


Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>January 16, 2025</u>	Item: <u>3.</u>



3.

**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

## COUNCIL REPORT

Date:	January 6, 2025
From:	Hope Dallas, Senior Manager, Legislative Services/Corporate Officer
Subject:	2025 West Vancouver Schools (School District 45) Trustee By-Election
File:	1645-01

### RECOMMENDATION

THAT Hope Dallas (Senior Manager, Legislative Services/Corporate Officer) be appointed Chief Election Officer for the purpose of the 2025 West Vancouver School District By-Election.

#### 1.0 Purpose

West Vancouver Schools (School District 45) received formal resignation from Trustee L. Block, effective November 18, 2024, resulting in one vacancy on the Board of Trustees. In accordance with the *School Act*, a by-election is required to fill the vacancy, and a Chief Election Officer must be appointed.

#### 2.0 Legislation/Bylaw/Policy

The *Community Charter*, *Local Government Act*, and *School Act* apply.

#### 3.0 Council Strategic Objective(s)/Official Community Plan

Council's strategic objectives do not apply.

#### 4.0 Financial Implications

Typically, during a General Local Election the cost of administering the School Trustee portion of the election would be absorbed with the overall cost of conducting the general election, and in exchange the School District provides access to schools for use as voting locations, at no cost. For a stand-alone by-election, the cost will not be insignificant. All costs associated with conducting the by-election will be recovered from the School District in accordance with section 38 of the *School Act*. Staff are tracking by-election expenses and staff time incurred.

## **Excerpt from section 38, School Act:**

### **Costs of trustee election conducted by municipality**

**38** (1) For a trustee election conducted by a municipality under section 37  
(3) For a trustee election conducted by a municipality, other than one referred to in subsection (1), the board must reimburse the municipality for the costs necessarily incurred by the municipality in conducting the election.

## **5.0 Background**

The district is responsible for conducting elections on behalf of the School District in accordance with section 37 of the *School Act*.

### **Responsibility for conducting elections**

**37** (1) If a trustee electoral area is all or part of a single municipality, the municipal council must conduct the trustee elections in the trustee electoral area.

The *School Act* provides guidance on the necessary steps and timeline for conducting a by-election for School Trustee. Within 30 days after a vacancy occurs for which an election is to be held, the School Board must notify the municipal Council of the election. Council received a School Board Resolution at its December 16, 2024 regular meeting (Appendix A).

The District must then appoint a Chief Election Officer (CEO) within 30 days of being notified by the School Board.

Following the appointment of the CEO, the CEO must then set general voting day to be on a Saturday no later than 80 days after the date of appointment.

General voting day will be held on Saturday, April 5, 2025. In accordance with the *Local Government Act*, two advance voting opportunities must be held. Advance Voting will be held on Wednesday, March 26 and Monday, March 31, 2025.

### **5.1 Previous Decisions**

Council, at its December 16, 2024, regular meeting, passed the following resolution:

*THAT the December 5, 2024 memorandum from the Board of Education of School District 45 (West Vancouver) regarding the 2025 By-Election be received for information.*

## 6.0 Analysis

### 6.1 Climate Change & Sustainability

In an effort to reduce environmental impacts from printing and travel to and from polling stations, the General Local Elections Regulation Bylaw was recently amended to reduce the number of required advance voting opportunities from three to the two required by the *Local Government Act*.

There are no other anticipated climate or sustainability impacts associated with this report.

### 6.2 Public Engagement and Outreach

Not applicable.

### 6.3 Other Communication, Consultation, and Research

All official election communications will be via the District website, external bulletin board, and Civic Info. All statutory election notices will be published in print via the North Shore News.

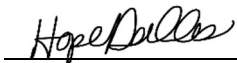
## 7.0 Options

### 7.1 Recommended Option

THAT Hope Dallas (Senior Manager, Legislative Services/Corporate Officer) be appointed Chief Election Officer for the purpose of the 2025 West Vancouver School District By-Election.

## 8.0 Conclusion

As required by provincial legislation, the District of West Vancouver will conduct a by-election on behalf of West Vancouver Schools (School District 45) for one vacancy on the Board of Trustees. A Chief Election Officer must be appointed, and the by-election must be held within 80-days of such appointment.

Author: 

### Appendices:

Appendix A – Memorandum from Board of Education of School District 45 (West Vancouver) regarding the 2025 By-Election

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**RESOLUTION RE 2025 SCHOOL BY-ELECTION**  
**December 05, 2024**

WHEREAS the Board of Education of School District 45 (West Vancouver) is responsible for conducting trustee elections within the School District;

AND WHEREAS the Board of Education wishes to make arrangements for the conduct of the 2025 school by-election;

NOW THEREFORE be it resolved that:

- (a) The Board of Education agrees that the Chief Election Officer and Deputy Chief Election Officers appointed by the District of West Vancouver will also act on the Board's behalf.
- (b) The Board of Education hereby authorizes an agreement to be entered into with the District of West Vancouver (attached) in order that the District of West Vancouver may conduct the 2025 school trustee by-election on behalf of the Board of Education and the Secretary Treasurer is authorized to execute and deliver that agreement.

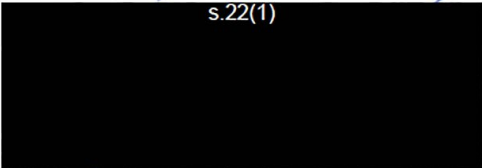
s.22(1)



Carolyn Broady, Board Chair

Carried.

s.22(1)



Julia Leiterman, Secretary Treasurer

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