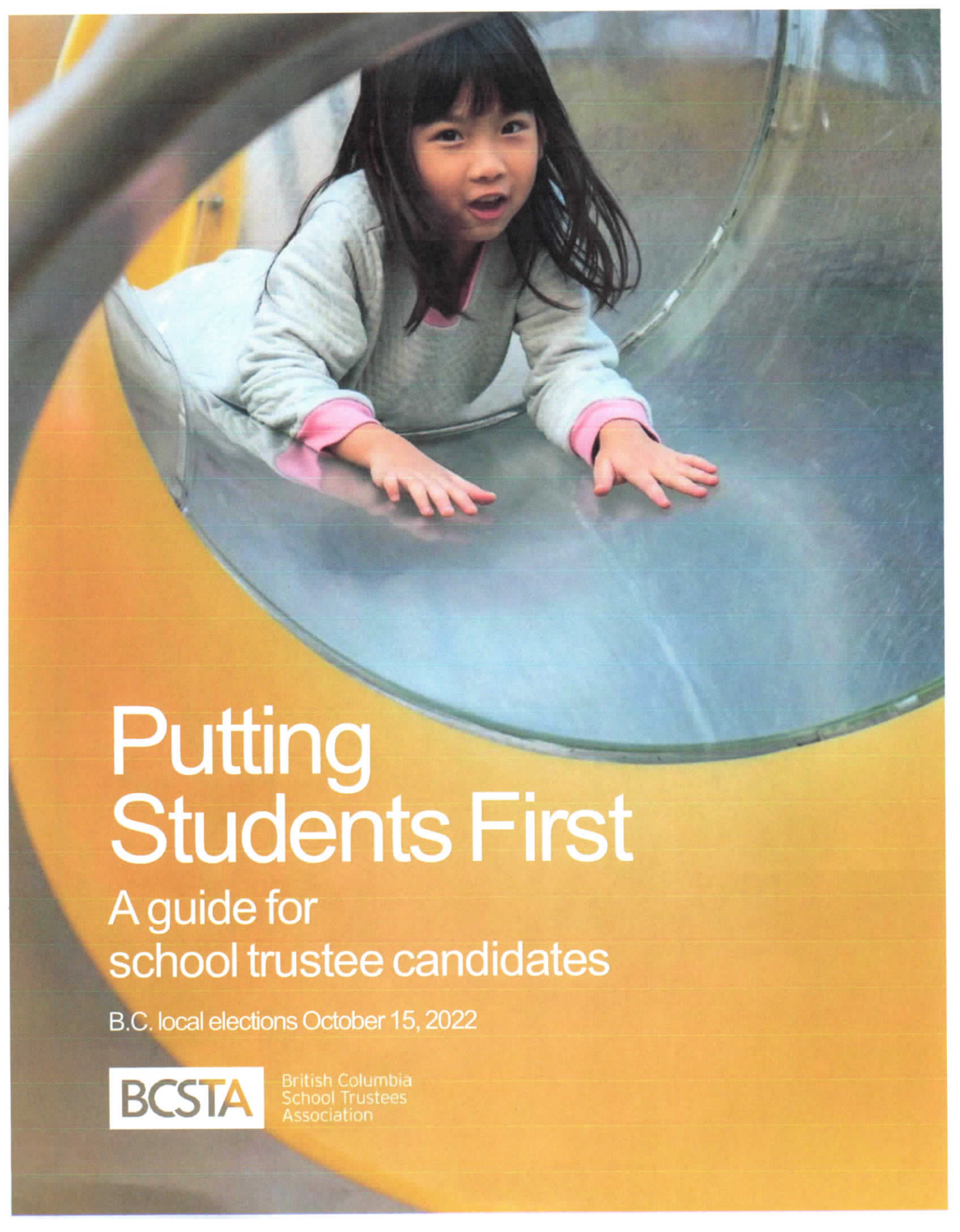
Your nomination documents are available to the public to view as soon as they are submitted. Consent provided with this form simply allows the local government to provide additional information, as appearing below, to the public and/or media.

The information you choose to share will be posted on websites operated by CivicInfo BC (www.civicinfo.bc.ca). This is the primary source through which the media, the public, provincial ministries, researchers, and others are able to obtain province-wide local election information.

I, _____, (please print name of person nominated) having submitted nomination documents for election to the office of School Trustee, give my consent to share the following information. This information may be shared by email, posting on a website, phone, fax, or by any other means of electronic communication.

