

Trustee Elections

Bylaw No. 101.1.1

A bylaw to establish procedures for the conduct of trustee elections.

The Board of Education of School District No. 91 (Nechako Lakes) wishes to establish procedures for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 91 (Nechako Lakes), in an open meeting, enacts this Trustee Elections Bylaw No. 101.1.1.

1. Scope of Bylaw

This bylaw applies to both general elections and by-elections.

2. Trustee Electoral Areas

In School District No. 91 (Nechako Lakes), trustee elections are held in the following trustee electoral areas:

Number of Trustees	Electoral Area	Name of Electoral Area
2 trustees	Area 1	Engen, Mapes, Vanderhoof and Cluculz Lake
1 trustee	Area 2	Topley, Decker Lake and Granisle
1 trustee	Area 3	Burns Lake and Rural Area
1 trustee	Area 4	Grassy Plains and Francois Lake
1 trustee	Area 5	Endako, Fraser Lake and Fort Fraser
1 trustee	Area 6	Fort St. James, Manson Creek, Germansen and Takla Landings

3. Definitions

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except if the context requires otherwise.

- a. "Board" means the Board of Education of School District No. 91 (Nechako Lakes)
- b. "by-election" means a trustee election other than one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*
- c. "Chief Election Officer" means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*

- d. "Minister" means the Minister of Education and Child Care.
- e. "School District" means the School District No. 91 (Nechako Lakes).

4. Voter Registration

Voting in a trustee election shall be limited to only those electors registering to vote at the time of voting.

5. Required Advance Voting Opportunities

- a. Unless the Board is exempted from the requirement by Order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day. In Trustee Electoral Areas 2 to 6, no other advance voting opportunity will be held except in accordance with section 6 of this bylaw.
- b. Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, in Trustee Electoral Area 1, an additional advance voting opportunity will be held on the seventh day before general voting day.

6. Additional Advance Voting Opportunities

The Chief Election Officer may establish dates for additional advance voting opportunities for each trustee election and may designate the voting places and the voting hours for these voting opportunities.

7. Additional General Voting Opportunities

The Chief Election Officer is authorized to establish additional general voting opportunities for general voting day for each election and to designate the voting places and voting hours for such voting opportunities, within the limits set out in the *Local Government Act*.

8. Order of Names on the Ballot

The order of names of candidates on the ballot will be determined by lot.

9. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

10. Number of Nominators

The minimum number of qualified nominators for a trustee candidate is two.

11. Public Access to Nomination Documents and Campaign Financing Disclosure

- a. The Board authorizes public access to nomination documents of the trustee candidates during the regular office hours at the Board's main office in Vanderhoof, BC, from the time the nomination documents are delivered until 30 days after declaration of the election results.

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- b. The Board will make available to the public by internet access, without charge, during the regular office hours of the Board's head office, access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:
- i. a mailing address or residential address of a significant contributor, or
 - ii. a telephone number, mailing address, or residential address of a candidate,
- until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate by providing a copy of that information for inspection.
- c. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public pursuant to section 12(b) of this bylaw for a fee of 50 cents per page.
- d. Before providing the services under section 12(c) other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to:
- i. Satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act*, and section 63 of the *Local Elections Campaign Financing Act*, and
 - ii. provide a signed statement that:
 - 1. the individual, and
 - 2. if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other recordwill not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

12. Public Notice Posting Places

For the purpose of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

- a. at the main entrance to the Board's main office in Vanderhoof, BC; and
- b. at the main entrance to the Board's satellite office in the Muriel Mould Neighbourhood Learning Centre in Burns Lake, BC.

13. Publication by means other than newspaper

The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the Community Charter:

- i. the Board's website at www.sd91.bc.ca; and
- ii. the Board's Facebook page at www.facebook.com/SD91BC

14. Number of Scrutineers at Voting Places

The number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

15. Title

This bylaw may be cited as 'School District No. 91 (Nechako Lakes) Trustee Elections Bylaw No. 101.1.1.

16. Repeal

School District No. 91 (Nechako Lakes) Elections to the Board Bylaw No. 101.1 is repealed.

Mission, Vision, Guiding Principle and Strategic Goals

Policy No. 100.0

MISSION

“Learners are known, supported and challenged to grow in caring, inclusive environments.”

VISION

“Every learner develops the knowledge, core competencies, and skills to meaningfully connect, contribute, and thrive beyond graduation.”

