

ADMINISTRATIVE MEMORANDUM

Meeting Place:

Education Services Centre
2121 Lonsdale Avenue
Mountain View Room – 5th Floor
North Vancouver, British Columbia

Format and Date:

PUBLIC BOARD MEETING
Tuesday, October 22, 2024, at
6:30 pm

		Estimated Completion Time
A.	Call to Order	
A.1.	Acknowledgments	6:30 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	6:30 pm
A.3.	Approval of Minutes (that the minutes of the Public Meeting of September 24, 2024, be approved as circulated)	6:35 pm
A.4.	Public Questions/Comments *	6:40 pm
A.5.	Educational Presentation: Feeding Futures	6:50 pm
B.	Action Items	
B.1.	Statutory Right of Way – Cheakamus Centre	7:00 pm
B.2.	Revised Policy 108: Board of Education – Trustee Code of Conduct	7:15 pm
B.3.	Revised Policy 108: Board of Education – Trustee Code of Conduct - Administrative Procedures	7:30 pm
B.4.	Notice of Motion – Elected Trustee Positions – Term Limits	7:40 pm
C.	Information and Proposals	
C.1.	Enrolment Update	7:55 pm
C.2.	Organization of Classes Update	8:10 pm

* Additional Community Presentations or Delegations are welcomed with advanced notice - see [Policy 104: Board of Education - Meetings](#) and its [Administrative Procedures](#).



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6:30 pm

	Estimated Completion Time
C.3. Committee Reports – Written Update <ul style="list-style-type: none">District Screening CommitteePolicy Review Committee – Deferred Until Public Board Meeting of November 19, 2024	8:15 pm
C.4. Land Management - Written Update	8:20 pm
C.5. Tuesday, October 8, 2024, Standing Committee Meeting	8:25 pm
C.6. Superintendent's Report	8:40 pm
C.7. Report Out – British Columbia School Trustees Association and BC Public School Employers' Association	8:45 pm
C.8. Trustees' Reports/Highlights	8:55 pm
D. Future Meetings	9:00 pm
E. Public Question & Comment Period	9:00 pm
F. Adjournment	9:00 pm

Note: The completion times on this agenda are estimates intended to assist the Board in its deliberations.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, September 24, 2024.

PRESENT: L. Munro, Chair
A. Wilson, Vice Chair
D. Anderson
K. Mann
G. Tsiakos
L. Tumaneng

REGRETS: C. Gerlach

A. Call to Order

Board Chair Linda Munro called the meeting to order at 6:30 p.m.

A.1. Acknowledgments

Board Chair Munro acknowledged the traditional territorial lands of the Sk̓wx̓wú7mesh (Squamish) Nation and səliłwətaʔt (Tsleil-Waututh) Nation.

A.2. Approval of Agenda

Moved by G. Tsiakos
that the agenda, as recommended in the Administrative Memorandum, be adopted.
Seconded by A. Wilson Carried

A.3. Approval of Minutes

Moved by K. Mann
that the minutes of the public board meeting of June 18, 2024, be approved as circulated.
Seconded by D. Anderson Carried

A.4. Public Question/Comment Period

There were no public questions or comments received by the Board.

A.5. Educational Presentation: Summer Learning

Dr. Pius Ryan, Superintendent, welcomed Greg Hockley, District Principal of Curriculum, Assessment Secondary and Career Education, and Jeeniece Chand, District Principal of Curriculum, Assessment Elementary and Early Learning, to provide an update on the various programs included in the 2024 Summer Learning Program.

The presenters responded to Trustees' questions.

B.1. Five-Year Capital Plan (Minor Capital Programs) for 2025/26

Secretary Treasurer Jacqui Stewart noted that the Five-Year Capital Plan (Major Capital Programs) submission was approved in the Public Board Meeting of June 18, 2024, and that the Minor Capital Programs of the Five-Year Capital Plan will now be considered.

Michael Chapman, Acting Director, Facilities and Planning, provided an overview of the different programs included in the plan and responded to Trustees' questions.

Moved by K. Mann

that the Board approve the proposed Five-Year Capital Plan (Minor Capital Programs) for 2025/26 as attached to this administrative memorandum of September 24, 2024.

Seconded by A. Wilson

Carried

B.2. Audited Financial Statements for the Year Ended June 30, 2024

Secretary Treasurer Stewart introduced Helena Drury, Director of Financial Services, and Lenora Lee, Audit Partner at KPMG. Helena Drury provided highlights of the financial statements including total operating revenues from all sources of \$243.5 million and total expenses of \$248.4 million, resulting in a deficit of \$4.9 million. Operating fund revenues were \$197.7 million and operating fund expenses were \$198.9 million, resulting in an operating deficit of \$1.19 million before transfers to other funds for the purchase of capital assets. After recognition of all transfers, the accumulated operating surplus is \$7.1 million.

Lenora Lee, Partner at KPMG presented highlights from the Auditor's Report. Ms. Lee noted that the auditor's work is completed and resulted in a clean and unqualified audit opinion on the draft financial statements, which means that there are no material errors in the financial statements and that they present fairly.

Staff responded to Trustee's questions.

Moved by A. Wilson

that the Board approve the Internal Restrictions of Accumulated Surplus included within the Draft Consolidated Audited Financial Statements for the year ended June 30, 2024; and,

that the Board approve the Draft Consolidated Audited Financial Statements for the year ended June 30, 2024, as attached to this administrative memorandum of September 24, 2024.

Seconded by D. Anderson

Carried

B.3. Corporate Banking Services - Toronto Dominion Borrowing Resolution

Secretary Treasurer Stewart introduced Helena Drury who provided an overview of the requirement for an update to the borrowing resolution, which was adopted on September 4, 2013. This is required to increase the School District's current borrowing amount to match the level of credit the bank is willing to extend to the School District.

Moved by G. Tsiakos

that the Board of Education authorizes School District 44 (North Vancouver) to borrow from the Toronto-Dominion Bank up to a maximum of \$17,850,000 for payroll services, employee expenses reimbursements, school funds transfers, vendor payments letters of credit and a line of credit.

and repeal the following resolution adopted September 24, 2013:

that the Board authorizes School District 44 (North Vancouver) to borrow from the Toronto-Dominion Bank up to a maximum of \$8,350,000 for payroll services, employee expenses reimbursements, petty cash reimbursements, school funds transfers, vendor payments letters of credit and a line of credit.

Seconded by A. Wilson

Carried

B.4. Framework for Enhancing Student Learning

Dr. Ryan, Superintendent, introduced Arlene Martin, Assistant Superintendent to provide a summary of the 2024 report on the Framework for Enhancing Student Learning . Ms. Martin provided context for the report and explained that it is part of the continuous improvement cycle of the school district, aimed at meeting the aspirational goals of the 10 year strategic plan. The presentation builds upon the discussions and feedback from the Standing Committee meeting on September 17, 2024.

Ms. Martin responded to Trustees' questions.

Moved by K. Mann

that the Board of Education approve the North Vancouver School District Enhancing Student Learning Report as attached to this administrative memorandum of September 24, 2024.

