

SCHOOL DISTRICT 63 (SAANICH)  
POLICY DEVELOPMENT COMMITTEE  
**Agenda**

Committee Members:	Trustee Stelck Trustee Holman Trustee McMurphy
Staff Support:	Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer Leigh Glancie, Sr. Exec Admin Assistant - regrets
Partner Representatives:	Michael MacEwan, STA Nola Welsh, CUPE Pete Westhaver, SAA To Be Determined, COPACS
Other Attendees:	Gord Bridges, Manager of Transportation

**Tuesday, June 7, 2022  
1:00 pm**

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS FOR DISCUSSION**

1. Policy 21 (Bus & Van Transportation)
2. Evaluation Process for Secretary Treasurer

**C. ITEMS FOR RECOMMENDATION**

1. Policy 28 (Core French)
2. Elections Bylaw

**D. ITEMS FOR INFORMATION**

No Items.

**E. FUTURE AGENDA ITEMS**

That the following remain as policies pending a review by the Board about what portions of these programs the Board wishes to retain as policy:

- Diversity & Inclusion
- Terminology for Referencing Consultation with First Nations
- Political Meeting Attendance by Staff
- Policy 9 – Provisions for Virtual Meeting Attendance

## **BUS AND VAN TRANSPORTATION**

The Superintendent shall establish an efficient and effective student transportation system to provide for the transportation of students to and from their nearest catchment school. Student safety shall be the highest priority in the provision of student transportation by the district.

The transportation system shall be provided in accordance with the following Guiding Principles:

1. Routes will be established to ensure transportation for those students living outside the following walk limits by traveled road or walkway from the nearest school in their catchment area:
  - 1.1 Kindergarten – Grade 5 Students: 4.0 kilometers.
  - 1.2 Students of Grades 6 – 12 inclusive: 4.8 kilometers
- 2 When it is necessary to address a concern of safety or to serve a district program catchment area, additional school transportation may be provided.
- 3 The transportation routes shall be established to operate within the operating budget established by the Board. Bus routes shall be published in August of each school year.
- 4 Consideration shall be given to providing service when a student is directed to attend a school other than the nearest school in their catchment area.
- 5 Courtesy riders are district students not otherwise addressed in guiding principles 1 to 4, and may be transported if the legal capacity of the bus provides for available seating.
- 6 The Superintendent shall establish and keep current procedures for safety for the district's transportation system and for the rental of commercial buses or vans for the transportation of students. Passenger vans shall be limited to 10 passengers.

# STUDENT BUS TRANSPORTATION SERVICES

## Background

The District operates student bus transportation services for its resident students taking into consideration student educational needs, student safety, system efficiency, financial accountability and provincial legislation.

## Procedures

### 1. Application for Bus Service

- 1.1. A parent wishing bus services for their student for the subsequent school year must apply annually by May 31.
  - 1.1.1. A family moving into the District or moving within the District after that date needs to apply as soon as possible if they wish to apply for bus services for their students.

### 2. Registered Bus Riders

- 2.1. The Transportation Manager will determine whether or not bus service will be provided for any applicant. Once an application for bus service has been approved, the student is considered to be a registered rider. Applications for bus service will be considered in the following order:
  - 2.1.1. Students attending their home school and living outside walk limits.
  - 2.1.2. Students attending District programs.
  - 2.1.3. Students attending school of choice (courtesy riders). Courtesy riders will be prioritized on a furthest distance basis and ridership will not be confirmed until after October 1, when routes and loads are established.
- 2.2. Applications for bus service received after May 31 will be considered only if there is room on existing routes.
- 2.3. Only registered riders may use the bus service.
- 2.4. Registered riders will be issued bus passes and will be required to produce them when getting on and off the bus.

### 3. Transportation Assistance

- 3.1. When the Assistant Superintendent assigns an individual student to a school other than the school designated for their catchment area, the District may provide transportation assistance to parents who provide transportation for their children to and from school.

Reference: Sections 22, 23, 65, 85 School Act

Approved: November 2020

## **TRANSPORTATION OF STUDENTS WITH UNIQUE NEEDS**

### **Background**

Transportation for students with unique needs is to be provided where possible balancing the needs of the student with the requirement to safely transport all students to school. Requests for the transportation of a students with unique needs shall be considered on the individual circumstances of the student and the collective circumstances of the bus and bus route the students with unique needs rides.