GUIDING PRINCIPLE

“Recognizing and Nurturing Potential”

STRATEGIC GOALS

Goal 1: Strengthen Learning Foundations

Ensure every learner develops strong literacy and numeracy skills and core competencies through evidence-based instruction, early identification, and timely support.

Goal 2: Strengthen Wellbeing, Inclusion and Engagement

Build safe, meaningful, and relationship-centered settings where every learner feels welcomed, connected, and motivated to learn.

Goal 3: Cultivate a Thriving Workforce

Facilitate the continuous learning, growth, and development of all staff by promoting a culture of knowledge sharing and innovation to sustain and strengthen our system.

Goal 4: Honour Diverse Identities, Cultures, and Perspectives

Advance equity and inclusion for all learners, staff, and communities. Explicitly recognize Rightsholder Nations, whose inherent rights, voices, and Knowledge guide this work.

Goal 5: Strengthen Connections and Community

Build trust through clear communication, transparency, and meaningful partnerships that support learning, wellbeing, and successful transitions from early years through graduation and beyond.

Statement of Guiding Principles for the Board of Education**Policy No. 101.0****PURPOSE**

In keeping with its mandate as trustees of public education in the Province of British Columbia, the Board of Education of School District No. 91 (Nechako Lakes) establishes the following guiding principles to govern its work and to inform trustees of their collective responsibilities. This policy provides the foundational framework that guides Board decision-making, accountability, and leadership in support of student success and the District's Strategic Plan.

VISION

A caring, inclusive, and connected learning community where every learner belongs, is supported to grow, and is prepared to thrive beyond graduation.

MISSION

To provide governance and strategic direction that supports all learners to be known, supported, and challenged to grow in caring, inclusive environments.

PRINCIPLES

The Board believes that public education in School District No. 91 is strengthened when:

- Learning is relevant, meaningful, and responsive to student voice and community context;
- Learners develop the knowledge, core competencies, and skills required to meaningfully connect, contribute, and thrive beyond graduation;
- Schools and worksites are flexible, responsive, and connected environments that support engagement and belonging; and
- Relationships are grounded in care, respect, inclusion, and shared responsibility.

VALUES

The Board of Education is guided by the following values in all aspects of its governance role:

- Integrity – Ethical, respectful, transparent, and accountable leadership;
- Courage – Thoughtful, evidence-informed decision-making grounded in principled leadership and continuous improvement;
- Excellence – High expectations, engagement, adaptability, and a commitment to learning and improvement;
- Community – Relationships built on collaboration, inclusion, belonging, partnership, and shared responsibility.

GOVERNANCE RESPONSIBILITIES OF THE BOARD

In keeping with its mandate as trustees of public education in the Province of British Columbia, the Board of Education of School District No. 91 (Nechako Lakes) establishes the following guiding principles to govern its work and to inform trustees of their collective responsibilities:

- Govern ethically and in accordance with the Trustee Standards of Conduct (Policy 101.2);
- Centre all decisions on student success, equity, and well-being;
- Engage with communities, families, Indigenous Rightsholders, and partners in transparent and respectful ways;
- Act as a corporate body, recognizing that Board decisions take precedence over individual viewpoints;
- Establish, monitor, and evaluate a multi-year strategic plan;
- Respect the distinct governance role of the Board and the operational responsibility of the Superintendent;
- Participate in ongoing trustee learning and governance development;
- Ensure responsible stewardship of public resources; and
- Advocate for high-quality, inclusive public education.

LEGISLATIVE AND GOVERNANCE AUTHORITY

The authority of the Board of Education rests solely with the legally constituted Board and not with individual trustees or committees, except as formally authorized by the Board.

The statutory powers and duties of the Board are established under the School Act. In fulfilling its governance role, the Board exercises its responsibilities through the following interrelated functions:

1. Legislative – Establishing and approving policy that provides strategic direction and governs the operation of the school district;
2. Executive – Appointing a Superintendent of Schools/Chief Executive Officer and delegating authority for the implementation of Board policy and day-to-day operations; and
3. Evaluative – Monitoring and assessing district performance, including student learning, well-being, equity, organizational effectiveness, and fiscal stewardship, in relation to the Board's Strategic Plan.

The Board shall conduct its work in accordance with the School Act, associated regulations, Orders in Council, Ministerial Orders, and the Board's policies and regulations.