Seconded by L. Tumaneng

Carried

A short break was observed

C.1. Notice of Motion – Elected Trustee Positions – Term Limits

Chair Munro introduced Trustee George Tsiakos to speak to this motion. Under the authority of the *School Act*, and pursuant to Policy 101: Board of Education, the Board is required to elect one of its members to be Chair of the Board and one member to be Vice Chair. The Board is also required to elect two Trustees to the British Columbia School Trustees Association (BCSTA) Provincial Council, one Trustee serves as the Board's representative, and one Trustee is required to serve as an alternate. Additionally, the Board is required to elect two Trustees to the British Columbia Public School Employers' Association (BCPSEA), one Trustee serves as the Board's representative, and one Trustee is required to serve as an alternate. Currently, there is no Board policy or administrative procedure that limits the number of consecutive terms that a Trustee may be elected to and serve in any one of these positions.

It is recommended that the Board amend its policies and administrative procedures to include consecutive terms limitations regarding Trustees elected to any of the above noted positions. The notice of motion will be brought forward at a future Public Board Meeting for approval.

C.2. Committee Reports – Written Update

Written updates on the Audit Committee, Capital Planning Committee and Information Communication Technology (ICT) Committee were included in the Board Agenda Package.

Dr. Ryan and Teodora Dotzeva, Director of Information and Communication Technology responded to questions about the ICT Committee Report.

C.3. Land Management – Written Update

A written update on current land management projects was included in the Board Agenda Package. Dr. Ryan responded to Trustees' questions.

C.4. Tuesday, September 17, 2024, Standing Committee Meeting

A written update on Standing Committee Meeting was included in the Board Agenda Package for information.

C.5. Superintendent's Report

Dr. Ryan, Superintendent provided an update to Trustees on events, initiatives, and programming across the school district.

Dr. Ryan responded to Trustees' questions.

C.6. Report Out – British Columbia School Trustees Association and BC Public School Employers' Association

Trustee Anderson provided an update regarding the BC School Trustees Association.

Trustee Tumaneng had no updates regarding the BC Public School Employers' Association.

C.7. Trustees' Reports/Highlights

Trustees shared their recent highlights, for activities from June 19 to September 24, 2024, with an emphasis on their roles as school liaisons.

- Meetings attended by Trustees included:
 - Public Board Meeting
 - Standing Committee Meeting
 - Trustee Seminars and Retreat
 - Audit Committee Meeting
 - North Vancouver School District Year End Gratitude Event
 - District Student Leadership Council Committee Meeting
 - BCPSEA Roundtable Accessibility Standards Meeting
 - BCSTA Workshop on BC Accessibility Standards
 - BCSTA Inclusive Education and Accessibility Working Group
 - BCSTA Metro Branch General Meeting
 - Canadian School Board Congress and National Gathering
 - Meeting with City of North Vancouver Mayor Linda Buchanan
 - Meeting with District of North Vancouver Mayor Mike Little
 - North Shore Congress Meetings
 - North Shore Standing Committee on Substance Use Meeting
 - North Shore Table Matters Network Meeting

- Events attended by Trustees included:
 - AFK Gordon Smith Gallery – “Playhouse” Exhibit Opening Celebration
 - Concerts, graduation ceremonies and school visits at various schools
 - Ministry Announcement - Lynn Valley Elementary School Expansion
 - Presentation of King Charles III Coronation Medal Ceremony
 - Parent Advisory Council Meetings
 - Superintendent’s Celebration of Learning Luncheon

D. Future Meetings

Date and Time	Event	Location
Tuesday, October 8, 2024 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, October 22, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, November 5, 2024 at 6:30 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver

E. Public Question/Comment Period

The Chair called for questions and/or comments from the public noting that in accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

No questions or comments were brought forward.

F. Adjournment

The established agenda being completed, Board Chair Munro adjourned the meeting at 8:59 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Linda Munro
Chair, Board of Education

Date

Date

Schedule .A.A..
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Questions/Comments**

Narration:

Prior to the Public Board Meeting, members of the public can provide comments on items related to the agenda by emailing publiccomments@sd44.ca or calling 604-998-5100 and leaving a voice mail by no later than 1 p.m. on the day of the meeting. All input received by the specified time will be shared with Trustees electronically. The Board Chair will read out comments during the Public Questions/Comments at the beginning of the meeting; however, this agenda item has a time limit of 10 minutes.

The Board of Education will not respond to comments made during the Public Questions/Comments but may direct questions to staff. Members of the public wishing to discuss their concerns with Trustees or staff may contact them before and/or after the meeting, by telephone or e-mail.

**Schedule .A.5..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

**Topic (as per the
Memorandum):** **Educational Presentation: Feeding Futures**

Narration:

Tine Parker, District Vice Principal, Healthy Schools, will provide an update on Feeding Futures, focusing on current efforts to enhance food access for students and families, as well as exploring new initiatives and opportunities for community collaboration.

Attachment: Feeding Futures Guiding Principles

Feeding Futures

Guiding Principles

These principles are intended to guide the development of school food programs and are not mandatory.



Ministry of
Education and
Child Care

In practice, this could look like...



Students have access to food daily in an equitable, accessible, and non-stigmatizing manner.

- Where meal payment cards are used in school stores or cafeterias, the same payment cards that are available to all students can be discretely subsidized for students in need.
- Using pay-what-you-can or sliding payment scale models for hot lunch days.
- Offering snacks or lunch top-up baskets in classrooms for any student to access.



Programs support B.C. foods* to grow local communities, economies, and food system resilience.

- Asking food suppliers, distributors, grocery stores and program delivery partners about what B.C. food options they can provide and what B.C. foods are in season.
- Assessing menus and product purchases to identify opportunities for more B.C. foods, like everyday staples.
- Checking the [Feed BC directory](#) to find B.C. food & beverage products.
- Supporting food literacy and integrated learning opportunities to strengthen knowledge, skills, and positive relationships connected to food and local food systems.

* [Feed BC](#) provides definitions and recommended targets to support B.C. food procurement in K-12 schools.



Programs are flexible, adaptable, and respectful of local contexts and needs.

- Conducting a scan of existing programs and systems to identify existing resources and program gaps.
- Adapting program models to suit the needs of student needs. For example, "Grab & Go" models may work well for older students, whereas "After the Bell" or "Second Chance" models may suit the needs of students in other environments.
- Striving for continuous improvement by collecting feedback on programs or testing out new pilot projects.



Students have access to nutritious and culturally preferred foods to support healthy development & learning.

- Incorporating more nutritious and minimally processed foods into meal and snack offerings.
- Having students and families submit requests for foods they want to see featured in programs or submitting family recipes.
- Prioritizing time and space in the school day for eating.



Programs centre and include students, families, First Nation Rightsholders, Indigenous partners, and community members in decision-making & program delivery.

- Working with the district's Indigenous Education Council (IEC) to ensure that decision-making is informed by First Nation Rightsholders and Indigenous partners.
- Involving students in school food program operations (e.g., food preparation, serving, and clean-up).
- Forming a school food committee with students, families, and/or community partners to gather feedback & share information.
- Partnering with local First Nations to support special events in school communities.
- Partnering with conservation officers to offer local and traditional meats.

