

Public Notice – Board of Education Online Public Meeting

A special public meeting of the Board of Education for School District 62 (Sooke) **will be held on July 25, 2023, at 6:00 pm.**

Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation.

To join the in meeting please click here:
and click [Follow Link](#).

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



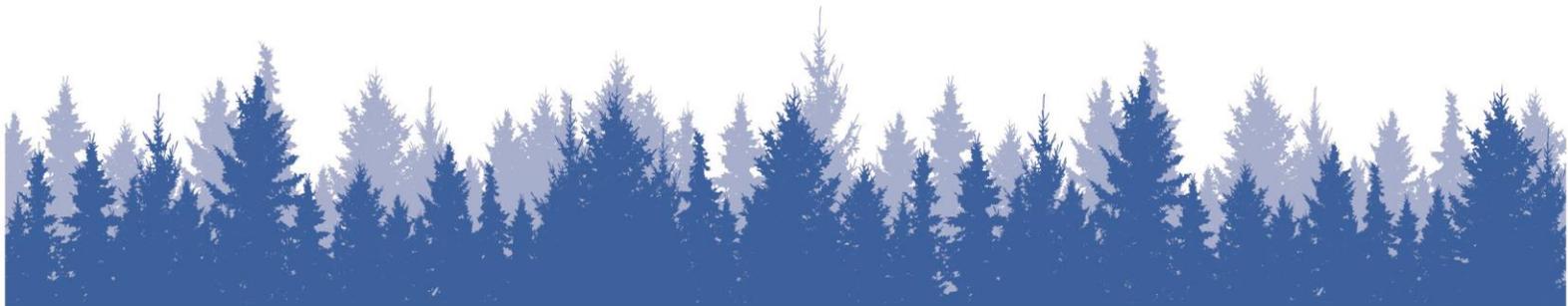
If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca. See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.



**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
July 25, 2023 – 6:00 p.m.**

AGENDA

- 1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)
- 2. AGENDA**
 - 2.1 Call for amendments and additional items
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of July 25, 2023, as presented (or as amended).
- 3. MINUTES**
- 4. INFORMATION ITEMS AND ANNOUNCEMENTS**
- 5. EDUCATIONAL PRESENTATIONS**
- 6. CORRESPONDENCE & DELEGATIONS**
- 7. FINANCE, FACILITIES AND SERVICES**
- 8. EDUCATION PROGRAM**
- 9. STUDENTS**
- 10. FOUNDATIONS AND GOVERNANCE (page 4)**
 - 10.1 School Trustee Elections and By-Elections By-Law – Harold Cull



Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the School Trustee Elections and By-Elections Bylaw No. 1-23 at its meeting of July 25.

Motion Requested: That the Board of Education of School District 62 give first, second and third readings of the School Trustee Elections and By-Elections Bylaw No. 1-23.

Motion Requested: That the Board of Education of School District 62 (Sooke) appoint Joan Axford as Chief Election Officer and Kristina Ross as Deputy Election Officer for the Trustee Electoral Area No. 1 (Belmont Zone) By-Election effective July 28, 2023.