Role of the Board of Education

Policy No. 101.3

Purpose

As the elected representatives of the community, the Board of Education of School District No. 91 (Nechako Lakes) is the corporate body responsible for overseeing the provision of educational services in the district.

The mandate and responsibilities of the Board are determined through the requirements of the government legislation, and are informed by the expectations, values, and priorities of the electors and communities the Board serves.

Specific areas of responsibility are:

1. Accountability to Government

- 1.1 Act in accordance with all statutory requirements of applicable federal and provincial legislation to implement educational standards and policies.
- 1.2 Carry out the powers, duties, and functions of a board of education as set out in legislation and existing Board policy.

2. Accountability to the Community

- 2.1 Make decisions that reflect the school district's principles, strategic plan, and represent the broad interests of the community.
- 2.2 Establish and support processes for meaningful engagement with students, staff, parents/caregivers, Rightsholder Nations, and community stakeholders.
- 2.3 Ensure public reporting on district progress and outcomes occurs at least annually.
- 2.4 Develop procedures for, and hear, appeals as required by legislation and/or Board policy.
- 2.5 Model governance practices that reflect ethical conduct, respectful relationships, and shared community values.
- 2.6 Support respectful, ongoing, two-way communication between the Board, Rightsholder Nations, and stakeholder groups.
- 2.7 Meet, as appropriate, with municipal governments and other public agencies to assist in achieving educational goals.

3. Strategic Direction and Planning

- 3.1 Provide overall direction for the district by establishing and maintaining the Board's mission, vision, values, and strategic priorities.
- 3.2 Approve the district's multi-year Strategic Plan.
- 3.3 Set strategic goals and monitor progress toward key outcomes, with particular attention to student achievement, equity, well-being, and belonging.
- 3.4 Approve the annual district budget in alignment with the Strategic Plan.
- 3.5 Approve other district plans as required by the School Act or Ministerial direction.
- 3.6 Monitor and evaluate progress of district communication strategies.

4. Policy Development and Governance

- 4.1 Establish and maintain Board policies that provide direction while enabling effective administration.
- 4.2 Clearly identify the purpose and intent of policies prior to creation/adoption.
- 4.3 Make the final decision regarding the approval of all policy statements.
- 4.4 Review and evaluate Board policies to ensure they achieve their intended outcomes.
- 4.5 Distinguish clearly between governance (Board) responsibilities and operational (administrative) responsibilities.
- 4.6 Delegate authority to the Superintendent and define corresponding responsibilities in writing.

5. Board–Superintendent Relationship

- 5.1 Select and appoint the Superintendent of Schools.
- 5.2 Provide the Superintendent with clear, unified corporate (Board) direction.
- 5.3 Delegate in writing, administrative authority to the Superintendent and identify responsibilities subject to the provisions and restrictions in provincial legislations and regulations.
- 5.4 Respect the delegated authority of the Superintendent to carry out executive action and support those actions which are exercised within the discretionary powers of the position.
- 5.5 Regularly evaluate the Superintendent’s performance and review the terms of employment as required.

6. Advocacy and External Relations

- 6.1 Identify priorities, key messages and mechanisms for advocacy on behalf of students and public education.
- 6.2 Engage with provincial and sector organizations, including the British Columbia School Trustees Association and British Columbia Public Sector Employee’s Association.
- 6.3 Advance board/district positions and priorities through local/community and provincial organizations and as deemed appropriate.

7. Board Development and Effectiveness

- 7.1 Assess the Board’s collective performance and effectiveness at least annually.
- 7.2 Commit to ongoing professional development in support of effective governance and leadership.

8. Fiscal Oversight and Accountability

- 8.1 Ensure responsible stewardship of district financial resources.
- 8.2 Approve the annual budget and key financial plans in alignment with strategic priorities.
- 8.3 Monitor district financial performance, risks, and sustainability.
- 8.4 Approve audited financial statements and major financial commitments as required.
- 8.5 Ratify memoranda of agreement with bargaining units.
- 8.6 Approve the acquisition and disposition of district land and buildings.
- 8.7 Annually approve the five-year capital plan and review the long range facilities plan.
- 8.8 Review and monitor all accumulated surpluses and reserve funds to ensure financial health and stability.
- 8.9 Provide for adequate budget consultation processes with the community, Rightsholder Nations and stakeholders.

