



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

**POLICY COMMITTEE NOTES**

Held on April 24<sup>th</sup>, 2018 from 11:30-1:00 p.m.  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: Christine Younghusband (Committee Chair), Betty Baxter,  
Dave Mewhort, Lori Pratt, Pammila Ruth

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,  
Secretary-Treasurer; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee

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The meeting was called to order at 12:16 p.m.

1. Surplus Policy

The committee reviewed the draft Surplus Policy submitted by Secretary-Treasurer Weswick and Trustee Younghusband. Clarification was provided on the purchase of capital assets and interfund transfers.

**RECOMMENDATION:**

“TO bring the Surplus Policy, as attached, to the May Regular Board Meeting for approval.”

2. Trustee Election Bylaw

Secretary-Treasurer Weswick highlighted the following changes:

- Updated to match new trustee electoral areas (TEAs).
- New TEA naming convention that includes TEA number and a common name.
- Update to application of local government bylaws.

The committee recommended the use of “Upper”, “Central” and “Lower” as common naming conventions for the three TEAs

**RECOMMENDATION:**

“To bring the revised Trustee Election Bylaws, with suggested updates (attached), to the May Regular Board Meeting for approval.”

3. Procedural Bylaws

Updates were recommended in order to align with the October election date.

**RECOMMENDATION:**

“TO bring the revised Procedural Bylaws: 50 – Inaugural Meetings, 55 – Presiding Officers and 62 – Committees, as attached, to the May Regular Board Meeting for approval.”

4. Trustee Orientation and Professional Development Policy Review

The committee reviewed the policy and discussed whether changes were required. The following changes were recommended:

- 6.1 *The Board Chair, Vice-Chair and Superintendent are responsible for updating ~~an ongoing~~ the Trustee Orientation Handbook ~~within three months~~ prior to a general local ~~trustee~~ election ~~period~~, and then implementing an orientation program for newly elected trustees prior to January 31 after the election that covers:*

**RECOMMENDATION:**

“To bring the updated Trustee Orientation and Professional Development Policy, as attached, to the May Regular Board Meeting for approval.”

The meeting adjourned at 1:06 p.m.

**NEXT MEETING:** Tuesday, May 22<sup>nd</sup> from 11:30-1:00 pm at the School Board Office

## **24 SURPLUS POLICY**

- 24.1 An accumulated operating surplus is achieved by spending less than the revenue the school district receives. The Board of Education is required by legislation to approve a balanced annual operating budget, which may include use of accumulated surplus funds from the previous year. Surplus funds are net resources that can be used for future services. The Board of Education may apply and approve restrictions on the spending of surplus funds.
- 24.2 The Board of Education will review a summary of the school district surplus position in conjunction with the Preliminary and Amended Annual Budget processes and when approving Financial Statements. The Board of Education will be required to approve any internal restrictions on surplus funds and any interfund transfers each year in which they occur. Capital assets purchased for departmental operating plans from approved budget expenditures do not require subsequent board approval.
- 24.3 Priorities for use of unrestricted surplus funds are as follows:
- i. Ensure the District's operating budget is balanced
  - ii. Provisions for unforeseen/extraordinary events
  - iii. Supplemental allocations to school and departmental budgets
  - iv. Support for one time programs and purchases

## 76 TRUSTEE ELECTIONS BYLAW

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

### **Preamble:**

Under the *School Act*, the board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections. This bylaw applies to both general elections and by-elections, except as otherwise indicated.

In School District No. 46 (Sunshine Coast), trustee elections are held in the following trustee electoral areas:

<i>TEA</i>	<i>Trustee Electoral Area (TEA) Description:</i>	<i># of trustees</i>
1 (Upper)	Comprised of Sunshine Coast Regional District Electoral Areas A and B and Sechelt Indian Band Lands 6, 6A, 7, 8, 9, 10, 11, 12, 12A, 13, 14, 15, 16, 17, 18, 19, 19A, 20, 20A, 21, 21A, 22, 24, 25, 26 and 27.	One
2 (Central)	Comprised of the District of Sechelt and Sechelt Indian Band Lands 1, 2, 3, 4, 5 and 28.	Three
3 (Lower)	Comprised of the Town of Gibsons and Sunshine Coast Regional District Electoral Areas D, E and F.	Three

The board of education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The board of school trustees, in an open meeting of the board, enacts as follows:

### 76.1 **Definitions**

**“Upper”** refers to Electoral Areas A and B of Sunshine Coast Regional District as defined in the British Columbia Gazette dated January 24, 1991 and the Sechelt Indian Band Lands as defined in Appendix 1 of Ministerial Order No. M410 dated December 4, 2017.

