



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**COMMITTEE OF THE WHOLE  
AGENDA**

May 24, 2016 from 9:30-10:30 a.m.  
School Board Office – Gibsons, BC

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- 1) Trustee Evaluation Process / Survey
- 2) Trustee Variance Process Update
- 3) Communication (*standing item*)

**Trustee Electoral Areas Variation Process**  
**Committee of the Whole**  
**May 24, 2016**

**Submitted by: Nicholas Weswick,**  
**Secretary-Treasurer**

Using the ministry's Trustee Variation Guidelines as a template for moving forward, excerpts from the ministry's guide to procedures are listed here in blue font, with emphasis added.

1. The board should have a **stated rationale for requesting a variation** in the number of trustees in a school district, **any trustee electoral areas and/or the number of trustees** assigned to trustee electoral areas.

The impetus for the variation is the ministry's acknowledgement that certain band lands have been omitted from their metes and bounds descriptions of the district's TEAs. The ministry has acknowledged the error and is requesting the Board's cooperation in updating the electoral areas for the school district.

At the April Committee of the Whole, trustees discussed the following options;

- Listing SIGD regions within the geographic TEA that borders each individual Band Land and redistributing the number of trustees elected by area, if necessary.
- Including all SIGD lands in the Sechelt TEA and redistributing the number of trustees elected by area if necessary.
- Identifying SIGD lands as a single TEA with an elected trustee and redistributing the number of trustees in other TEAs.
- Including all SIGD lands in TEA #4 (Rural Area 2) regardless of their geographic location (status quo).

In accordance with the Board's electoral area bylaw (Bylaw 73) and the *School Act*, prior to seeking public consultation variations to the trustee electoral areas the Board must first consider the principal of voter parity (representation by population). Any movements away from voter parity will only be considered if voter parity is impossible to achieve and the proposed change will result in more effective representation. Additional criteria for consideration:

- (a) Representation by population balanced by region (i.e. not elected at large)
- (b) Applicant currently not effectively represented
- (c) Positive/neutral impact on governance efficiency/effectiveness/cost
- (d) Benefit to school district/student
- (e) Similar to other government boundaries/regional/municipal

- (f) Regional differences/character/diversity, community and minority differences.

Updated population information is found below:

| SD46 Electoral Areas | # of Trustees | 2006 Census | 2011 Census | Increase / (Decrease) | Trustee to population ratio | Feb 2016 enrolment by area (excluding SCAS and SPIDER) | Trustee to enrolment ratio |
|----------------------|---------------|-------------|-------------|-----------------------|-----------------------------|--|----------------------------|
| Area A               |               | 2624        | 2678        | 54                    |                             |  |                            |
| Area B               |               | 2558        | 2675        | 117                   |                             |  |                            |
| <b>Rural Area 1</b>  | 1             | <b>5182</b> | <b>5353</b> | 171                   | 1:5353                      | 343  | 1:343                      |
| <b>Sechelt</b>       | 2             | <b>8454</b> | <b>9291</b> | 837                   | 1:4646                      | 903  | 1:452                      |
| <b>Gibsons</b>       | 1             | <b>4182</b> | <b>4437</b> | 255                   | 1:4437                      | 827  | 1:827                      |
| Area D               |               | 3307        | 3244        | (63)                  |                             |  |                            |
| Area E               |               | 3552        | 3482        | (70)                  |                             |  |                            |
| Area F               |               | 2235        | 2015        | (220)                 |                             |  |                            |
| SIGD                 |               | 827         | 797         | (30)                  |                             |  |                            |
| <b>Rural Area 2</b>  | 3             | <b>9921</b> | <b>9538</b> | <b>(383)</b>          | 1:3179                      | 727  | 1:242                      |

2. The rationale **should be brought to public attention and the views of the public obtained**, as expressed through some form of public consultation.

The Board could advertise public meetings in the fall of 2016 via local media and invite public input on the TEA variations suggested by the Board. A rationale for each proposed variation will be provided to the public for discussion and feedback.

