



MEMORANDUM

TO: BCSS MEMBER SCHOOL PRINCIPALS
FROM: JORDAN ABNEY, EXECUTIVE DIRECTOR
SUBJECT: BCSS EXTRAORDINARY MEETING
DATE: NOVEMBER 21, 2017
CC: BCSS MEMBER SCHOOL ATHLETIC DIRECTORS, ASSOCIATION PRESIDENTS

The BCSS Board of Directors, has called an Extraordinary Meeting for December 12th, 2017. This memo and accompanying Meeting Package contains important information regarding the meeting.

The primary purpose of the meeting is to establish the number of zones that BCSS will consist of starting in the 2019-2020 school year. You hopefully recall that over the 2016-17 academic year, BCSS engaged the membership with two different surveys exploring options and asking for feedback and preferences for a new zone alignment.

Based on the results of the second survey, the 9-zone option was the preference of the membership that responded, however the 10-zone option received a fair amount of support as well. The Board then engaged the Fraser Valley region, as a large majority of the support for 10-zones came from that zone. A consensus was reached within the Fraser Valley to support a 9-zone alignment for BCSS, which should make the support overwhelming for the 9-zone option.

The number of zones affects all schools and regions, as the number of unassigned or “at large” berths available to provincials is dependent on the number of zones. This is why it’s important for all schools to have a say in this issue.

If passed, this motion would take the current Lower Mainland and Fraser Valley zones and create four (4) zones from the current two (2). This will create more balanced zones, and allow zone championships to be smaller, allowing all students to have longer seasons.

The alignment of these four zones is still being explored. The Board has authorized me to lead an ad-hoc committee with the purpose of proposing an alignment of school districts within each new zone for presentation to the membership. It was felt it was imperative to give this committee the working parameters of the number of zones, which is why the extraordinary meeting has been called. The committee with representation from each



affected district, will provide the Board a recommendation, on the alignment to be voted on by the membership at the AGM in the Spring of 2018. Implementation of the new zones, if passed, is planned for Fall 2019.

Before the passing of our new Bylaws in Fall 2016, an extraordinary meeting required great expense to the organization and its members. However, now with advanced voting in place, as well as proxy and in-person voting for those that wish to use it, the costs are greatly reduced. Given that there is only one item on the Agenda, it is expected the meeting should only last 10-15 minutes.

As the principal/headmaster/head of school, you will receive an email from BCSS the **morning of November 29th**, with a link and your personal PIN number to be able to vote on the motion contained in the package. Please note, your school will only receive one PIN number and it will NOT be sent to your Athletic Director. If you wish for your AD to vote on your behalf, you will need to share the PIN with him/her. Once the school completes the Advanced Ballot online, the school cannot change its vote, nor can it vote in person or by proxy at the meeting.

Thank you for taking the time to read the package and participate in the governance of our organization. Should you have any questions, please do not hesitate to contact the BCSS Office.

Thank you,

A handwritten signature in black ink, appearing to read "Jordan Abney".

Jordan Abney
Executive Director



BCSS Extraordinary Meeting

December 12, 2017

**Location: Fortius Sport & Health – 3713 Kensington Ave Burnaby BC
Calgary Room – 4th Floor**

Schedule

7:00-7:15pm	Voter Registration (must be registered by 7:15pm)
7:15pm	General Meeting Called to Order

Meeting Agenda

1. *Call to order (7:15pm) (Mike Allina, President)*
 - 1.1. Welcome and Opening Remarks
2. *Meeting Information and Announcements (Mike Allina, President)*
 - 2.1. Notice of Meeting
 - 2.2. Quorum
 - 2.3. Housekeeping items
 - 2.4. Introductions
 - 2.4.1. Board of Directors
 - 2.4.2. Executive Director
 - 2.5. Agenda
 - 2.6. Explanation of the Rules of Order
3. *Ordinary Resolution – see attached*
 - 3.1. Ordinary Resolution
4. *Adjournment*

For those in attendance please join us for a post meeting reception in the BCSS Office.