Schedule B.1.
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Statutory Right of Way – Cheakamus Centre**

Narration:

The Cheakamus Centre was contacted by Telus Communications Inc. on August 29, 2024, regarding a proposed plan to bring high speed fibre optic service to the area. Telus proposes to place fibre optic lines along Paradise Valley Road and attach the new service to several existing utility poles that cross north south through 8 land parcels titled to the Board of Education of School District No. 44 (North Vancouver).

The existing poles currently carry BC Hydro distribution services, which have statutory right of ways registered against the title to the lands. Telus are also joint users of these utility poles, however, they currently do not have direct rights via the BC Hydro statutory right of way. The Cheakamus Centre and surrounding community have struggled with poor internet connectivity for years, so the proposed fibre optic upgrade will be a major enhancement. To allow this project to proceed, Telus will require their own statutory right of way with the Board of Education to access the lands for placement, operation and maintenance of fibre optic lines on the existing joint use utility poles.

The Ministry of Education and Child Care advises that placing a statutory right of way on title is a disposal of an interest (not ownership) in the land. The statutory right of way does not require approval from the Ministry, however, the Board of Education must adopt a bylaw to support it. The Statutory Right of Way Agreement was revised by legal counsel for the School District, and Telus is agreeable to the changes.

As per Board Policy 805, a Bylaw will be required to grant a statutory right of way to be registered on title. Jacqui Stewart, Secretary Treasurer will respond to questions on this matter.

Attachment:

Cheakamus Data Transmission Right of Way Bylaw, 2024

RECOMMENDED MOTION:

That The Board of Education of School District No. 44 (North Vancouver) Cheakamus Data Transmission Right of Way Bylaw, 2024 be read a first time;

That The Board of Education of School District No. 44 (North Vancouver) Cheakamus Data Transmission Right of Way Bylaw, 2024 be read a second time;

That The Board of Education of School District No. 44 (North Vancouver) Cheakamus Data Transmission Right of Way Bylaw, 2024 be read a third time, passed and adopted.

Procedural Note:(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)

CHEAKAMUS DATA TRANSMISSION RIGHT-OF-WAY BYLAW, 2024

WHEREAS a board of education may dispose of land or improvements owned or administered by the board of education under the authority of Section 96(3) of the *School Act* (British Columbia), subject to the Orders of the British Columbia Minister of Education and Child Care (the “**Minister**”);

AND WHEREAS the *Interpretation Act* (British Columbia) defines the word “dispose” to mean to transfer by any method and includes, among other things, grant and charge;

AND WHEREAS the Minister issued Order M193/08 (Disposal of Land or Improvements Order) effective September 3, 2008 requiring fee simple sales and leases of land or improvements for a term of ten (10) years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board;

AND WHEREAS a disposal of land or improvements by way of a grant of a statutory right of way does not require approval from the Minister pursuant to Order M193/08 (Disposal of Land or Improvements Order);

AND WHEREAS Section 65(5) of the *School Act* (British Columbia) requires a board of education to exercise a power with respect to the acquisition or disposal of property owned or administered by the board of education only by bylaw;

AND WHEREAS:

- (a) The Board of Education of School District No. 44 (North Vancouver) (the “**Board**”) is the owner of those certain lands and premises with a civic address of 1600 Paradise Valley Road, Brackendale, British Columbia (the “**Property**”);
- (b) the Property is facility number 104459;
- (c) the legal description of the Property is as follows:

Parcel Identifier: 011-270-772
Legal Description: Block 12 District Lots 1244 and 1245 Plan 4887

Parcel Identifier: 011-202-751
Legal Description: Lot B Block 11 District Lots 1244 and 1245 Plan 5179

Parcel Identifier: 011-202-742
Legal Description: Lot A Block 11 District Lots 1244 and 1245 Plan 5179

Parcel Identifier: 011-270-764
Legal Description: Block 10 District Lots 1244 and 1245 Plan 4887

Parcel Identifier: 011-270-756
Legal Description: Block 9 District Lots 1244 and 1245 Plan 4887

Parcel Identifier: 011-270-748
Legal Description: Block 8 District Lots 1244 and 1245 Plan 4887

Parcel Identifier: 011-270-730
Legal Description: Block 7 District Lots 1244 and 1245 Plan 4887

Parcel Identifier: 015-947-751
Legal Description: District Lot 1243 Group 1 New Westminster District;

- (d) Telus Communications Inc. (“**Telus**”) has asked the Board to grant to Telus a statutory right of way (the “**Statutory Right of Way**”) in respect of civil infrastructure associated with the transmission of data by Telus by Telus and related works (collectively, the “**Works**”) on such portion of the Property shown in bold outline on the sketch plan attached as Schedule “A” to the Statutory Right of Way, a reduced copy of which is attached as Schedule A hereto; and
- (e) the Board is satisfied that it would be in the best interests of the Board to grant the Statutory Right of Way and that the granting of the Statutory Right of Way will not interfere with the Board’s use of the Property for educational purposes.

NOW THEREFORE BE IT RESOLVED as a Bylaw of the Board that the Statutory Right of Way is and be hereby authorized and approved, and that the Board enter into the Statutory Right of Way and grant the Statutory Right of Way to Telus in the form required by Telus, subject to such amendments as the Secretary-Treasurer may, in her discretion, consider advisable, and that the Board register the Statutory Right of Way against title to the Property in the Land Title Office.

BE IT FURTHER RESOLVED as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Statutory Right of Way in such form and with such amendments thereto as the Secretary-Treasurer may, in her discretion, consider advisable, and the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all related and ancillary documents required to complete the granting of the Statutory Right of Way to Telus on such terms and conditions as the Secretary-Treasurer may, in her discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as “School District No. 44 (North Vancouver) Cheakamus Data Transmission Right-of-Way Bylaw, 2024”.

Read a first time this 22nd day of October, 2024.

Read a second time this 22nd day of October, 2024.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third and final time on the 22nd day of October, 2024, and finally passed and adopted this 22nd day of October, 2024.