**“Central”** refers to the District of Sechelt as defined in the British Columbia Gazette dated July 10, 1986 and the Sechelt Indian Band Lands as defined in Appendix 1 of Ministerial Order No. M410 dated December 4, 2017.

**“Lower”** refers to the Town of Gibsons as defined in the British Columbia Gazette dated November 30, 1995 and Electoral Areas D, E and F of Sunshine Coast Regional District as defined in the British Columbia Gazette dated January 24, 1991.

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act* and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

**“Board” or “school board”** means the Board of School Trustees of School District No. 46 (Sunshine Coast).

**“By-election”** means a trustee election to fill a vacancy on the school board.

**“Election”** means a trustee election.

**“General Voting Day”** means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by- election.

**“Minister”** means the Minister of Education.

## 76.2 **Required Advance Voting Opportunities**

Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.

Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education, a second advance voting opportunity will be held on:

- (i) the date specified for the second required advance voting opportunity in an applicable municipal bylaw or a local government bylaw that is adopted by the board in this bylaw to apply to the trustee election; or as specified in the respective municipal bylaw if different.
- (ii) if there is no such date, then on 3 days before general voting day.

## 76.3 **Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

## 76.4 **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*.

## 76.5 **Nomination Deposit**

No nomination deposit is required for nomination for the office of school trustee.

## 76.6 **Number of Nominators**

For certainty, the minimum numbers of qualified nominators for a trustee candidate is two.

## 76.7 **Application of Local Government Bylaws**

- (a) In the Upper Trustee Electoral Area (TEA 1), for a trustee election held at the same time as the general local elections, the elections bylaws of the Sunshine Coast Regional District, as they may be amended from time to time, apply to that trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the

resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

- (b) In the Central Trustee Electoral Area (TEA 2), the election bylaws of the District of Sechelt apply to trustee elections conducted by the District of Sechelt, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (c) In the Lower Trustee Electoral Area (TEA 3), the election bylaws of the Town of Gibsons will apply to trustee elections conducted by the Town of Gibsons, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election. The elections bylaws of the Sunshine Coast Regional District, as they may be amended from time to time, will apply to trustee elections conducted by the Sunshine Coast Regional District, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election .

#### **76.8 Elections Conducted by School Board**

The following additional provisions apply to those trustee elections that the school board conducts on its own behalf except where the board has adopted a local government bylaw to apply to the trustee election.

- (a) **Additional Advance Voting Opportunities**

The chief election officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

- (b) **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, within the limits set out in the Local Government Act, for such voting opportunities.

#### **76.9 Title**

This bylaw may be cited as ‘School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76.’”

#### **76.10 Repeal**

School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 74 is hereby repealed.

## **50 Inaugural Meetings**

- 50.1 The Secretary-Treasurer for the school district shall convene a first meeting of the Board within thirty (30) days from November 1 immediately following a general local election.
- 50.2 The Secretary-Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.
- 50.3 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.
- 50.4 The Chair so elected shall assume the chair for the remainder of the meeting.
- 50.5 The Board shall proceed to elect a Vice-Chair, a BC Public School Employers' Association representative and a BC Trustees' Association representative in the same manner as the election of the Chair.
- 50.6 Following the elections the order of business shall be:
  - (a) passage of banking resolutions and appointment of signing officers;
  - (b) appointment of time and place for meetings.