3. The **views of appropriate municipal councils, regional Boards, First Nations should be solicited** as well as the views of special interest groups.

Upon the direction of the Board, the Secretary-Treasurer will correspond with local governments and First Nations to solicit their views on the options presented. Local governments will include; the Town of Gibsons, the Sunshine Coast Regional District, the District of Sechelt and the Sechelt Indian Government District. First Nations will include the Sechelt Nation and the Squamish Nation. Special interest groups should be considered as well. The Secretary-Treasurer will solicit feedback in writing and consult with each of these organizations to collect feedback as appropriate. The feedback will be presented to the Board prior to submission to the Minister.

4. The Board should then **write a letter to the Minister** requesting that, pursuant to section 30 (4) of the School Act, the Minister consider making a variation order.

After the consultation process has completed and in accordance with the Board's Trustee Electoral Areas Bylaw, the application for variation will be put on the agenda for a regular Board meeting for determination and vote. If successful, the Board will submit a recommendation for variation to the Minister at least twelve months prior to the November 2018 election.

Information on what must be included in the letter to the minister is attached to this report.

**Recommendation: That the Board give the Secretary-Treasurer formal direction to initiate the Trustee Variation Process.**

M 266

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF EDUCATION,  
SKILLS AND TRAINING

I, Moe Sihota, Minister of Education, Skills and Training, hereby make the attached  
School District No. 46 (Sunshine Coast) Trustee Electoral Area Order.

JUL 11 1996

Date



Minister of Education, Skills and Training

Authority under which Order is made:

Act and section: ... School Act, section 29 .....

Other (specify): ... OIC 2179/88 .....

SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

TRUSTEE ELECTORAL AREA ORDER

1. The board of school trustees of School District No. 46 (Sunshine Coast) must consist of seven trustees.
2. In an election of school trustees held subsequent to the enactment of this order, the trustees will be elected as follows from the described trustee electoral areas:
  - (a) *two trustees from Trustee Electoral Area 1, being the District of Sechelt as defined in the British Columbia Gazette dated July 10, 1986;*
  - (b) *one trustee from Trustee Electoral Area 2, being the Town of Gibsons as defined in the British Columbia Gazette dated November 30, 1995;*
  - (c) *one trustee from Trustee Electoral Area 3, being Electoral Areas A and B of Sunshine Coast Regional District as defined in the British Columbia Gazette dated January 24, 1991; and*
  - (d) *three trustees from Trustee Electoral Area 4, being Electoral Areas D, E and F of Sunshine Coast Regional District as defined in the British Columbia Gazette dated January 24, 1991.*