11. ADMINISTRATION

12. PERSONNEL

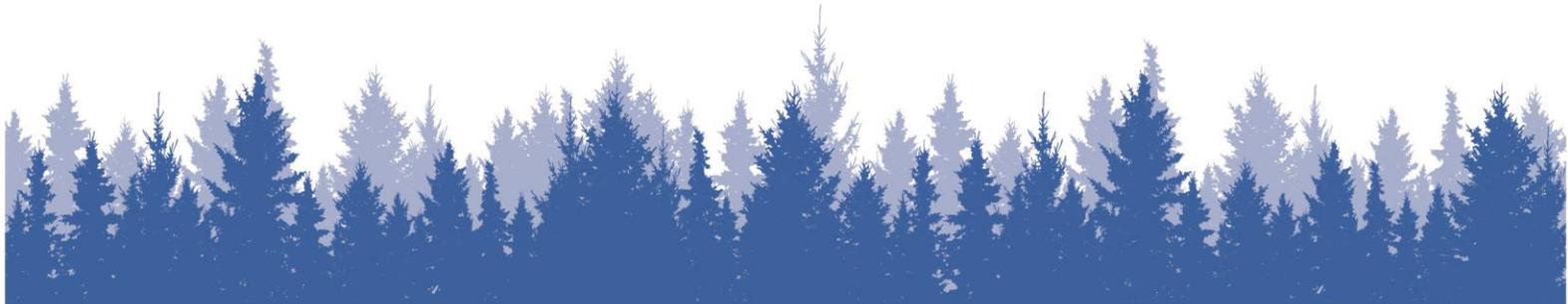
13. UPCOMING EVENTS

14. FUTURE ITEMS

15. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

16. ADJOURNMENT





Board Info Note

Public Board Meeting

July 25, 2023

Agenda Item 10.1: School Trustee Elections and By-Elections

- As previously communicated to the Board, Trustee Parmar has provided his resignation to the Secretary Treasurer with an effective date of the close of business on July 27, 2023
- Section 51 of the School Act (highlighted below) indicates the details around the resignation:

Resignation from office

- 51 (1) A trustee may resign from office by giving written notice to the secretary treasurer of the board.
- (2) The secretary treasurer must notify the board of a resignation at its next meeting after the resignation is received or, if there are no other trustees on the board, the secretary treasurer must notify the minister.
- (3) A resignation is irrevocable after it is given to the secretary treasurer and is effective from the date a successor takes office or at an earlier date stated in the resignation.

- Based on this resignation, the Board is required to host a by-election to fill the vacancy per section 36 of the School Act as noted below:

By-elections

- 36 (1) Except as permitted under subsection (2), an election must be held to fill a vacancy on a board that occurs in any of the following circumstances:
- (a) a person elected or appointed as trustee dies before taking office or a trustee dies while holding office;
 - (b) a trustee resigns under section 51;

- The proposed dates for the by-election have been attached for the Board's information
- In order to host the required by-election, the Board must pass a Trustee Election By-law
- The existing School Trustee Elections By-Law No. 1-18 (attached) does not allow for by-elections and therefore the new School Trustees Elections and By-Elections By-Law No. 1-23 (also attached) is required to be passed in order to allow for the necessary by-election
- Section 36(3) of the School Act (highlighted below) requires the Board to appoint a Chief Election Officer for the by-election
- Staff recommend that Joan Axford be appointed as the Chief Election Officer given her experience providing the same role for School District #61 and her familiarity with our District
- Staff also recommend that Kris Ross be appointed Deputy Chief Election Officer as was her role during the last general election held in the fall of 2022

(3) Within 30 days after a vacancy occurs for which an election is to be held, the board must do the following:

- (a) in the case of a trustee election required to be conducted by the board, appoint a chief election officer;
- (b) in the case of a trustee election required to be conducted by a municipality, notify the municipal council of the election;
- (c) for an election under paragraph (a) or (b), notify the minister of the election.

- Staff recommend the Board consider the following motions:

Recommended Motion: That the Board of Education of School District 62 (Sooke) allow all three readings of the School Trustee Elections and By-Elections Bylaw No. 1-23 at its meeting of July 25, 2023.

Recommended Motion: That the Board of Education of School District 62 give first, second and third readings of the School Trustee Elections and By-Elections Bylaw No. 1-23.

Recommended Motion: That the Board of Education of School District 62 (Sooke) appoint Joan Axford as Chief Election Officer and Kristina Ross as Deputy Election Officer for the Trustee Electoral Area No. 1 (Belmont Zone) By Election effective July 28, 2023.



BYLAW NO. 1-18 TRUSTEE ELECTIONS and BY-ELECTIONS

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

1. Preamble

Trustee elections in the following trustee electoral areas are being carried out by School District No. 62 (Sooke):

TEA#	Trustee electoral area description:	# of trustees
1	<i>Belmont Zone: Colwood, Langford, Metchosin</i>	<i>Four</i>
2	<i>Milne's Landing Zone: Sooke, Port Renfrew</i>	<i>Three</i>

The Board of Education, in an open meeting of the Board, enacts as follows:

2. Definitions

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

“Board” or “School Board” means the Board of Education of School District No. 62 (Sooke).

