



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

**COMMITTEE OF THE WHOLE
AGENDA**

April 26, 2016 from 9:30-11:30 a.m.
School Board Office – Gibsons, BC

- 1) Trustee Electoral Areas
- 2) Trustee Email / FOIPOP
- 3) Communication (*standing item*)

Hi Nicholas,

Thank you for your email. We have done some further work on this issue and have been able to determine that most but not all Sechelt Band lands are included in your school district's trustee electoral areas (TEAs).

The TEAs in your district are:

- 1) District of Sechelt
- 2) Town of Gibsons
- 3) Electoral Areas A and B of the Sunshine Coast Regional District
- 4) Electoral Areas D, E and F of the Sunshine Coast Regional District

In all of these cases, except the District of Sechelt, the Sechelt Band lands are part of the local government area and so are included in the TEA. The District of Sechelt however excludes 6 Band lands (IRs) and these lands are also excluded from the adjoining Regional District Electoral Areas B and D. As a result, these lands are not part of any TEA (IR 1 Tsawcome, IR 2 Sechelt, IR 3 Swaycalse, IR 4 Oalthkyim, IR 5 Klaalth, and IR 28 Shannon Creek). Please refer to the map below.

At this juncture, we would like to seek your board's input as whether and how to amend the TEA ministerial order for your district. There are various options that could be pursued – for example, the Band lands could be included in TEA 1 (Sechelt) or alternately in TEA 3 or 4. However, your board would be in the best position to advise on the placement of these lands in a TEA. The [Trustee Variation Guidelines](#) provide guidance on what should be included in a submission from your board.

Please accept our apologies for the delay in carrying out this work. We recently began work to map all of the TEAs in the 60 school districts and it has taken some time for us to get digital images of your district's TEAs. If you have any questions, please feel free to email or call.

Kind Regards,

Sarah Loveday
Senior Legislative Analyst | Governance and Legislation Branch
Knowledge Management Division | Ministry of Education
m. 250-507-8028 | e. sarah.loveday@gov.bc.ca



-----Original Message-----

From: Nicholas Weswick [<mailto:nweswick@sd46.bc.ca>]
Sent: Wednesday, December 9, 2015 5:16 PM
To: Loveday, Sarah EDUC:EX
Subject: Re: Sunshine Coast Ministerial Order

Hi Sarah,

Do you have any news on this process, or an idea of timelines?

Thanks,

Nicholas Weswick, CPA CGA
Secretary-Treasurer
School District No. 46 (Sunshine Coast)
Lifelong Learning | Educational Excellence
p: 604.886.4484 m: 604.989.5485

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"Loveday, Sarah EDUC:EX" <Sarah.Loveday@gov.bc.ca> writes:

>Hi Nic,

>

>I hope all is well. I am writing to touch base about the Sunshine Coast

>Trustee Electoral Area Ministerial Order.

>

>After searching extensively for land surveyor expertise within

>Government, we are now beginning the process of hiring a land surveyor

>on contract to assist with this project. As it turns out, Government

>used to have land surveying expertise in-house, but now this work is

>typically done through procurement. As we move forward on this, I will

>continue to keep you in the loop. I hope you are enjoying your summer.

