



**NANAIMO LADYSMITH PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION
ACTION SHEET**

DATE: April 22, 2026
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Election By-Law and Appointment of Election Officers

Recommendation

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt amended Trustee Elections Bylaw No. 2.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pursuant to Section 58(1) and (2) of the Local Government Act, appoint Secretary-Treasurer Mark Walsh as the Chief Electoral Officer for conducting the 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election and that Karen Matthews be appointed as Deputy Chief Election Officer for the 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election in the absence of the Chief Election Officer.

Background

This action sheet outlines two recommended actions to ensure compliance with legislative requirements related to the next Board of Education election to occur in October of 2026.

Discussion

By-Law

The Board has already passed two readings of the draft By-law and put the draft out for consultation. It should be noted that there was no feedback.

The draft was based on the template provided by BCSTA and previous experience in the district. It is drafted in a manner that meets legislative changes and also ensures flexibility in the event of a by-election and will minimize the costs to the district while still ensuring wide access to voting.

Appointment of Officers

The Board must appoint election officials in advance of the election. The last three elections in the district (the general election and two by-elections) have been conducted by Mark Walsh and Karen Matthews in the recommended roles. The recommendation is intended to leverage that experience as well as save on costs.

Their respective experience is as follows:

Chief Electoral Officer – Mark Walsh, J.D. has served as Chief Electoral Officer three times in SD68 including two by-elections. He also served as the Chief Electoral Officer in SD27’s most recent by-election in 2025. He also served as Deputy Chief Electoral Officer in SD61 while employed there.

Deputy Chief Electoral Officer – Karen Mathews has served as Deputy Chief Electoral Officer five times in SD68 including two by-elections and was the Deputy Chief Electoral Officer in SD27’s by-election in 2025.

Appendix A: Trustee Election By-Law No. 2