Chairperson of the Board

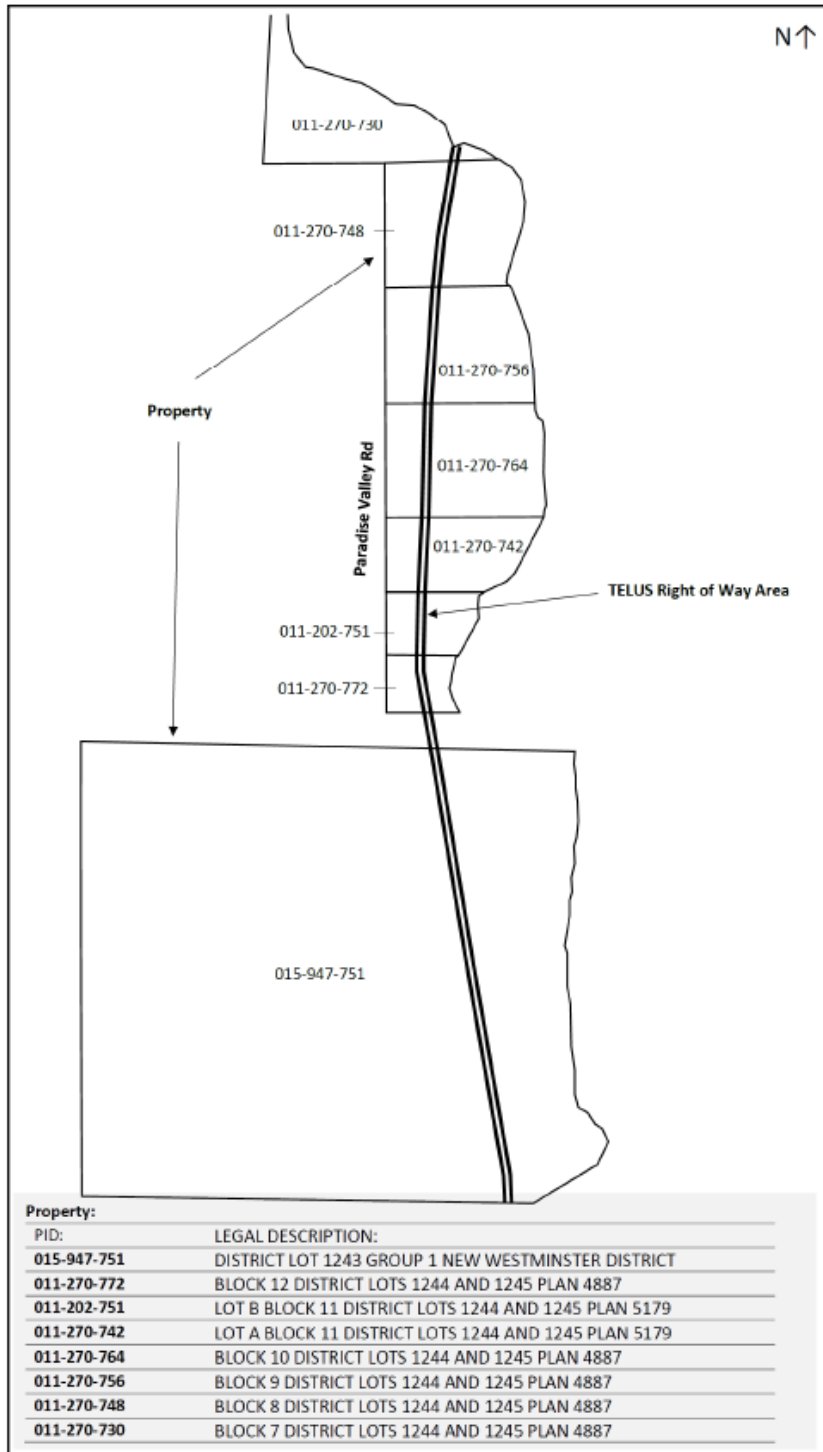
Corporate Seal

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original “School District No. 44 (North Vancouver) Cheakamus Data Transmission Right-of-Way Bylaw, 2024” adopted by the Board this 22nd day of October, 2024.

Secretary-Treasurer

SCHEDULE A SKETCH PLAN



Note: Sketch not to Scale

Schedule B.2..
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 108: Board of Education - Trustee Code of Conduct**

Narration:

At the April 2024 Public Board meeting, the Board of Education approved revised Policy 108: Trustee Code of Conduct. The changes were in keeping with guidance from the Ministry of Education and Child Care and the British Columbia School Trustees Association.

The Board has proposed additional changes to the revised policy which clarifies the Conflict of Interest wording and adds a new section for Use of Position. Given the number of wording changes, the proposed revised policy and the track changes version of the policy are attached.

Attachments:

- Proposed Revised Policy 108: Trustee Code of Conduct (with track changes)
- Proposed Revised Policy 108: Trustee Code of Conduct

RECOMMENDED MOTION:

that the Board of Education approve the Proposed Revised Policy 108: Trustee Code of Conduct, as attached to this Administrative Memorandum of October 22, 2024.

108 Board of Education – Trustee Code of Conduct

Adopted: March 12, 2013

Revised: September 25, 2018

Revised: April 16, 2024

[Draft Revised: October 22, 2024](#)

Policy

In accordance with the School Act, the North Vancouver Board of Education acknowledges its primary responsibility to establish policies ensuring the efficient operation of its schools. Aligned with the Mandate for Public Schooling, which reads that "*The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy,*" the Board prioritizes student achievement, encompassing Intellectual, Human and Social, and Career Development. Central to the Board's decision-making is alignment with Policy 106: Statements of Mandate, Vision, and Values.

As democratically elected representatives on the Board, Trustees fully recognize the significant trust bestowed upon the Board by the electorate. They are committed to governing the affairs and business of the North Vancouver School District in a fair, respectful, and professional manner that upholds the rights and dignity of students. Trustees advocate for the diverse needs of the entire School District and community, allocating resources efficiently, inclusively, and responsibly in the best interests of all students.

Furthermore, Trustees actively advocate for public education, championing the values, objectives, and initiatives of the School District to other levels of government and relevant bodies.

Commitment Statements

1. Promoting Ethical Governance and Collaborative School Culture
Trustees foster a positive learning and working culture through collaborative engagement with administrators, teachers, parents, and community leaders. They prioritize respect, transparency, and impartiality in governance. Trustees demonstrate ethical conduct, acting with integrity, and taking responsibility for decisions and actions. Trustees arrive at meetings prepared. Attendance at scheduled Board meetings is expected, with prompt notification to the Board Chair for unavoidable absences.
2. Decision Making
Trustees seek and assess information from all available sources, base their decisions upon all available facts, and vote impartially in every situation. To facilitate effective decision making, Trustees must be knowledgeable about the School Act, statutory requirements, existing Board policy and practices, initiatives, long-range plans, and current educational issues. It is expected Trustees shall be diligent in familiarizing themselves with supporting documents, in advance of meetings, in order to make informed and credible decisions.

3. Confidentiality

Trustees uphold confidentiality regarding discussions from closed School Board, or committee meetings, and other confidential communications. Trustees refrain from disclosing privileged information until officially released by the Board. Respect for the confidence of fellow Trustees in their role as Board members remains a priority.

4. Working Relationships

Trustees facilitate respectful and cooperative relationships with fellow Board members, valuing diverse opinions. They refrain from disparaging remarks, unwarranted criticism, or actions that could compromise the Board's integrity or authority. Upholding proper decorum fosters open, respectful discussions. Transparency is maintained by promptly addressing potential concerns.

5. Public Relations

Trustees encourage and welcome engagement from the broader school community in establishing and interpreting school operation policies, goals, and directions. Actively integrating diverse opinions into Board decisions is a priority. Ensuring timely communication of Board decisions to impacted parties is a key action point. Trustees acknowledge the importance of maintaining healthy relationships with educational partners and rightsholders in their community.