>

>Kind Regards,

>

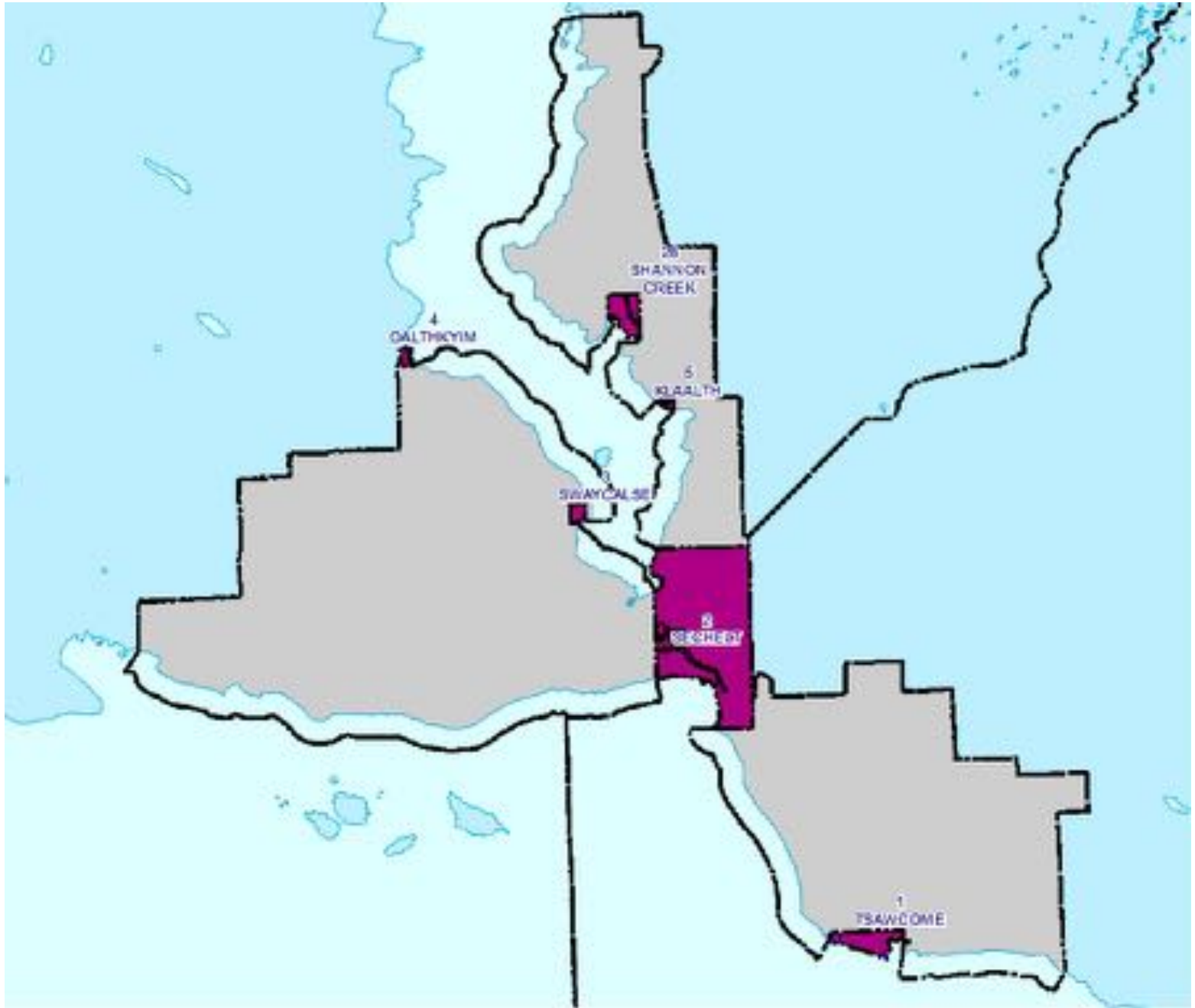
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>



Trustee Variation Guidelines

PROVINCE OF BRITISH COLUMBIA, MINISTRY OF EDUCATION

Appendix 1.1: Trustee Variation Guidelines

Note: "**person**" in the *Interpretation Act*, includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law.

These guidelines provide assistance to persons or boards of education when they wish to vary the numbers of trustees in a school district, or to vary the trustee electoral areas and/or the number of trustees assigned to trustee electoral areas.

A person or board of education must consider the principle of voter parity (representation by population) based on the concept of "one person – one vote". Any movement away from "one person – one vote" will only be allowed if it is impossible to have relative equality of voting power and the change will result in more effective representation.

Relevant Legislation

Section 30 (4) and (5) of the *School Act*

Procedures

The following procedure is provided as a guide:

1. A person or a 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.
2. The rationale should be brought to public attention and the views of the public obtained, as expressed through some form of public consultation.
3. The views of appropriate, municipal councils, regional boards, First Nations should be solicited as well as the views of other special interest groups.
4. A person or a 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.

TRUSTEE VARIATION GUIDELINES - continued

5. The letter should include:

- (a) in respect to a variation of trustee electoral areas
 - i. for the current trustee electoral areas
 - a map which clearly indicates each area (preferably a single map of the complete school district indicating each area)
 - the population of each area;
 - ii. for the proposed trustee electoral areas
 - the name of each area
 - the number of trustees representing each area
 - the metes and bounds description of each area prepared or approved by a certified professional surveyor (in both hard copy and electronic format - Microsoft Word preferred)
 - the population of each trustee electoral area
 - a map which clearly indicates each area (preferably a single map of the complete school district indicating each area);
- (b) the rationale for the changes requested and an indication of the nature of the public discussion that was involved including any discussion with boards of education, municipal councils, regional boards, First Nations or special interest groups (e.g., First Nations);
- (c) if applicable, the date that the board of education, municipality, regional board, etc. passed a resolution to request a trustee variation for the school district and/or for certain trustee electoral areas; and
- (d) a request that, pursuant to section 30 (5) of the *School Act*, the Minister vary the number of trustees in the manner described or vary the electoral areas, or both of these, including any suggestions by the board, municipality, regional board, etc., concerning the manner in which and the times at which any new trustees under the variation order are to be appointed or elected.

6. The Minister will consider the request and, if the request is not from the board of education affected, the Minister will forward the request and the supporting documentation to the affected board of education to give it an opportunity to respond.

7. Once the Minister has received the affected board of education's response in the event that another person is requesting the variation or, if it is only the board that is making the request, the Minister will consider all the documentation presented and will notify all persons making a request as to the decision as soon as is practical.