### **Procedures**

1. Students with unique needs that are mobile and exhibit a high level of self control may be transported on the same basis as other students.
2. Students with unique needs that are not mobile or do not exhibit a high level of self control may be transported to and from school provided that:
  - 2.1 The Director of Instruction, Diversity and Inclusion is responsible for considering specific modifications that may be required to address the unique needs of the student.
  - 2.2 The bus driver, parents, Principal and, where appropriate, the educational assistant will keep an open line of communication regarding the needs and progress of the student.
  - 2.3 Where the student is secured through a harness or locking mechanism (as in the case of a wheelchair) that appropriate arrangements be made by the bus driver to release the student and assist them to safety in the case of an emergency.

Reference: Sections 22, 23, 65, 85 School Act

Approved: November 2020

## Policy 28

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### CORE FRENCH

The Board of Education believes that learning the French language, an official language of Canada, enriches students' lives, enhances their understanding of other cultures and celebrates diversity. The Board also recognizes the cognitive, social and career benefits of learning French.

The Board commits to offering a K-8 Core French program.

#### Guiding Principles

1. The Board believes that students who pursue French as an elective beyond Grade 8 may achieve a high standard of French that will enhance post-secondary opportunities.
2. Students who do not choose the French Immersion Program will be enrolled in the K-8 Core French Program:
  - 2.1. For all Kindergarten to Grade 5 students at all district elementary schools, with the main objective of developing basic verbal fluency;
  - 2.2. For all Grade 6-8 students at all district middle schools, to further develop verbal fluency and introduce written language;
  - 2.3. As an elective for Grade 9-12 students at all district secondary schools, to advance the skills area of listening, reading, writing and speaking in order to provide a sound working knowledge of French upon graduation; and,
  - 2.4 Some Grade 6-8 students may choose to study SENĆOTEN in place of or in addition to French.
3. The Board supports the inclusion of all students in French language programs and expects that students with unique learning needs, including students with Ministry designations, will be supported.
4. There are a small number of students identified through their Individual Education Plan and/or school based team, who will participate in alternative learning activities designed to support their individualized specific long range goals.

Reference: Sections 17, 20, 22, 75, 85, 168 School Act  
AP 201 – Basic Instructional Program  
AP 214 – French Language Programs

Approved: XXXXX 2022

Amended:

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To: Policy Committee

Prepared By: Jason Reid  
Secretary Treasurer

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Subject: Elections ByLaw (revised June 3, 2022)

Date: June 3, 2022

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## Purpose and Background

The Board is required by the School Act to adopt an Elections Bylaw determining the procedures for the conduct of the Trustee elections. In School District No. 63 (Saanich) and in most school districts, the election bylaws of the municipalities engaged to conduct the elections on behalf of the school district are adopted through the passage of the school district bylaw.

School Act s.37(1) makes it a municipal responsibility to conduct trustee elections for trustee electoral areas that are all or part of a single municipality. School Act s. 46(4) provides that municipal election bylaws do not apply to certain decisions about trustee elections, but that the Board may adopt bylaws for those matters.

If specified in the trustee elections bylaw, the election bylaws of the municipality will apply to trustee elections conducted by the municipality, except for bylaws determining the minimum number of nominators (only if more than 2), the order of names on the ballot, the resolution of tie votes after judicial recount, a nomination deposit (only if required), or any other matter on which the local government bylaws may not by law apply to a trustee election.

The Board must adopt the Elections Bylaw before the end of July (at least four weeks before the first day of the nomination period for the election, which is August 30, 2022).

## Elections Planning and Trustee Elections ByLaw

There are 4 Trustee Electoral Areas (TEA) in School District No. 63 (Saanich). The boundaries of the electoral areas can be viewed [here](#) (select Trustee Electoral Areas and then zoom and pan map to the Saanich School District).

Where a Board of Education conducts a trustee election, it must appoint a chief election officer and a deputy chief election officer for each trustee electoral area [Local Government Act, section 58 (1)]. While the elections are being undertaken by municipalities in each electoral area, as there are 4 separate electoral areas it is necessary to appoint election officers with overall responsibility for the administration of the election. And as noted below, it may be necessary for the Board to directly administer polling in Trustee Electoral Area 1 (North).

The trustee elections in Trustee Electoral areas 2 (Sidney) and 3 (Central Saanich) are straightforward as the Trustee Electoral boundaries align with the municipal boundaries. The

Trustee elections in these zones will be administered by each of the municipalities, and the necessary agreements are now in place.