6. Conflict of Interest

It is the legal duty of Trustees to avoid conflict of interest in all Trusteeship responsibilities. Every Trustee must avoid any situation in which there is or may appear to be, a potential conflict that could interfere with the Trustee's judgement in making decisions in the School Board's best interest. ~~In protecting the Board of Education and integrity in decision-making, it is the responsibility of Trustees to identify potential conflicts of interest.~~ Apparent conflict of interest means any situation where it would appear to a reasonably well-informed, impartial observer that the Trustee is in a conflict of interest situation. In protecting the Board of Education and integrity in decision-making, it is the responsibility of Trustees to identify potential conflicts of interest. Trustees will not use school or School District resources or information for personal gain or the benefit of family, friends, supporters, and interests of others with whom they may be associated. When faced with conflicts, Trustees promptly declare and abstain from deliberating or voting on the issue during official meetings of the Board, upholding fidelity to the corporate Board of Education.

7. Use of Position

Trustees are prohibited from using their position, school district resources, or confidential information for personal gain or to benefit associates. They must avoid activities that could conflict with their commitment to the school district's best interests or compromise their impartiality and integrity. School resources are for educational purposes only, and confidential information must not be disclosed or used improperly.

~~7.8.~~ Legal Authority of Individual Trustees

Trustees recognize that, as a Corporate Board, the authority to make decisions must

only be made within an official meeting of the Board. Individual Trustees or committees of Trustees may not exercise the rights, duties, and powers of the Board. The Chair is the official spokesperson for the Board; other Trustees shall not speak on behalf of the Board unless authorized to act in such a capacity.

8.9. Support for Board Decisions

Trustees express their views through active dialogue at official meetings of the Board and, regardless of minority positions or opposition votes, accept and uphold majority decisions. Trustees recognize that democracy is served when policies and decisions are voted on at official meetings of the Board and support the School District with decisions made regardless of their individual position.

9.10. Trustee Professional Development

Trustees engage in professional development to enhance their understanding of Trustee roles, responsibilities, and current educational trends.

10.11. Scope of Delegated Responsibility

Trustees acknowledge and respect the Superintendent of Schools and senior staff's authority, delegating responsibilities for operationalizing Board-established policies and directions. Upholding commitments outlined in the Trustee Code of Conduct; any infractions are addressed following Administrative Procedures.

The Board will review this policy within six months of the Inaugural Board Meeting.

Administrative Procedures

Policy 108: Board of Education – Trustee Code of Conduct ~~– Administrative Procedures~~

Resources

[School Trustee Oath of Office Regulation](#) - Ministry of Education [and Child Care](#)
[Local Government Elections Regulation](#) - Ministry of Education [and Child Care](#)

108 Board of Education – Trustee Code of Conduct

Adopted: March 12, 2013

Revised: September 25, 2018

Revised: April 16, 2024

Draft Revised: October 22, 2024

Policy

In accordance with the School Act, the North Vancouver Board of Education acknowledges its primary responsibility to establish policies ensuring the efficient operation of its schools. Aligned with the Mandate for Public Schooling, which reads that "*The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy,*" the Board prioritizes student achievement, encompassing Intellectual, Human and Social, and Career Development. Central to the Board's decision-making is alignment with Policy 106: Statements of Mandate, Vision, and Values.

As democratically elected representatives on the Board, Trustees fully recognize the significant trust bestowed upon the Board by the electorate. They are committed to governing the affairs and business of the North Vancouver School District in a fair, respectful, and professional manner that upholds the rights and dignity of students. Trustees advocate for the diverse needs of the entire School District and community, allocating resources efficiently, inclusively, and responsibly in the best interests of all students.

Furthermore, Trustees actively advocate for public education, championing the values, objectives, and initiatives of the School District to other levels of government and relevant bodies.

Commitment Statements

1. Promoting Ethical Governance and Collaborative School Culture
Trustees foster a positive learning and working culture through collaborative engagement with administrators, teachers, parents, and community leaders. They prioritize respect, transparency, and impartiality in governance. Trustees demonstrate ethical conduct, acting with integrity, and taking responsibility for decisions and actions. Trustees arrive at meetings prepared. Attendance at scheduled Board meetings is expected, with prompt notification to the Board Chair for unavoidable absences.
2. Decision Making
Trustees seek and assess information from all available sources, base their decisions upon all available facts, and vote impartially in every situation. To facilitate effective decision making, Trustees must be knowledgeable about the School Act, statutory requirements, existing Board policy and practices, initiatives, long-range plans, and current educational issues. It is expected Trustees shall be diligent in familiarizing themselves with supporting documents, in advance of meetings, in order to make informed and credible decisions.

3. Confidentiality
Trustees uphold confidentiality regarding discussions from closed School Board, or committee meetings, and other confidential communications. Trustees refrain from disclosing privileged information until officially released by the Board. Respect for the confidence of fellow Trustees in their role as Board members remains a priority.
4. Working Relationships
Trustees facilitate respectful and cooperative relationships with fellow Board members, valuing diverse opinions. They refrain from disparaging remarks, unwarranted criticism, or actions that could compromise the Board's integrity or authority. Upholding proper decorum fosters open, respectful discussions. Transparency is maintained by promptly addressing potential concerns.
5. Public Relations
Trustees encourage and welcome engagement from the broader school community in establishing and interpreting school operation policies, goals, and directions. Actively integrating diverse opinions into Board decisions is a priority. Ensuring timely communication of Board decisions to impacted parties is a key action point. Trustees acknowledge the importance of maintaining healthy relationships with educational partners and rightsholders in their community.
6. Conflict of Interest
It is the legal duty of Trustees to avoid conflict of interest in all Trusteeship responsibilities. Every Trustee must avoid any situation in which there is or may appear to be, a potential conflict that could interfere with the Trustee's judgement in making decisions in the School Board's best interest. Apparent conflict of interest means any situation where it would appear to a reasonably well-informed, impartial observer that the Trustee is in a conflict of interest situation. In protecting the Board of Education and integrity in decision-making, it is the responsibility of Trustees to identify potential conflicts of interest. When faced with conflicts, Trustees promptly declare and abstain from deliberating or voting on the issue during official meetings of the Board, upholding fidelity to the corporate Board of Education.
7. Use of Position
Trustees are prohibited from using their position, school district resources, or confidential information for personal gain or to benefit associates. They must avoid activities that could conflict with their commitment to the school district's best interests or compromise their impartiality and integrity. School resources are for educational purposes only, and confidential information must not be disclosed or used improperly.
8. Legal Authority of Individual Trustees
Trustees recognize that, as a Corporate Board, the authority to make decisions must only be made within an official meeting of the Board. Individual Trustees or committees of Trustees may not exercise the rights, duties, and powers of the Board. The Chair is the official spokesperson for the Board; other Trustees shall not speak on behalf of the Board unless authorized to act in such a capacity.