|               | AUGUST  | SEPTEMBER  | OCTOBER   | NOVEMBER   | DECEMBER   | JANUARY   |
|---------------|---|--|---|--|--|---|
| BOARD         |   | <ul style="list-style-type: none"> <li>• DSLT/Trustee Dinner</li> <li>• Strat Plan Formal Adoption</li> <li>• Strat Plan Update: 3a Communication</li> <li>• Financial Statement Approval</li> <li>• BCSTA Provincial Council Motions</li> </ul> | <ul style="list-style-type: none"> <li>• Strat Plan Update: Vision. 1g Outdoor ed, 2d Parent comm,</li> <li>• Student Trustee Appointment</li> <li>• Grad Survey Draw</li> <li>• Select Standing Committee on Finance and Govt Services</li> </ul>                        | <ul style="list-style-type: none"> <li>• Strat Plan Update: Mission, 1b Reading, 2b Reading teachers, , 2j sustainable practices</li> <li>• LIF Allocations</li> <li>• Report from the Ad Hoc Superintendent Eval. Cmte, Curriculum/Calendar Recommendation</li> </ul> | <ul style="list-style-type: none"> <li>• Strat Plan Update: Inclusion 1i Technology, 2e Healthy staff.</li> <li>• Board elections</li> <li>• BCSTA AGM &amp; Provincial Council Motions</li> <li>• BCPSEA AGM Motions</li> </ul> | <ul style="list-style-type: none"> <li>• Strat Plan Update: Innovation 1a Early Learning, ,</li> <li>• Committee Appointments</li> <li>• Submission to Special Committee to Review the Freedom of Information and Protection of Privacy Act.</li> <li>• CNCP Submission</li> </ul>                    |
| C.O.W.        |   | <ul style="list-style-type: none"> <li>• Strat. Plan: Implementation Plan</li> <li>• External Committees Report</li> <li>• Communication Plan</li> <li>• Select Standing Committee on Finance and Govt Services (discussion)</li> </ul>          | <ul style="list-style-type: none"> <li>• Committee Update</li> <li>• Mind the Gap</li> <li>• <a href="#">Trustee Electoral Variance Review</a></li> <li>• <a href="#">Truth and Reconciliation Report</a></li> <li>• Strat plan: Communication (standing item)</li> </ul> | <ul style="list-style-type: none"> <li>• Strat plan: Communication (standing item)</li> <li>• We Envision SCRD</li> <li>• FOIPOP (NW)</li> </ul>   | <ul style="list-style-type: none"> <li>• School Growth Plans</li> <li>• Strat plan: Communication (standing item)</li> </ul>   | <ul style="list-style-type: none"> <li>• Strat Plan: 3d Gops Visioning</li> <li>• 2016/17 School Calendar</li> <li>• Purchasing Regulation</li> <li>• Strat plan: Communication (standing item)</li> <li>• BCSTA Provincial Council (Audits and their implication for boards of education)</li> </ul> |
| ED. CTE       |   | <ul style="list-style-type: none"> <li>• Strat. Plan: Student Sustainable Practices &amp; Outdoor Ed</li> <li>• Curriculum (Standing Item)</li> <li>• Parent Engagement (Standing Item)</li> </ul>   | <ul style="list-style-type: none"> <li>• Strat plan: 1B Reading, 2B Reading Teachers</li> <li>• MDI</li> <li>• Curriculum (Standing Item)</li> <li>• Parent Engagement (Standing Item)</li> <li>• Curriculum/Calendar</li> <li>• Grad Survey</li> </ul>                   | <ul style="list-style-type: none"> <li>• Strat plan: 1i - technology</li> <li>• Tech Plan</li> <li>• Curriculum (Standing Item)</li> <li>• Parent Engagement (Standing Item)</li> <li>• Immunization/Mature Minor Consent</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Strat plan: 1a early learning</li> <li>• Curriculum (Standing Item)</li> <li>• Parent Engagement (Standing Item)</li> </ul>   | <ul style="list-style-type: none"> <li>• Strat plan: 1 d SEL</li> <li>• Strat plan: 3 b Collaborations</li> <li>• Framework for enhancing student learning</li> <li>• Curriculum (Standing Item)</li> <li>• Parent Engagement (Standing Item)</li> </ul>  |
| OPS. CTE      |   | <ul style="list-style-type: none"> <li>• Summer Work Review</li> <li>• <a href="#">Regulation 4450 (Purchasing)</a></li> </ul>   | <ul style="list-style-type: none"> <li>• Preliminary Budget Review</li> <li>• Strat plan: 2j Sustainable practices</li> <li>• Long Range Facilities Plan</li> </ul>   | <ul style="list-style-type: none"> <li>• Strat plan: 2e Healthy staff</li> <li>• CNCP Submission Review (due January)</li> <li>• Annual Transportation Review</li> <li>• Long Range Facilities Plan (standing item)</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Enrollment Projections</li> <li>• Amended Budget</li> <li>• Preliminary Budget Feedback</li> <li>• Long Range Facilities Plan (standing item)</li> </ul>   |
| POLICY CTE    |   |  | <ul style="list-style-type: none"> <li>• Role of Chair</li> </ul>   | <ul style="list-style-type: none"> <li>• Role of Board Committees</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Role of Trustee</li> <li>• Trustee Donations</li> </ul>  |
| OTHER         | <ul style="list-style-type: none"> <li>• Report to Community</li> <li>• Trustee/Audit Info Session</li> </ul> |  |   | <ul style="list-style-type: none"> <li>• BCSTA Academy</li> </ul>  | <ul style="list-style-type: none"> <li>• Superintendent Evaluation Committee</li> </ul>  | <ul style="list-style-type: none"> <li>• School Visits</li> <li>• BCPSEA AGM</li> <li>• Intergovernmental Mtg</li> <li>• Adhoc Trustee Stipend Cmte</li> </ul>  |
| Consultations |   |  |   | <ul style="list-style-type: none"> <li>• Preliminary Budget Consultations</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Long Range Facilities Plan Consultations</li> </ul>  |

