

Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>April 14, 2025</u>	Item: <u>12.9.</u>



12.9.

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

## COUNCIL REPORT

Date:	April 7, 2025
From:	Hope Dallas, Chief Election Officer
Subject:	West Vancouver Schools (School District 45) Trustee By-Election Results
File:	1645-30

### RECOMMENDATION

THAT the April 7, 2025 report titled West Vancouver Schools (School District 45) Trustee By-Election Results from the Chief Election Officer be received for information.

#### 1.0 Purpose

To provide Council and the Board of Education for School District 45 a report on the 2025 By-Election and, pursuant to section 158 of the *Local Government Act*, a report on the official election results for the office of School Trustee.

#### 2.0 Executive Summary

In November 2024 School Board Trustee Lynne Block was elected as MLA for West Vancouver – Capilano, and subsequently resigned as School Trustee on November 18, 2024. In accordance with the *School Act*, a by-election was required to fill the vacancy.

The 2025 by-election results were declared at West Vancouver Municipal Hall on Tuesday, April 8, 2025 by the Chief Election Officer, with the following candidate elected:

For the office of School Trustee (1 vacancy): Sheelah Donahue.

#### 3.0 Legislation/Bylaw/Policy

*Local Government Act (LGA)*, Part 3 - Electors and Elections; *School Act*, s. 36 By-elections; District of West Vancouver General Local Election Regulations Bylaw 4960, 2018, as amended; and District of West Vancouver Election Sign Bylaw No. 5114, 2021, as amended, apply.

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

Council's strategic objectives do not apply. This report is a legislative requirement under s. 158 of the *Local Government Act*.

## 5.0 Financial Implications

As described in the January 6, 2025 Council Report, included as **Appendix A** to this report, the cost of conducting a by-election for School Trustee rests with the School Board (s. 38 *School Act*). Final expenses for the by-election have not yet been posted, therefore a final cost of conducting the by-election cannot be confirmed at the time of writing this report.

## 6.0 Background

The Board of Education of School District 45 (West Vancouver) adopted a resolution on December 5, 2024, agreeing 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 and further authorized an agreement to be entered into with the District of West Vancouver to conduct the 2025 School Trustee by-election on behalf of the Board of Education. School District 45 consists of the District of West Vancouver, Bowen Island Municipality, the Village of Lions Bay, and a portion of Metro Vancouver Electoral Area A.

The nomination period for the by-election began at 9 a.m. February 18, 2025 and ended at 4 p.m. February 28, 2025. At the end of the nomination period there were three (3) candidates nominated for the office of School Trustee for the one (1) position available.

On March 10, 2025, the Chief Election Officer declared, pursuant to section 98 of the *Local Government Act*, that there were more candidates for the office of School Trustee than there were to be elected for the office, therefore an election by voting was to be held on Saturday, April 5, 2025.

### 6.1 Previous Decisions

Council adopted the following resolution at its January 16, 2025 special meeting:

*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.*

## 7.0 Analysis

### 7.1 Discussion

General Voting was held on Saturday, April 5, 2025 at the West Vancouver Community Centre and Bowen Island Community School. Two advance voting opportunities were held on Wednesday, March 26 and Monday, March 31, 2025 at Municipal Hall. All voting places were open from 8 a.m. to 8 p.m.

In accordance with General Local Elections Regulation Bylaw

No. 4960, 2018 (as amended) a mail ballot voting opportunity was also provided to electors from the time ballots were available (March 17), until the close of polls at 8 p.m. on Saturday, April 5, 2025. Two mail ballots were issued, but were not received before the close of voting. These are considered unaccounted for ballots.

## 7.2 Public Engagement and Outreach

The Communications, Indigenous & Community Relationships Division provided essential support to the Election Office in meeting all the legislative print advertising requirements for election notices and in promoting the election.

Statutory notices were published in the North Shore News and Bowen Island Undercurrent newspaper, as follows:

- List of Registered Electors (s.77 LGA) January 29 and February 5 (North Shore News), January 30 (Bowen Island Undercurrent);
- Notice of Nomination (s.85 LGA) January 29 and February 5 (North Shore News), January 31 (Bowen Island Undercurrent); and
- Notice of Election by Voting and Advance Voting Opportunities (s.99 LGA), March 12 and 19 (North Shore News), March 14 and 21 (Bowen Island Undercurrent).

## 7.3 Other Communication, Consultation, and Research

The 'Local Elections' webpage was updated with information as it became available leading up to the by-election and was the information hub for candidates and elector information. Additional communications (via social media posts) included information on advance voting opportunities and mail ballot voting.

## 7.4 Results

<b>Candidate</b>	<b># of valid votes cast</b>
DONAHUE, Sheelah	577
JENSEN, Neil	93
NURPEISSOV, Roman	194
<b>Total # of valid votes cast</b>	<b>864</b>

<b>Voter Turnout</b>	
# of eligible electors	36987
# of new registrations	15
Total # of eligible voters	37002
Total # of valid votes cast	864
<b>Voter Turnout</b>	<b>2%</b>

## 8.0 Options

### 8.1 Recommended Option

THAT the April 7, 2025 report titled West Vancouver Schools (School District 45) Trustee By-Election Results from the Chief Election Officer be received for information.

### 8.2 Considered Option

THAT Council defer receipt of the Chief Election Officer's report.

Note: In accordance with section 158 of the *Local Government Act* the report must be received by Council no later than May 9, 2025 (30 days after the declaration of official election results).

## 9.0 Conclusion

After voting closed at 8 p.m. on General Voting Day, April 5, 2025, voting results were manually counted at the West Vancouver Community Centre for the various polling stations, with all three candidates present during the count proceedings.

The preliminary results were signed by the Chief Election Officer and posted to the District website on Saturday, April 5, 2025. The Secretary Treasurer of West Vancouver Schools was informed of the results by the Chief Election Officer. The declaration of official results was signed by the Chief Election Officer and posted to the District website on Tuesday, April 8, 2025.

Author: \_\_\_\_\_




Appendices:

Appendix A – Report to Council titled 2025 West Vancouver Schools (School District 45) Trustee By-Election, dated January 6, 2025

Appendix B – Declaration of Official Election Results, dated April 8, 2025



Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>January 16, 2025</u>	Item: <u>13.</u>

**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:

  
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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)

Carried.

Carolyn Broady, Board Chair

s.22(1)

Julia Leiterman, Secretary Treasurer

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# APPENDIX B

## DISTRICT OF WEST VANCOUVER and WEST VANCOUVER SCHOOLS (SCHOOL DISTRICT 45)

### 2025 BY-ELECTION - DECLARATION OF OFFICIAL ELECTION RESULTS

#### PUBLIC NOTICE

I, Hope Dallas, Chief Election Officer for the District of West Vancouver and West Vancouver Schools (School District 45), pursuant to section 146 of the *Local Government Act*, declare elected the following candidate who received the highest number of valid votes for the office of School Trustee in the 2025 by-election as follows:

#### **FOR THE OFFICE OF SCHOOL TRUSTEE (One (1) to be elected)**

SHEELAH DONAHUE

Given under my hand at West Vancouver, British Columbia, this 8<sup>th</sup> day of April, 2025.

Original Signed by Hope Dallas

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Hope Dallas  
Chief Election Officer

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