BCSS Extraordinary Meeting, December 12, 2017

Voting at the Extraordinary Meeting

Every Member School in good standing as of the date of notice (14 days prior to the meeting) is entitled to vote at the BCSS Extraordinary Meeting (Please refer to Bylaws Articles 3.2 & 5.4 regarding membership in good standing). Votes can be cast in **one of the three** following ways:

1. In Person Voting

Please fill out the **Form for Designated School Representatives**. Every Member School is encouraged to have a Designated Representative at the Extraordinary Meeting. The representative must be a teacher or administrator assigned to that school, or employed by that school. Both the Designated School Representative and the School Administrator must sign the Designated Representative form.

2. Proxy Voting

Please use the **Proxy Vote Registration Form**. A member school can be represented by proxy. The member school can assign their vote to a Designated Representative from another school in the **same BCSS designated zone** who will be attending the meeting. Proxy forms must be signed by the Administrator and Athletic Director from **both the assigning and receiving schools**. Please see Bylaws Article 6: Voting at General Meetings.

3. Advanced Voting

Pins & instructions for advanced voting (online) will be sent to each member schools' **principal** prior to the Extraordinary Meeting. Member schools can choose to be represented by advanced vote. Advanced votes must be cast prior to the Extraordinary Meeting. Results from the advanced votes will be added to those votes cast in person and will be tallied at the Extraordinary Meeting. Member schools that cast an advanced vote may:

- **NOT** grant its proxy to a proxy holder.
- Attend the Extraordinary Meeting in person but are not eligible to vote or amend the previously submitted advanced vote. The member school will not be counted towards quorum a second time.

Advanced votes may be cast from November 29, 2017 at 12:00pm – December 8, 2017 at 12:00pm

(All times are in Pacific Standard Time)

IMPORTANT: SEND YOUR FULLY COMPLETED FORM(S) BY EMAIL TO INFO@BCSCHOOLSPO RTS.CA

NO LATER THAN 12:00PM ON DECEMBER 11, 2017.

INCOMPLETE FORMS WILL NOT BE ACCEPTED!



BCSS Extraordinary Meeting, December 12, 2017

Voting Registration Form for Designated Representatives

Please click on the line and start typing to fill in your information.

This form is to be used if a **representative from your school will attend** the Extraordinary Meeting on December 12, 2017 to vote on the motions proposed.

Please note that the voting form must be signed by your principal or you will not be allowed to vote at the Extraordinary Meeting.

Member School name:	_____
Principal name:	_____
Principal's e-mail:	_____
BCSS Designated Zone:	_____

Representative name (person attending meeting):	_____
Representative Title (Principal, AD, Teacher):	_____
Representative Signature:	_____

I, the Principal named on this form, officially designate the Representative named on this form to vote in person on behalf of this Member School at the Annual General Meeting on **December 12, 2017**.

Principal's
Signature: _____

- Please submit this form by email prior to **12:00pm on December 11, 2017**.
- The final deadline to register your school to vote and sign in as an attending delegate is **7:15pm on December 12, 2017** at the Extraordinary Meeting.
- This includes delegates who have submitted their voting form prior to **December 11, 2017**.
- If you have submitted the form to the BCSS office prior to the AGM you are not required to bring the original copy with you.
- If you have **NOT** submitted your form prior to the AGM please bring the completed copy to the AGM in order to be eligible to vote.



BCSS Extraordinary Meeting, December 12, 2017

Proxy Vote Registration Form

Please click on the line and start typing to fill in your information.

Assigning School (the one not attending)

Member School Name: _____	
We hereby assign our voting privileges for our school (the Assigning School) to:	
Principal Name: _____	Athletic Director Name : _____
Principal Email: _____	Athletic Director Email: _____
Principal Signature: _____	Athletic Director Signature: _____
Date Signed: _____	Date Signed: _____

Receiving School (the one attending)

Member School Name: _____	
Meeting Attendee _____	
Carrying Proxy: _____	
<i>Note: Proxy's may only be voted on by the designated representative as appointed by the receiving school.</i>	
We agree to accept the proxy vote for the above-named Assigning School and to honour any instructions received regarding the Extraordinary Meeting, and the resolutions to be addressed at that meeting.	
Principal Name: _____	Athletic Director Name: _____
Principal Email: _____	Athletic Director Email: _____
Principal Signature: _____	Athletic Director Signature: _____
Date Signed: _____	Date Signed: _____

- Please submit this form by email prior to **12:00pm on December 11, 2017.**
- The final deadline to register your school to vote and sign in as an attending delegate is **7:15pm on December 12, 2017** at the Annual General Meeting.
- This includes delegates who have submitted their voting form prior to **December 11, 2017.**
- If you have submitted the form to the BCSS office prior to the AGM you are not required to bring the original copy with you.
- If you have **NOT** submitted your form prior to the AGM please bring the completed copy to the AGM in order to be eligible to vote.
- Schools receiving a proxy must be in the same BCSS designated zone as the assigning school.