|               | FEBRUARY   | MARCH  | APRIL  | MAY  | JUNE  | JUNE Second Meeting  |
|---------------|--|--|--|--|---|--|
| BOARD         | <ul style="list-style-type: none"> <li>Celebrating Ed: Working with wood to celebrate SD 46</li> <li>Strat Plan Update: Collaboration 1d SEL, 2a Prof dev., 3b Collaborate &amp; 3D gov's visioning</li> <li>Amended Annual Budget</li> <li>Ad Hoc Trustee Stipend Committee Report</li> </ul> | <ul style="list-style-type: none"> <li>Strat Plan Update: Equity. 1c Math, 2f Ldrs, 3c Int'l students, 2h Safe/Healthy Schools</li> <li>2016/17 School Calendar</li> </ul>   | <ul style="list-style-type: none"> <li>Strat Plan Update: Respect 1 E Mental/phys health, 3g Cap U</li> <li>Budget – School Allocation Rates</li> <li>BCSTA AGM Motions</li> <li>Framework for Enhancing Student Learning</li> <li>Contract Review (closed)</li> </ul> | <ul style="list-style-type: none"> <li>Strat Plan Update: Responsibility 1f Music, 1k Grad, <del>2g celebrations</del>, 2i facilities</li> <li>Grievances Report (closed)</li> <li>Supt. Eval. Report (closed)</li> <li>Budget Approval</li> <li>Annual Facilities Bylaw</li> <li>Trustee Electoral Areas</li> </ul> | <ul style="list-style-type: none"> <li>Strat Plan Update: 1H exper learning/inquiry, 1j indigenous learning, cultures, 3f SIB/Squamish, <del>2g celebrations</del>,</li> <li>Superintendent and Senior Staff Contract Review (closed)</li> <li><del>Charitable Donations rept.</del></li> </ul> |  |
| C.O.W.        | <ul style="list-style-type: none"> <li>Strat plan: 3c Int'l students</li> <li>Achievement Award</li> <li>Strat plan: Communication (standing item)</li> </ul>  |  | <ul style="list-style-type: none"> <li>Trustee Electoral Areas</li> <li>Trustee Email FOIPOP</li> <li>Strat plan: Communication (standing item)</li> </ul>   | <ul style="list-style-type: none"> <li>Strat plan: Communication (standing item)</li> <li><del>Strat plan: 3f SIB/Squamish</del></li> <li><del>Regulation Review Update</del></li> <li><del>Trustee Variance Process Update</del></li> <li><del>Trustee Evaluation Process/Survey</del></li> </ul>                   | <ul style="list-style-type: none"> <li>Board / Trustee Evaluation</li> <li>Strat plan: Communication (standing item)</li> <li>Strategic Plan Year Review</li> <li>Cmte meeting timing</li> </ul>  | <ul style="list-style-type: none"> <li>Board / Trustee Evaluation</li> <li>Electoral Variance Review (yearly)</li> <li>Review Public Sector Governance – Guide To The Principles Of Good Practice</li> </ul> |