“By-election” means a trustee election to fill a vacancy on the school board in any of the circumstances described in section 36 of the *School Act*.

“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.

3. Application of Local Government Bylaws

- a. For a trustee election held at the same time as the general local elections, the election bylaws of the local governments regarding mail ballot voting and use of voting machines, as they may be amended from time to time, apply to the trustee elections to the extent authorized by the *School Act*, in accordance with the following: Trustee Electoral Area No. 1 (Belmont Zone):
 - a. The election bylaws of the City of Colwood regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the City of Colwood.
 - b. The election bylaws of the City of Langford regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the City of Langford.
 - c. The election bylaws of the District of Metchosin regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the District of Metchosin.
 - d. The election bylaws of the District of Highlands regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the District of Highlands.
 - e. The election bylaws of the Town of View Royal regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the Town of View Royal.
 - f. The election bylaws of the Capital Regional District regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the Juan de Fuca Electoral Area of the Capital Regional District.
- b. Trustee Electoral Area No. 2 (Milne's Landing Zone):
 - a. The election bylaws of the District of Sooke regarding mail ballot voting and use of voting machines apply for the purposes of school trustee elections and electors of the District of Sooke.

4. Mail Ballot Voting

- a. subject to the Local Government Act, voting and registration may be done by mail for those electors who meet the following criteria:
 - (i) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (ii) persons who reside in a specified area of the jurisdiction for which the election is being held that is remote from voting places at which they are entitled to vote; and

(iii) persons who expect to be absent from the trustee electoral area on general voting day and at the times of all advance voting opportunities.

- b. Procedures for mail ballot voting and registration may be established by separate bylaw.
- c. The Chief Election Officer may establish time limits in relation to mail ballot voting.

5. Appointment of Election Officers

The Board shall appoint a Chief Election Officer and a Deputy Chief Election Officer pursuant the *Local Government Act*.

6. Resolution of Tie Votes after Judicial Recount

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

7. Required Advance Voting Opportunities

- a. Voting hours, at all required advance voting opportunities, shall be from 8:00 a.m. to 8:00 p.m.
- b. 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.
- c. Unless the Board is exempted from the requirement for a second required advance voting opportunity by Order of the Minister of Education a second advance voting opportunity will be held on the third day before general voting day.

8. 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.

9. Public Access to Nomination Documents and Campaign Financing Disclosure Statements

- a. The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 62 (Sooke) until 30 days after declaration of the election results.
- b. The Board authorizes, but does not require, chief election officers to post nomination documents of trustee candidates for public access on any or all of the websites of the City of Colwood, CRD, District of Highlands, City of Langford, District of Metchosin, District of Sooke and District of View Royal.

- c. The Board will make available to the public for inspection during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day either by providing:
 - (i) access by internet, or
 - (ii) a copy of that information for inspection

10. Repeal

School District No. 62 (Sooke) Trustee Elections Bylaw No. 1-14 is hereby repealed.

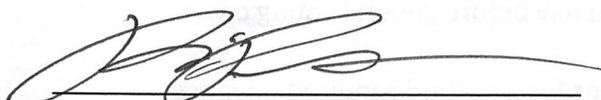
9. Title

This bylaw may be cited as "School District No. 62 (Sooke) Trustee Elections Bylaw No. 1-18."

READ A FIRST TIME THE 26th DAY OF JUNE 2018;

READ A SECOND TIME THE 26th DAY OF JUNE 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF JUNE 2018;



Chairperson of the Board



Secretary-Treasurer

I HEREBY CERTIFY that this is a true original of School District No. 62 (Sooke) Trustee Elections Bylaw No. 1-18, adopted by the Board the 26th day of JUNE 2018.