Trustee Electoral Area 4 (South) includes a portion of the District of Saanich and includes Willis Point (part of the Juan De Fuca regional district) and Durrance Lake Road (part of the Highlands). As in the past, the District of Saanich will administer the election on behalf of the school district, including administering a polling station at Prospect Lake Elementary where residents from Willis Point and Durrance Lake Road can vote in the Trustee election.

Planning for the election in Trustee Electoral Area 1 (North) is more complicated because voting needs to be administered separately for each of North Saanich, the surrounding Gulf Islands (included in CRD), and the Pauquachin and Tseycum First Nations<sup>1</sup>. The agreement with North Saanich is in place for residents of North Saanich voting in the trustee election; however North Saanich has advised they are unable to administer voting for First Nations. The agreement with the CRD to provide a polling station for the Outer Gulf Islands is in-progress.

I am still reviewing options for polling for First Nations in TEA 1 (North) in consultation with the Province (Ministry of Municipal Affairs and Housing, Ministry of Education and Child Care, and ElectionsBC). The school district may need to directly administer polling for First Nations, and Elections BC has confirmed they are able to provide the required voter lists. Clause 6 has been added to the Elections Bylaw to provide the Chief Elections Officer with the authority to directly conduct voting if it is necessary.

#### **Staff Recommendations:**

That the Board appoint Secretary Treasurer Jason Reid as the Chief Election Officer and Director of Finance Megan Cimaglia as the Deputy Chief Election Officer.

That the Board adopt the Elections Bylaw for the 2022 election through three readings at the June 15, 2022 Board meeting.

Respectfully,

Jason Reid  
Secretary Treasurer

Attachment: Elections ByLaw

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<sup>1</sup> First Nations living on reserve vote in the Central Saanich municipal election, but do not vote in the North Saanich Municipal Election. Prior to 2018, the school district electoral boundaries were consistent with each municipality; however, in 2018 the school district electoral boundaries were modified to include First Nations in TEA #1 (North) creating an inconsistency with North Saanich.

School District No. 63 (Saanich) Trustee Elections Bylaw No. 1003.

TRUSTEE ELECTIONS

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (SAANICH)

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*, a board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 63 (Saanich), trustee elections are held in the following trustee electoral areas:

TEA #	Trustee electoral area description:	# of trustees
1	District of North Saanich And Outer Gulf Islands	Two
2	Town of Sidney	One
3	District of Central Saanich	Two
4	District of Saanich and Juan De Fuca (Willis Point) and District of Highlands (Durrance Lake Road)	Two

The Board of Education of School District No. 63 (Saanich) wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education of School District No. 63 (Saanich) in an open meeting of the Board, enacts as follows:

**1. 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 as the context indicates otherwise.

“Board” means the Board of Education of School District No. 63 (Saanich).

“by-election” means a trustee election to fill a vacancy on the 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.

## **2. Application**

This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

## **3. Order of Names on the Ballot**

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

## **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*.

## **5. Application of Local Government Bylaws**

- (a) In *Trustee Electoral Area #1*, if the District of North Saanich and/or the Capital Regional District conducts all or a part of the trustee election, the elections bylaws of District of North Saanich and/or the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the 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, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (b) In *Trustee Electoral Area #2* the election bylaws of the Town of Sidney apply to trustee elections conducted by the Town of Sidney, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (c) In *Trustee Electoral Area #3* the election bylaws of the District of Central Saanich apply to trustee elections conducted by the District of Central Saanich, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (d) In *Trustee Electoral Area #4*, if the District of Saanich conducts all or a part of the trustee election, the elections bylaws of District of Saanich, as they may be amended from time to time, apply to that trustee election or part of the 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, or

any other matter on which the local government bylaws may not by law apply to a trustee election.

**6. Additional Voting Opportunities Conducted by the Board**

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

As authorized under Section 76 of the *Local Government Act*, the most current list of voters prepared under the *Election Act*, existing at the time of an election or assent voting which is to be held, is deemed to be the register of resident electors for the municipality. The Provincial List of Voters becomes the register of resident electors 52 days before general voting day for each election or assent voting for the municipality.

**7. Title**

This bylaw may be cited as ‘School District No. 63 (Saanich) Trustee Elections Bylaw No. 1003.’

**8. Repeal of Bylaw from Previous Election**

School District No. 63 (Saanich) Trustees Elections ByLaw No. 1002 is hereby repealed.

Date of first reading: \_\_\_\_\_

Date of second reading: \_\_\_\_\_

Date of third reading and adoption: \_\_\_\_\_

\_\_\_\_\_  
Chairperson of the Board

(Corporate seal)

\_\_\_\_\_  
Secretary-Treasurer