| ED. CTE       | <ul style="list-style-type: none"> <li>Strat plan: 1C Math</li> <li>Strat plan: 2f Ldrs</li> <li>ABHAWD</li> <li>Curriculum (Standing Item)</li> <li>Parent Engagement (Standing Item)</li> </ul>  | <ul style="list-style-type: none"> <li>Strat plan: 1e Mental and phys health, 3g Cap U</li> <li>Framework for Enhancing Student Learning</li> <li>Curriculum (Standing Item)</li> <li>Parent Engagement (Standing Item)</li> </ul> | <ul style="list-style-type: none"> <li>Strat plan: 1F Music, 1k graduation, <del>2g celebrations</del></li> <li>Professional Development</li> <li>Curriculum (Standing Item)</li> <li>Parent Engagement (Standing Item)</li> </ul>                                     | <ul style="list-style-type: none"> <li>Strat plan: 1j Indigenous &amp; other cultures, 1H exper learning/inquiry, <del>3f SIB/Squamish</del></li> <li>1e Physical Health</li> <li><del>Curriculum (Standing Item)</del></li> <li>Parent Engagement (Standing Item)</li> </ul>  | <ul style="list-style-type: none"> <li>Early Years 3 Year Plan (Sue Lamb)</li> <li>Curriculum (Standing Item)</li> <li>Parent Engagement (Standing Item)</li> <li><del>Untargeted Charitable Donations (yearly)</del></li> </ul>  |  |
| OPS. CTE      | <ul style="list-style-type: none"> <li>Strat plan: 2h Safe/Healthy Schools</li> <li>Preliminary Budget Consideration</li> <li>Long Range Facilities Plan (standing item)</li> </ul>  |  | <ul style="list-style-type: none"> <li>Strat plan: 2i facilities</li> <li>Budget Summary</li> <li>AFG Plan</li> <li>Long Range Facilities Plan (standing item)</li> </ul>  | <ul style="list-style-type: none"> <li>Capital Plan</li> <li>Joint-Use</li> <li>Long Range Facilities Plan (standing item)</li> </ul>  | <ul style="list-style-type: none"> <li>Emergency Preparedness Update</li> <li>Transportation Review</li> <li><del>Long range facilities plan / consultation feedback</del></li> <li><del>Regulation 4450 (Purchasing)</del></li> </ul>  |  |
| POLICY CTE    | <ul style="list-style-type: none"> <li>Role of Trustee</li> <li>Trustee Donations</li> </ul>   |  | <ul style="list-style-type: none"> <li>Role of the Trustee</li> <li>Trustee Donations</li> </ul>   | <ul style="list-style-type: none"> <li><del>Local Purchasing</del></li> <li>Conflict of Interest</li> <li>Foundational Statements</li> </ul>   | <ul style="list-style-type: none"> <li>Appeals Bylaw Review</li> <li><del>Local Purchasing</del></li> <li><del>Trustee Volunteering</del></li> <li><del>Trustee Email</del></li> </ul>  |  |
| OTHER         | <ul style="list-style-type: none"> <li>South Coast Branch Meeting</li> <li>Review March Committee Meeting Schedule</li> </ul>  | <ul style="list-style-type: none"> <li>Superintendent Evaluation Committee</li> </ul>  | <ul style="list-style-type: none"> <li>Student Forum</li> <li>Service Recognition</li> <li>BCSTA AGM</li> <li>South Coast Branch AGM</li> </ul>  | <ul style="list-style-type: none"> <li>Bursary Tea</li> <li>Calendar Changes Review</li> </ul>   | <ul style="list-style-type: none"> <li>Retirement Celebration</li> <li>Graduations</li> <li>ACE-IT Ceremonies</li> </ul>  |  |
| Consultations |  |  |  | <ul style="list-style-type: none"> <li><del>PHSS / MPES Transportation Consultation</del></li> </ul>   |   |  |