9. Support for Board Decisions
Trustees express their views through active dialogue at official meetings of the Board and, regardless of minority positions or opposition votes, accept and uphold-majority decisions. Trustees recognize that democracy is served when policies and decisions are voted on at official meetings of the Board and support the School District with decisions made regardless of their individual position.
10. Trustee Professional Development
Trustees engage in professional development to enhance their understanding of Trustee roles, responsibilities, and current educational trends.
11. Scope of Delegated Responsibility
Trustees acknowledge and respect the Superintendent of Schools and senior staff's authority, delegating responsibilities for operationalizing Board-established policies and directions. Upholding commitments outlined in the Trustee Code of Conduct; any infractions are addressed following Administrative Procedures.

The Board will review this policy within six months of the Inaugural Board Meeting.

Administrative Procedures

Policy 108: Board of Education – Trustee Code of Conduct

Resources

[School Trustee Oath of Office Regulation](#) - Ministry of Education and Child Care
[Local Government Elections Regulation](#) - Ministry of Education and Child Care

Schedule B.3.
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 108: Trustee Code of Conduct – Administrative Procedures**

Narration:

In support of the approved revised Policy 108: Trustee Code of Conduct, the Board of Education participated in a number of working session to review and revise the supporting Administrative Procedures. The revised Administrative Procedures have been reviewed by legal counsel for the Board to ensure completeness and procedural fairness.

Attachments:

- Proposed Revised Policy 108: Trustee Code of Conduct – Administrative Procedures

RECOMMENDED MOTION:

that the Board of Education approve the Proposed Revised Administrative Procedures for Policy 108: Trustee Code of Conduct, as attached to this Administrative Memorandum of October 22, 2024.

108 Board of Education – Trustee Code of Conduct

Draft Revised: October 22, 2024

Administrative Procedures

Trustees are expected to uphold ethical standards and exercise prudence in accordance with the Trustee Code of Conduct (the “Code”). Failure to adhere to the Code may result in the Board of Education (the “Board”) instituting sanctions, pursuant to this policy.

Trustees wishing to report an alleged infraction may follow the processes outlined below to facilitate self-governance. If a Trustee believes that a fellow Trustee has not met obligations under the Code, they are encouraged to seek appropriate remedial measures through the Informal Resolution Process before filing a complaint through the Official Complaint Process. It is recognized that the Informal Resolution Process may not be suitable in all cases. For example, serious and/or reoccurring infractions of the Code by a Trustee should be investigated through the Official Complaint Process.

As detailed herein, a “Designate” is assigned responsibilities and granted authority pursuant to these Administrative Procedures to oversee the conduct of the matter to a certain extent. The Designate shall be:

- the Board Chair, if they are not disqualified due to a conflict of interest;
- the Vice Chair if the Board Chair is disqualified, and the Vice Chair is not disqualified due to a conflict of interest;
- a designated alternate appointed by the Board if the Vice Chair is disqualified; and
- in all other circumstances, the Board shall appoint a neutral third party investigator to serve as the Designate.

For certainty, in no circumstances shall the Trustee alleging a breach of the Code or the Trustee alleged to have breached the Code be the Designate.

Definitions

“Code Hearing” is a formal process conducted by the Board to address alleged infractions of the Code. During a Code Hearing, a Respondent who is alleged to have acted contrary to the Code is provided an opportunity to present their case and respond to the allegations. The aim of the Code Hearing is to determine whether the Respondent engaged in conduct in breach of the Code (whether the alleged infraction occurred), and if determined that an infraction occurred, decide on appropriate and fair sanctions and/or remedies.

“Conflict of Interest” is defined in the Code and as may be determined by an individual for themselves or a majority of those Trustees present at a Code Hearing. A conflict of interest is ordinarily raised only in circumstances where a Trustee has a personal interest in the outcome. It would not typically be raised in circumstances where a Trustee has been a witness to conduct that is the subject matter of a complaint since it is expected that all Trustees will conduct themselves in accordance with the Code and in the interests of the School District. If it is determined that a Trustee is in a conflict of interest, the Trustee shall not participate in

deliberations or vote in respect of any resolution however the Trustee shall be present as required in order to maintain quorum of the Board.

“Reoccurring infraction” is a repetition of an infraction of the same nature by the same Trustee despite efforts to remediate the conduct of concern.

Two separate processes are available for addressing Complaints under the Code. The Informal Resolution Process is encouraged for relatively minor matters, while the Formal Complaint Process has been outlined for more serious matters. If resolution through the Informal Resolution Process is not achieved to the satisfaction of the Trustees involved, the Official Complaint Process may be initiated as needed.

Informal Resolution Process

An infraction against the Code may occur, which could be relatively minor, inadvertent, or the result of an error in judgment made in good faith. In such cases, the primary objective is to notify the Trustee against whom there is an allegation (the “Respondent”) about the infraction and their responsibilities under the Code in a timely manner. This may be achieved by an informal conversation between the Trustee alleging a breach of the Code (the “Complainant”) and the Respondent.

The purpose of this meeting is to draw attention to the alleged infraction, discuss it with the Respondent, and explore remedial measures to rectify the alleged infraction. In certain circumstances, and as described below, a Designate may assist in attempting to resolve the matter informally, including by engaging a third party (such as an experienced mediator).

When determining whether or how the complaint may be resolved informally, the Trustees involved in the Informal Resolution Process may consider culturally appropriate approaches, approaches which are appropriate to persons with disabilities, and/or transformative or restorative justice approaches. As described below, the Designate may engage a third party to assist with this process.

Pursuant to the Informal Resolution Process Trustees shall seek appropriate resolution in an informal, cooperative fashion marked by mutual respect, seeking to understand with an openness to growth, improvement, and enhanced relationships. The following process supports these ends:

1. The Complainant who believes a Trustee has acted in a manner contrary to the Code will engage in a private conversation with the Respondent who is believed to have engaged in the conduct of concern. If a Trustee is not reasonably able to engage in a private conversation, they may go to step two (2).
2. Failing resolution through a private conversation, the Complainant and Respondent will directly engage the appropriate Designate to assist in resolving the complaint. The Designate will attempt to resolve the matter to the satisfaction of the Trustees involved.
3. At the Designate’s discretion, and after obtaining written consent from the Complainant and the Respondent, the Designate may appoint a third party, such as an experienced mediator, to assist in resolving the complaint.

4. The Designate, and where applicable with the assistance of the third party, will assess the suitability of the complaint for resolution on an ongoing basis and may decline to proceed informally at any time.
5. The Complainant, or the Respondent, can decline to participate in an informal resolution at any time.

If the Complainant and the Respondent agree to and implement appropriate remedial measures, or agree that remedial measures are not necessary, then the alleged breach is considered resolved.

The remedial measures in the Informal Resolution Process are limited and may include only measures that do not require Board approval such as a warning, an apology, and/or the requirement of the Respondent to engage in the successful completion of professional development training that best addresses the behaviour or action in question.

Resolution pursuant to the Informal Resolution Process is not equivalent to an admission of a culpable breach of the Code on the part of the Respondent and shall not be included in the Respondent's disciplinary history unless this is part of the agreed upon resolution itself.

This Informal Resolution Process is to be conducted with respect for the privacy and confidentiality of all involved. A resolution pursuant to the Informal Resolution Process shall not be brought to the attention of the Board, beyond notifying a Designate for the purposes of carrying out the Informal Resolution Process or notifying the Board that the matter has been resolved.