Current Policy:

SCHEDULE B

ZONES

1. Zone A

Comprising the East Kootenay Schools Athletic Association and the West Kootenay Secondary Schools Athletic Association

2. Zone B

Comprising the North Okanagan Secondary Schools Athletic Association, the Okanagan Central Schools Athletic Association, the South Okanagan-Similkameen Athletic Association and the West Okanagan Valley Secondary Schools Athletic Association

3. Zone C

Comprising the North Central Districts Schools Athletic Association

4. Zone D

Comprising the Northwest Zone Athletic Association

5. Zone E

Comprising the Lower Vancouver Island Senior Secondary Schools Athletic Association, and the North Vancouver Island Senior Secondary Schools Athletic Association

6. Zone F

Comprising the Burnaby-New Westminster Secondary Schools Athletic Association, the Lower Mainland Independent Secondary Schools Athletic Association, the North Shore Secondary Schools Athletic Association, the Richmond Secondary Schools Athletic Association and the Vancouver Secondary Schools Athletic Association

7. Zone G

Comprising the Abbotsford/Mission Secondary Schools Athletic Association, the Coquitlam Secondary Schools Athletic Association, the Delta Secondary Schools Athletic Association, the Fraser Valley East Secondary Schools Athletic Association, the Langley District Secondary Schools Athletic Association, the Maple Ridge/Pitt Meadows Secondary Schools Athletic Association and the Surrey Secondary Schools Athletic Association



Proposed Policy:

Replace Schedule B in its entirety with the following **EFFECTIVE SEPTEMBER 2019**:

Schedule B

ZONES

BC School Sports will consist of nine (9) geographical zones.

Each zone will consist of the member public schools from the stated School Districts, and those member independent schools who are located inside the boundaries of the applicable School District. All member schools must be a member of a local athletic association, as per section 2.3 of these Bylaws.

KOOTENAY ZONE

- School Districts #: 5, 6, 8, 10, 20, 50

THOMPSON-OKANAGAN ZONE

- School Districts #: 19, 22, 23, 53, 58, 67, 73, 74, 83

ISLAND ZONE

- School Districts #: 47, 61, 62, 63, 64, 68, 69, 70, 71, 72, 79, 84, 85

NORTH-CENTRAL ZONE

- School District #: 27, 28, 57, 59, 60, 81, 91

NORTH-WEST ZONE

- School Districts #: 49, 50, 52, 54, 82, 87, 92

TO BE DETERMINED

The alignment and name of the final four (4) zones will be determined by the membership at the 2018 AGM after a recommendation from a working committee formed of representatives from the affected school districts. These districts are:

- School Districts # (Lower Mainland/Fraser Valley): 38, 39, 40, 41, 44, 45, 46, 48, 33, 34, 35, 36, 37, 42, 43, 75, 78

Rationale (Why this motion is being put forward):

- After considerable examination, and member engagement through discussions and two comprehensive member surveys, there was consensus reached that nine zones are now required due to population shifts and urban development since the original zones were created nearly 50 years ago.
- This change creates greater equity in the size of zones, which will allow the zones which are currently larger, to be able to extend their seasons, as currently playoffs have to start very early relative to smaller zones.

Intended Outcomes of the Motion (What are the desired effects of the proposed changed?):

- While achieving perfect balance isn't possible, the proposed zones represent significantly more balance in the sizes of zone by school and student-athlete population and should provide a longer season of play for more student athletes, and provide a consistent pathway to provincial championships in all sports.



Sydney Landing, 2003A-3713 Kensington Ave, Burnaby, BC V5B 0A7
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Moved By: David Thompson Secondary School (Vancouver)

Member School Representative: Rick Lopez

Representative Position: Administrator

Seconded By: South Delta Secondary School

Member School Representative: Brent Sweeney

Representative Position: Athletic Director

Please submit as a word document by email to Info@bcschoolsports.ca by January 16th, 2018.