9. Other Responsibilities

- 9.1 Approve annual local school calendars in accordance with legislation.
- 9.2 Approve Board Authority Authorized Courses.
- 9.3 Hear appeals as set out in legislation and existing Board policy.
- 9.4 Approve the process for and the naming of educational facilities, School District properties and portions thereof.
- 9.5 Approve school catchment areas.
- 9.6 Approve district partnerships and associated contracts.
- 9.7 Approve the purchase of Board memberships in non-educational associations.
- 9.8 Establish parameters for early retirement incentive plans.
- 9.9 Approve other matters as required.

Related Policies

- *Policy 101.0 – Statement of Guiding Principles for the Board of Education*
- *Policy 101.2 – Trustee Standards of Conduct*

Role of the Trustee

Policy No. 101.3.1

Purpose

The Board of Trustees of Nechako Lakes School District No. 91 (SD91) governs the District in accordance with the School Act and other applicable legislation.

This policy defines the role of an individual trustee within the Board’s corporate governance framework. It is intended to provide clarity of role, support effective and ethical governance, and complement rather than duplicate other Board policies that define the responsibilities of the Board, the Chairperson and Vice-Chairperson, and the Superintendent.

Governance Context

Trustees carry out their role within the following context:

- The Board is a single corporate body elected by the citizens of the District.
- Authority rests with the Board acting collectively; individual trustees have no independent authority outside Board decisions or formal delegation.
- The Board is responsible for governance and oversight, while operational authority is delegated to the Superintendent.
- Trustees are accountable to the public for the collective decisions of the Board.

Role of the Trustee

The role of a trustee is to contribute to the Board as it fulfills its legislated governance mandate and oversees the provision of public education in the District.

In carrying out this role, trustees:

- Act as members of a corporate board;
- Uphold fiduciary responsibility to the Board, which is accountable to the electorate;
- Participate in informed, ethical, and respectful decision-making; and
- Balance representing community perspectives with a responsibility to act in the best interests of the District as a whole.

Trustees work collaboratively, recognizing that Board decisions are collective and binding.

Responsibilities of Individual Trustees

Within the parameters of legislation, Board policy, bylaws, and the Trustee Code of Conduct, each trustee is expected to:

- Take and uphold the required oath of office;
- Prepare for, attend, and participate constructively in Board and committee meetings;
- Contribute to Board deliberations respectfully and in good faith;
- Respect and support Board decisions once made;
- Maintain confidentiality and comply with in-camera requirements;
- Refer operational, administrative, and personnel matters to the Superintendent;
- Represent community perspectives while maintaining a district-wide focus;
- Participate in trustee orientation and ongoing governance learning;
- Model integrity, respect, and collaborative leadership.

Responsibilities related to Board direction-setting, policy development, accountability, advocacy, community engagement, Board–Superintendent relations, and Board development are formally addressed in other Board policies.

Trustee Authority

An individual trustee may exercise authority only when:

- Acting as part of the Board in a properly constituted meeting; or
- Exercising authority formally delegated by Board resolution.

Outside of these circumstances, a trustee has the same authority as any other member of the public.

Trustee Rights

Within legislation and Board policy, trustees are entitled to:

- Participate fully in Board discussions and decisions;
- Receive information necessary to fulfill governance responsibilities through the Superintendent;
- Access trustee orientation and ongoing development opportunities;
- Receive remuneration and expense reimbursement as determined by law and Board policy.

Review

The Board will review this policy as part of its regular governance policy review cycle or in response to legislative or governance changes.

Legal References: School Act

Cross-References: Policy 100.0.1 – Role of the Board of Education; Policy 101.0 – Statement of Guiding Principles for the Board of Education; Policy 101.2 – Trustee Standards of Conduct; Policy 101.3.2 – Chairperson and Vice-Chairperson; Policy 200.1 – Superintendent of Schools / Chief Executive Officer

SCHOOL TRUSTEE OATH OF OFFICE REGULATION

Form No. 16-5
School Act, s.50, BC Reg. 382/93

OATH OF OFFICE

CANADA
PROVINCE OF BRITISH COLUMBIA

I, _____, do solemnly affirm that:
[*name of trustee*]

I am qualified to hold office as a trustee in Nechako Lakes School District and meet the trustee qualification requirements set out in the *School Act*;

I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying or intimidation or other election offences in relation to my election as a trustee;

I will abide by the *School Act*, and I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

SWORN by the above-named Trustee
before me at _____, BC,
the ____ day of _____, 2026.

Secretary-Treasurer

Trustee