Secretary-Treasurer

School District #62 (Sooke)

SCHOOL TRUSTEE ELECTIONS AND BY-ELECTIONS	No.: 1-23
	Effective: July 25, 2023

School Board Bylaw

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

Preamble

Under Part 4 of the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 62 (Sooke), seven (7) trustees are elected from the school district. Four (4) trustees will be elected (or appointed) for the Belmont Zone. Three (3) trustees will be elected (or appointed) for the Milnes Landing Zone. The term of office is four years. Elections will be at-large for each zone.

The school district election boundaries encompass the municipalities the District of the Highlands, City of Colwood, City of Langford, District of Metchosin, the District of Sooke, and the Capital Regional District.

The Belmont Zone and the Milnes Landing Zone.

The boundary between the Belmont and Milnes Landing Zone is described as follows: "Commencing at a point on high water mark of Beecher Bay, Strait of Juan de Fuca, being the southwesterly corner of Metchosin Land District; thence in a general northerly direction along the westerly boundary of the said Metchosin Land District to the southerly boundary of Goldstream Land District; thence northerly along the said westerly boundary of Goldstream Land District to the southerly boundary of Malahat Land District (being also the southerly boundary of the Esquimalt and Nanaimo Railway Land Grant); thence in a general easterly direction along the said southerly boundary of Malahat Land District to the easterly boundary of the Victoria Water Supply Area Goldstream watershed; thence northerly along said easterly boundary of the said Goldstream watershed to the northerly boundary of School District No. 62 (Sooke), being a point approximately one-half mile west of Wrigglesworth Lake, Malahat Land District."

Trustee elections which are the responsibility of the School Board may be conducted by the school board directly or by a local government under an agreement with the school board made pursuant to the *School Act* and *Local Government Act*.

The Board of Education, in an open meeting of the board, enacts as follows:

1. Definitions

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 Education of School District No. 62 (Sooke).

“Chief Election Officer” means the official appointed by the Board pursuant to the School Act.

“Election” means a trustee election including general school elections and by-elections.

“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 and Child Care.

“Local Government Act” or “LGA” – means the legislative instrument that governs aspects of the election process that are not addressed by the *School Act*.

“Non-municipal electoral area” means the trustee electoral area encompasses more than one municipality and includes part of a regional district.

“School Act” – means the legislative instrument that governs the election process.

“Trustee electoral area” means the entire geographical area of School District No. 62 (Sooke)

2. Application

This bylaw applies to both general school elections and by-elections carried out by the school board and by other authorities, except as otherwise indicated.

3. Application of Local Government Bylaws

For purposes of harmonizing trustee elections with local government elections occurring at the same time, the elections bylaws of the following local governments, as they may be amended from time to time, and as they apply to Voting Opportunities including mail balloting and Use of Voting Machines will apply to voting in trustee elections carried out in conjunction with the respective local government elections, except as provided otherwise in this bylaw or in the *School Act*:

The Capital Regional District (Beecher Bay Reserve)

The District of Metchosin

The District of Sooke

The District of the Highlands

City of Colwood

City of Langford

4. By-Elections

- For elections held at times other than a general school board election, the procedures are outlined in Part 4, Division 3 of the *School Act*.
- Advance Voting Opportunities including mail balloting, voting places, and voting hours will be decided by the Chief Election Officer.
- Use of Provincial List of Voters:

Pursuant to section 76 of the *LGA*, the Board authorizes that the Provincial list of voters shall be the register of resident electors. Pursuant to section 69 of the *LGA*, the Board authorizes the Chief Election Officer to decide if electors not on the provincial electors list are able to register at the time of voting.

5. Public Access to Election Documents

5.1 The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 62 (Sooke) until 30 days after declaration of the election results.

5.2 The Board authorizes but does not require chief election officers to post nomination documents of trustee candidates for public access on any or all the website of the City of Langford, City of Colwood, District of Sooke, District of Metchosin, Capital Regional District, and District of the Highlands.

5.3 The Board authorizes posting of trustee candidates' campaign financing disclosure statements and declarations and supplementary statements and declarations on the website of School District No. 62 (Sooke) until one year from general voting day.

6. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical in accordance with the *School Act* and the *Local Government Act*.