Address:	
Phone:	Alternate Phone:
Email:	
Website:	
Twitter:	Facebook:

(Signature of Candidate)



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

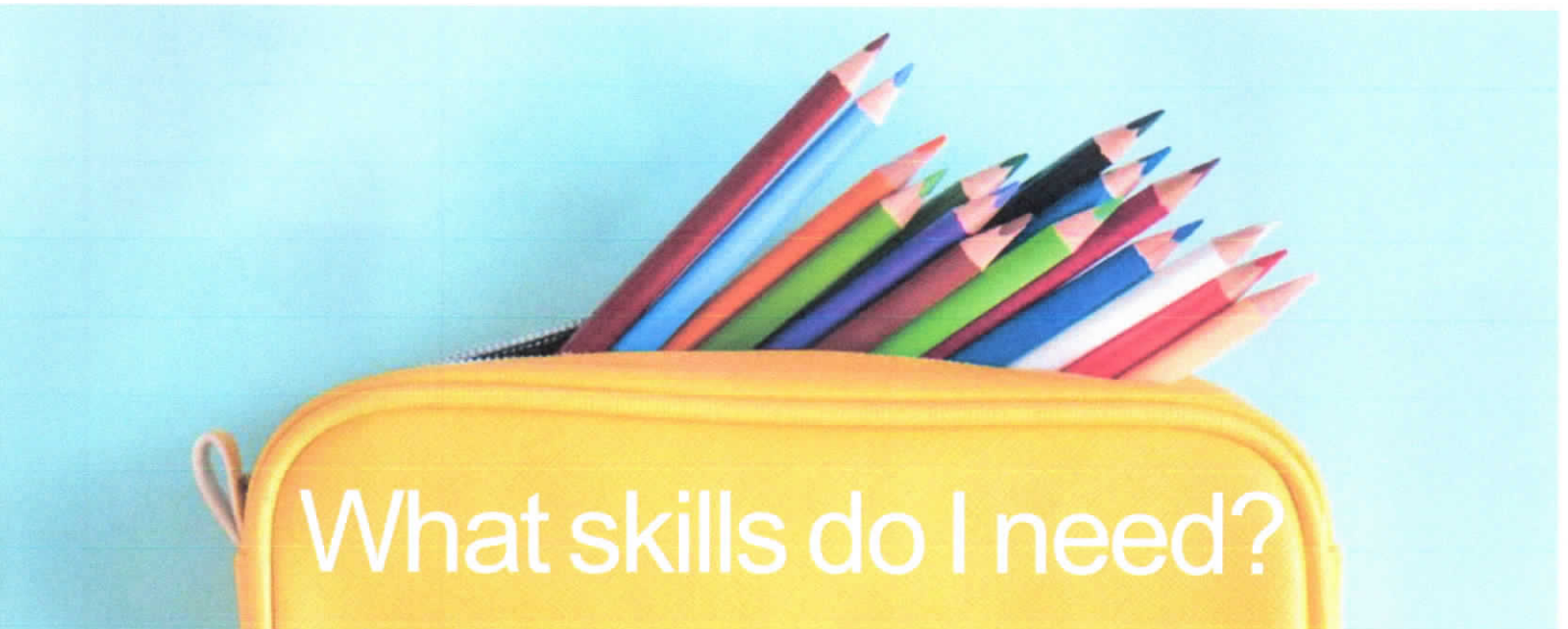
Boards set direction

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*.

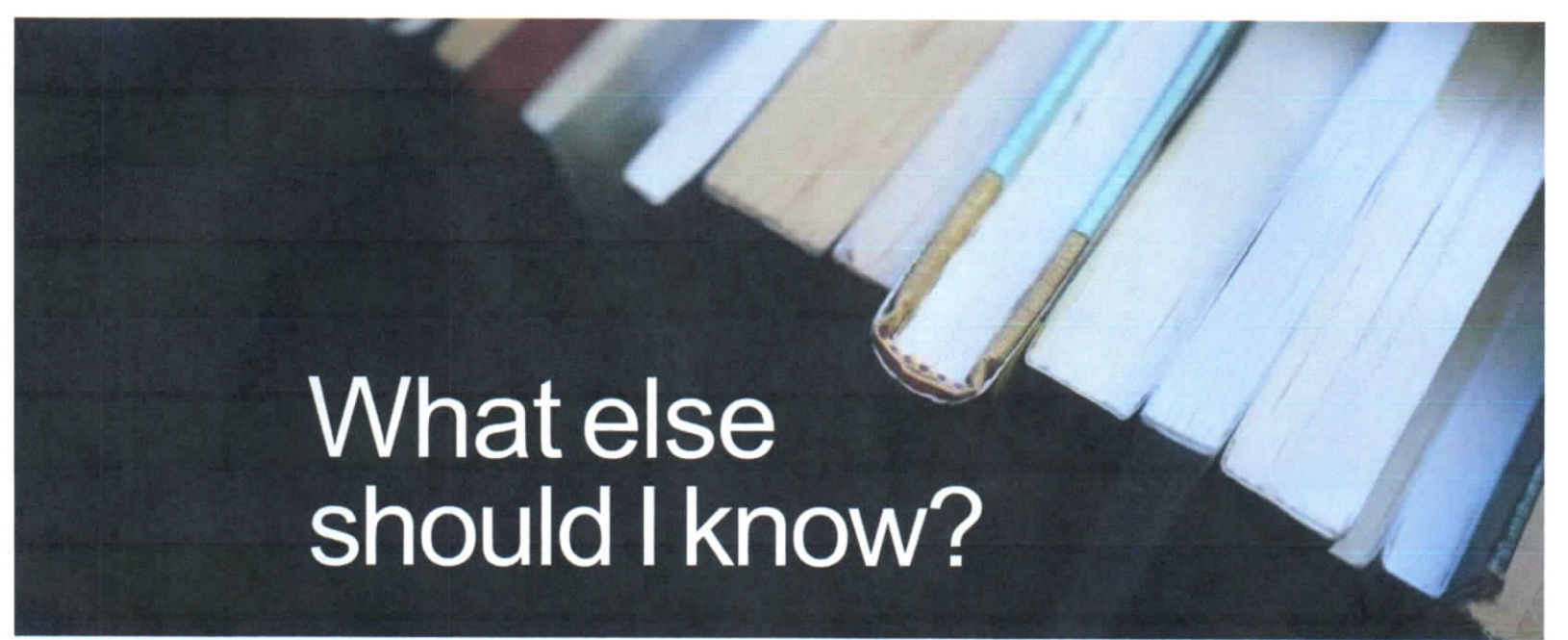
The pecuniary interests of a trustee's family (e.g. spouse, parent, child) is treated as though they were the trustee's personal pecuniary interests.