Where the Board Chair and/or Vice Chair are disqualified from acting as the Designate, and the matter may not be resolved through private conversation, then the Complainant should file a letter of complaint pursuant to the Official Complaint Process to the Board and indicate that a Designate must be appointed pursuant to these Administrative Procedures. Once the Board appoints the Designate, then the Designate, at their discretion, may adjourn the Official Complaint Process and direct that the parties attempt to resolve the matter by way of the Informal Resolution Process, starting at Step 2, above.

Official Complaint Process

A Trustee who wishes to commence an official complaint under the Code (the "Complainant"), shall file a letter of complaint (the "Complaint") with the Designate as soon as practical in an expeditious, timely manner following the alleged infraction. If the Board Chair and Vice Chair are disqualified from acting as the Designate, then the Trustee may submit the Complaint confidentially to all members of the Board and indicate that a Designate must be appointed pursuant to these Administrative Procedures.

The Designate shall provide a confidential copy of the Complaint to all members of the Board within ten (10) days of receipt of the Complaint. The Designate may use their discretion to reasonably extend timelines.

The Respondent shall provide a written response to the allegations to all members of the Board within 10 days of receiving the Complaint, or such reasonably extended period of the time as the Designate deems appropriate in the circumstance.

When a Trustee files a Complaint, and a copy of the Complaint is forwarded to all Trustees, the filing, notification, content, and nature of the Complaint shall be deemed to be strictly confidential. Public disclosure of the Complaint and any resulting decision taken by the Board may be disclosed by the Board Chair or Designate only at the direction of the Board, following the disposition of the complaint by the Board at a Code Hearing held as part of a closed (In-Camera) meeting.

The Complainant and/or Respondent may, at their own expense, seek independent legal representation at their own expense. Any legal representation must maintain the confidentiality of all confidential Board matters.

The Designate shall convene, as soon as is reasonable, a closed (In-Camera) meeting of the Board to allow for a Code Hearing concerning the Complaint. As with any Board meeting, quorum must be established for the Code Hearing to proceed. For efficiency purposes and due to the potentially limited number of Trustees who are able to participate in a vote related to a Complaint, all Trustees will make best efforts to attend such meetings of the Board, even in circumstances where such individuals may be in a conflict of interest or may otherwise wish to abstain. Furthermore, a decision as to whether an individual will be permitted to attend a Code Hearing by telephone/video conference may be made in advance of the Code Hearing.

It is expected that the Code Hearing will be conducted within 90 calendar days of the deadline for receipt of the written response to the Complaint. If a longer period of time is required to complete the Code Hearing process, the reason for the extension shall be explained to the Board.

At the Code Hearing, the Designate shall indicate, at the commencement of the meeting, the nature of the issue at hand. The Designate must ensure that the Code Hearing complies with the Administrative Procedures and the rules of procedural fairness and natural justice required in such circumstances. Without limiting what appears below, the Designate shall ensure fairness in dealing with the Complaint by adhering to the following procedures, which may be adapted by direction of the Board in order to address the circumstances of the Complaint, provided that any deviation from this process is consistent with natural justice and procedural fairness:

- a) The Complaint shall be heard at a Code Hearing at a closed (In-Camera) Board meeting convened for that purpose.
- b) All preliminary matters, including whether the process for the Code Hearing should be amended or whether one (1) or more Trustees may have a conflict of interest in making a decision regarding the Complaint, shall be dealt with prior to any submissions about the Complaint.
- c) The sequence of the Code Hearing shall be in keeping with the following which is intended to provide a fair opportunity for both parties to be heard and to respond as appropriate. Neither party is obligated to make submissions or to respond to questions.

- i. The Complainant shall provide a presentation which may be written or oral or both. The Complainant may opt to rely on the Complaint in place of this presentation;
 - ii. The Respondent shall provide a presentation in response to the Complaint which may be written or oral or both;
 - iii. The Complainant shall then be given an opportunity to reply to any new matters raised in the Respondent's presentation;
 - iv. The Respondent shall then be provided a further opportunity to respond to any new matters raised in the Complainant's presentation and subsequent remarks;
 - v. The remaining Trustees of the Board shall be given the opportunity to ask clarifying questions of both parties at any time during the proceedings;
 - vi. The Complainant shall be given the opportunity to make final comments; and
 - vii. The Respondent shall be given the opportunity to make final comments.
- d) Following the presentation of the Complainant and the Respondent, the Complainant and the Respondent and all persons (the "Parties") other than the remaining Trustees who do not have a conflict of interest shall be required to leave the room, and the remaining Trustees (the "Voting Trustees"), shall deliberate in private, without assistance from staff. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or upon staff in respect of any points of information or to provide administrative direction or for assistance in the drafting of a resolution. The purpose of the deliberations is to firstly, determine whether there has been a breach of the Code, and if so, what sanctions are appropriate in the circumstances.
- e) If the Voting Trustees require further information or clarification, the Parties shall be reconvened, and the requests made in the presence of the Parties. If the information is not readily available, the Designate may request a recess or, if necessary, an adjournment of the Code Hearing to a later date.
- f) An investigation by a qualified external third party may be included in the process if requested and supported by a majority of the Voting Trustees at any time during a Code Hearing or during deliberations to assist with making factual determinations and determining the applicability of the Code. Any investigation will be conducted in accordance with the rules of procedural fairness and natural justice required in the circumstances and a report of the same will be made to the Board upon the Code Hearing reconvening. The Board may, in its discretion, call upon legal advisors to assist the Board in the event an investigation is requested. The Designate shall select and provide instructions to the investigator on behalf of the Voting Trustees. Normally, an investigation process will include interviews with relevant witnesses and parties. The Complainant and the Respondent will have an opportunity to participate in the investigation and the Respondent will have the opportunity to respond to the allegations.

- g) In circumstances where the Board may wish to consider a relevant investigation conducted by the Board or the School District or another party into the same or related matter that is at issue in the Complaint, the Voting Trustees may do so in place of or in addition to an investigation.
- h) If an investigation report is considered in deliberations, the Complainant and the Respondent will be provided with an opportunity to review any related report and to make submissions regarding the same during a reconvened Code Hearing and prior to any determination being made about the outcome of the Complaint.
- i) The Voting Trustees in deliberation shall draft a resolution(s) indicating whether the Complaint is substantiated and what action, if any, may be taken regarding the Complaint and any party, pursuant to the Sanctions described herein. If the Voting Trustees determine that the Respondent did not breach the Code, then the resolution should contain such a statement and the Board may not impose any sanctions.
- j) The Designate shall reconvene the parties and any other Trustees to the Code Hearing once the Voting Trustees have drafted a resolution.
- k) The Designate shall call for a resolution(s) to be placed before the Board and a vote will be conducted. The resolution(s) will include a determination whether a breach of the Code was determined and the appropriate Sanctions. Only the Voting Trustees shall be able to vote on any resolution(s). In the event that any of the Voting Trustees requests that the vote occur by secret ballot, the vote will proceed by secret ballot for all Voting Trustees with the exception of any Voting Trustees who participate by telephone/video conference. Any Voting Trustees who are permitted to participate by telephone/video conference are deemed to waive the right to a secret ballot upon participating by telephone/video conference.
- l) A resolution requires the support of a majority of Voting Trustees in order to pass.
- m) The Parties may be present during the voting on a resolution but shall not participate in the deliberations and shall not be required to answer any questions at that meeting.
- n) The Designate shall, following final deliberations and voting declare the closed (in-camera) Board meeting concluded.
- o) All documentation that is related to the Code Hearing shall be returned to the Secretary Treasurer immediately upon adjournment or conclusion of the Code Hearing and shall be retained in accordance with legal requirements. This includes all notes taken by the Voting Trustees other than the parties in relation to the submissions or deliberations.
- p) Other than as may be required or permitted under these Administrative Procedures, in the case of an adjournment for any reason, no discussion by Trustees whatsoever of the matters heard at the Code Hearing may take place until the meeting is reconvened by the Designate.
- q) Only those members present for all submissions made in a Code Hearing will be permitted to deliberate or vote in respect of any resolution of a Complaint.