7. Resolution of Tie Votes after Judicial Recount

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

8. Number of Nominators

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

9. Nomination Deposit

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

This bylaw may be cited as Procedural Bylaw, *Board of Education of School District No. 62 (Sooke) Trustee Elections and By-Elections*.

10. Repeal

School District No. 62 (Sooke) School Trustees Elections Bylaw No. 1-18 is hereby repealed.

11. Title

This bylaw may be cited as "School District No. 62 (Sooke) Trustee Elections and By-Elections Bylaw No. 1-23."

READ A FIRST TIME THE 25th DAY OF JULY 2023;

READ A SECOND TIME THE 25th DAY OF JULY 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF JULY 2023;

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY that this is a true original of School District No. 62 (Sooke) Trustee Elections And By-Elections Bylaw No. 1-23, adopted by the Board the 25th DAY OF JULY 2023.

Secretary-Treasurer

2023 BY-ELECTION KEY DATES

Receive Resignation	July 27, 2023
Appoint a Chief Election Officer	Jul 28, 2023
Inform the Ministry of Education	July 28, 2023
Inform the BC Chief Electoral Officer of Election	July 28, 2023
Chief Election Officer will Set a General Voting Day (no later than 80 days-must be on a Saturday)	July 28, 2023
Election Period Begins	July 28, 2023
Last Day to Adopt Election Bylaw(s) School Trustee Elections	August 22, 2023
Nomination Period Begins	August 29, 2023
Nomination Period Ends and Declaration of Candidates	September 8, 2023
Candidate Nomination Withdrawal Deadline	September 15, 2023
Election Period Ends	September 15, 2023
Campaign Period Begins	September 16, 2023
Required Advance Voting Days	October 4-5, 2023
General Voting Day and End of Campaign Period	October 14, 2023
Last Day to Declare Official Election Results	October 18, 2023
Disclosure Documents Filing Deadline	January 12, 2024
Disclosure Documents LATE Filing Deadline	February 11, 2024

July 12, 2023

Dear Mr. Harold Cull,

I hope this message finds you well. It is with mixed emotions that I am writing to inform you of my decision to resign from my position as School Trustee and Chair of the Sooke School District Board of Education, effective end of day on July 27, 2023.

Over the past ten years, I have been deeply grateful for the opportunity to serve our community as a School Trustee and Board Chairperson. It has been an incredible journey, and I take immense pride in the positive changes we've achieved together in the education sector.

Before becoming a School Trustee, I was a passionate student activist, advocating for educational reforms and equitable opportunities for all students. Serving in this capacity allowed me to continue my commitment to making a meaningful impact on our education system.

As I embark on a new chapter in my life, I am thrilled that I will be taking on the role of MLA for Langford-Juan de Fuca. While I look forward to the challenges and responsibilities this position entails, I want to express that the Sooke School District will always hold a special place in my heart. The experiences, connections, and achievements we've made together will be cherished and remembered throughout my journey as an MLA.

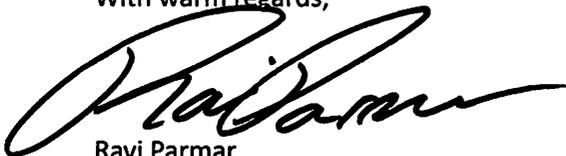
I am confident that the Sooke School District will continue to flourish and provide excellent education under the guidance of the dedicated individuals who remain committed to its success.

I extend my heartfelt gratitude to the entire Board, administrative staff, educators, support staff, parents, and, most importantly, the students, for their unwavering support and collaboration during my tenure. Together, we have created a nurturing and inclusive learning environment, and I am proud of our collective accomplishments.

Once again, I sincerely thank you and everyone involved in the Sooke School District for their invaluable contributions and the memories we have created together. I am grateful for the trust you placed in me and the support you provided throughout my time as a School Trustee and Chair.

Wishing you all continued success and prosperity in your endeavors.

With warm regards,

A handwritten signature in black ink, appearing to read 'Ravi Parmar', written in a cursive style.

Ravi Parmar

MLA-elect for Langford-Juan de Fuca