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

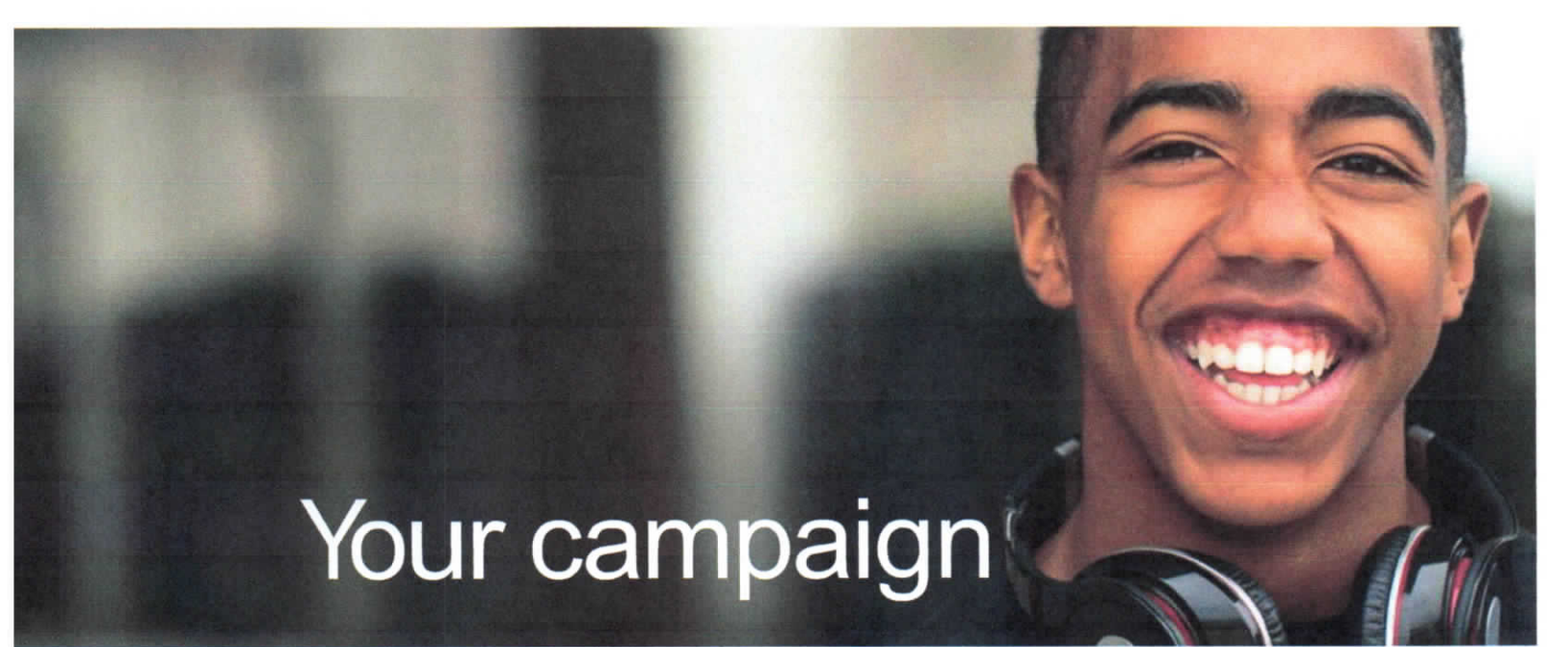
- Mayor's dinner
- School visit/Parent Advisory Council meeting
- Select Standing Committee presentation
- ELL consortium meeting
- Fire hall opening
- Policy committee meeting
- Personnel/finance committee meeting
- Richmond Teachers' Association teachers induction ceremony

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



SCHOOL TRUSTEE

Candidate Nomination Information Package

SUBMISSION DEADLINE
Friday, September 5, 2025 - 4:00 pm

October 11, 2025 – By-Election