## **55 Presiding Officers**

- 55.1 A Chair and a Vice-Chair shall be elected annually, at the first public meeting of the Board in November, according to the procedure outlined in Bylaw 50.3. During the second, third and fourth years of the Board's term of office, the elections will occur as the last item of business at the November public meeting.
- 55.2 The Board may elect a new Chair and/or Vice-Chair at any time.
- 55.3 If the Chair is absent or unable to act, the Vice-Chair shall preside at meetings of the Board. If the Vice-Chair is absent or unable to act, the members present shall elect one of their number to preside at the meeting.
- 55.4 The Chair may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chair, if present, or another member appointed by the Chair shall preside until the issue is disposed of (which should seldom be done).
- 55.5 The chair votes only when either:
- (a) the vote is by ballot, in which case the chair votes along with and at the same time as all other members, or
  - (b) the chair's vote will change the result of the vote.
- 55.6 The chair shall declare the question to be resolved in the negative should there be an equal number of votes for and against the motion.



## **62 Committees**

- 62.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.
- 62.2 Appointments to Standing Committees shall be made annually at the December Regular Board Meeting and otherwise as required. There shall be no more than three trustees officially appointed to a Standing Committee with the exception of the Policy Standing Committee and the Committee of the Whole which shall consist of seven trustees.
- 62.3 Each Standing Committee shall choose a regular time to meet throughout the school year. The meetings shall be scheduled so that the meeting notes can be received by the Board Office eight (8) days prior to the Board's regularly scheduled meeting day, to be included in the next Board agenda package.
- 62.4 The Board may meet in a Committee of the Whole "working session" in order to review the Strategic Plan; prepare the Preliminary and Amended Budget; perform major hires and evaluations; conduct trustee orientations; discuss significant facility and program options and processes; and review the Governance section of board policies and bylaws.
- 62.5 Public Committee meetings will have their agendas confirmed in the regular public meeting agenda package and published on the School District No. 46 (Sunshine Coast) website at least seven (7) days prior to Committee Meetings. Committee meeting agenda packages will be distributed to Committee members at least four (4) days prior to the meetings.
- 62.6 The Superintendent of Schools and/or designate, should attend all Committee Meetings.
- 62.7 All Committees will be open to public attendance and participation, except when a Committee is specifically addressing confidential matters covered in Bylaw 54.1. Any trustee may attend any meeting of any Committee, and may participate in the proceedings.
- 62.8 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion: a Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.
- 62.9 Committee recommendations to the Board will be reached by consensus. If a single recommendation cannot be agreed upon, the Committee Chair will ensure the notes reflect the differing points of view.
- 62.10 Committees shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.
- 62.11 Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Committee Chair (or designate) to record and confirm the meeting notes. The Chair of the Committee of the Whole must report any record or recommendations from Committee of the Whole to regular public Board meeting.
- 62.12 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are

time-limited and are normally appointed to complete a task, at which time they cease to exist.

- 62.13 By motion, the Board may move into Committee of the Whole at any regular or closed session to accommodate open and in-depth discussion when deemed necessary.

## **6 TRUSTEE ORIENTATION AND PROFESSIONAL DEVELOPMENT**

The Board believes an orientation and professional development program is necessary for effective trusteeship.

6.1 The Board Chair, Vice-Chair and Superintendent are responsible for updating the Trustee Orientation Handbook prior to a general local election, and then implementing an orientation program for newly elected trustees prior to the January 31 after the election that covers:

- (a) role of the trustee and the Board;
- (b) organizational structures and procedures of the district;
- (c) Board policy, agendas and minutes;
- (d) existing district initiatives, annual reports, budgets, financial statements, and long range plans;
- (e) district programs and services;
- (f) Board's function as an appeal body; and
- (g) statutory and regulatory requirements, including responsibilities with regard to conflict of interest.

Incumbent trustees are expected to participate in orientation and help newly elected trustees become informed about functions, policies and procedures.

6.2 The Board will provide financial support for trustees to attend professional development activities through, but not limited to, the BC School Trustees Association and BC Public Schools Employers' Association in order to support their own effective trusteeships, Strategic Plan priorities and any opportunities for improvements as identified through the Board Self-Evaluation process.