8. Note that section 30 (5) of the *School Act* states that if the Minister reduces the number of trustees, then the order reducing the number of trustees becomes effective for the following general school election.

Contact

If you have questions/comments relating to these guidelines, please contact the Governance and Legislation Unit at educ.governance.legislation@gov.bc.ca or (250) 356-1404.

73 ELECTORAL AREAS BYLAW

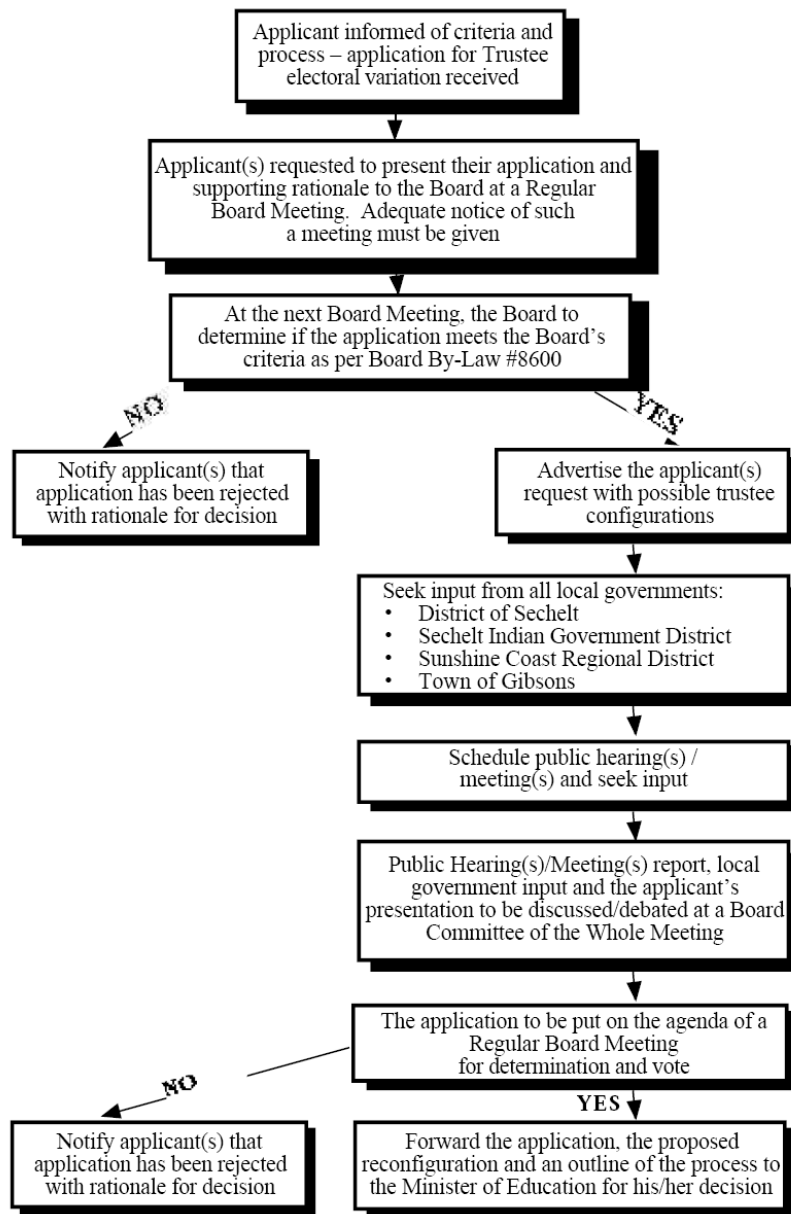
Section 30 of the *School Act* establishes the requirement to have a Board of School Trustees for each school district in the province. Section 30 also sets out the composition of the Board and in general terms provides the manner in which trustee electoral areas are to be established. Under the *School Act* the Minister of Education makes the final decision regarding trustee electoral areas. Residents of School District No. 46 (Sunshine Coast) will be best served by electing school trustees from trustee electoral areas that are fair and reasonable. From time to time local boards may receive requests to vary the trustee electoral areas established for the district. The Board of School Trustees of School District No. 46 (Sunshine Coast) desires to have a process in place to evaluate any such requests for electoral area variances. This process needs to be transparent, fair and reasonable, and applied in a consistent manner.

- 73.1 Prior to seeking public consultation, requests for trustee electoral area variances will be evaluated by the Board against the following criteria of: Relative parity of voting power is a prime condition of effective representation (i.e. representation by population).
- 73.2 Additional criteria are:
- (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/students.
 - (e) Similar to other government boundaries/regional/municipal.
 - (f) Regional differences/character/diversity, community and minority differences.
- 73.3 In addition, the Board recognizes there may be requests involving unique circumstances that could support a variance.
- 73.4 The process used shall be as outlined in the attached “**Trustee Electoral Variation Process.**”

Trustee Electoral Variation Process

[Reference: Regulation 73.4]

APPROXIMATELY SIX MONTHS



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

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