- r) If the Respondent or Complainant do not attend a Code of Hearing where appropriate notice has been provided, the matter will be adjourned in the first instance. If the Complainant indicates they will not attend a Code of Hearing or does not attend for the second Code Hearing where appropriate notice has been provided, the Complaint will be deemed to be withdrawn. If the Respondent indicates they will not attend a Code Hearing or does not attend for the second Code Hearing where appropriate notice has been provided, the Code Hearing will proceed in the absence of the Respondent. If the Respondent or any individual refuses to participate in the investigation, the investigation will continue in their absence. The Respondent will also be deemed to waive further participation in the Code Hearing.
- s) Any staff support that is necessary or requested under this process is administrative only.
- t) The Designate may suspend the Code Hearing or any investigation underway for the purpose of attempting to resolve the Complaint informally, either at the Designate's own determination, or at the request of a party to the Complaint.
- u) If the investigator, when conducting the investigation, discovers that the subject-matter of the investigation is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the investigation shall be suspended and the investigator shall seek further direction from the Designate. This suspension and the reasons for it shall be reported to the Board.

Refusal to Conduct Code Hearing

If the Designate is of the opinion that the Complaint was not submitted as soon as practical in an expeditious, timely manner, or not made in good faith, or that there are no grounds or insufficient grounds to justify a Code Hearing, they shall prepare a confidential report to all the Trustees stating their rationale as to why the matter should not proceed. The Designate shall provide a copy of this report to the Board prior to or at the start of the Code Hearing, and the Voting Trustees shall draft and vote on a resolution to determine whether the Complaint should be dismissed on this basis. Neither the Complainant nor the Respondent shall vote on the resolution. If the opinion is adopted by the Board a formal Code Hearing shall not be conducted.

Sanctions

Sanctions for a violation of the Code should be imposed in a remedial and restorative manner and should be proportionate to and reflect the seriousness of the infraction and any reoccurring infraction(s). A sanction would arise from a resolution passed by a majority of Voting Trustees in a Code Hearing.

Sanctions may not be imposed if the Board determines that there was no breach of the Code.

Examples of sanctions include the following:

1. Having the Respondent write a letter of apology;
2. Having the Respondent participate in a restorative process;

3. Having the Respondent participate in specific training, coaching or counselling as directed by the Board. This may be in consultation with the Complainant and take into consideration what the Complainant deems would be beneficial;
4. Having the Board Chair (or Designate) write a letter of censure marked "personal and confidential" to the Respondent;
5. Passing a motion of censure;
6. Removing the Respondent from one (1), some or all Board committees or other discretionary appointments of the Board.

The Board may, in its discretion and by resolution, make public any outcomes(s) of the Official Complaint Process if it is considered reasonable and appropriate to indicate publicly its disposition of the Complaint.

The Board has no power to declare the Respondent's seat vacant.

A Respondent who is removed from part of a meeting of the Board, Board committees or discretionary appointments of the Board is not entitled to receive any materials that are not available to members of the public.

The sanctions against a Respondent shall be deemed to be authorization for the Respondent to be absent from the meeting, and therefore, not in violation of the *School Act* regarding absences from meetings.

Review Process

Upon determining a violation of the Code by a Respondent, the Board will:

- Provide the Respondent with a written notification outlining the outcome of the Complaint, the rationale behind the decision, and any sanctions applied by the Board;
- Advise the Respondent of their right to submit a written appeal concerning the outcome or sanctions to the Board, specifying a deadline for submission that is no less than fourteen (14) days from the receipt of the notification, in writing; and
- Review any appeal submitted by the Respondent and decide to either uphold, overturn, or modify the outcome or sanction within 14 days of receiving the appeal.

The Board's decision to uphold, overturn, or modify an outcome or sanction will be formalized through a resolution by the Voting Trustees as part of a closed (In-Camera) meeting.

A decision to modify a prior resolution of the Board requires a two-thirds majority vote of the Voting Trustees.

Public disclosure of the Complaint and any resulting direction of the Board may be disclosed by the Board Chair or Designate only at the direction of the Board.

The outcomes of these votes, along with the rationale for the decision will be documented in the meeting minutes. The Board will notify the Respondent in writing of the decision to uphold or

overturn the resolution, including the reasons behind the decision, and of any decision to uphold, modify, or rescind a sanction. The Board's decision is final and binding.

Only the Voting Trustees who participated in the original deliberations of the Complaint shall be permitted to vote on an appeal. The Respondent may attend the deliberations but is not permitted to participate or respond to queries during the meeting.

If deemed suitable, the initial sanction may be suspended while the Board considers the appeal.

Should the Board overturn the prior resolution, any associated sanctions will be nullified.

If the Board upholds the prior resolution, it will, within the subsequent fourteen (14) days, either reaffirm, adjust, or rescind the sanctions.

Any adjustments or cancellations of sanctions will take effect retroactively, dating back to when the initial finding was made to the extent possible.

DRAFT

**Schedule .B.A..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Notice of Motion – Elected Trustee Positions – Term Limits**

Narration:

Under the authority of the *School Act*, and pursuant to Policy 101: Board of Education – Role and Function and Policy 104: Board of Education - Meetings, the Board is required to elect one of its members to be Chair of the Board and one member to be Vice Chair of the Board. A Trustee elected to either position serves a one-year term or until a successor has been elected.

The Board is also required to elect two Trustees to the British Columbia School Trustees Association (BCSTA) Provincial Council. One Trustee serves as the Board’s representative and one Trustee is required to serve as an alternate.

Additionally, the Board is required to elect two Trustees to the British Columbia Public School Employers’ Association (BCPSEA). One Trustee serves as the Board’s representative and one Trustee is required to serve as an alternate. Trustees elected to any of the BCSTA or BCPSEA positions serve a one-year term or until a successor has been elected.

Currently, there is no Board policy or administrative procedure that limits the number of consecutive terms that a Trustee may be elected to and serve in any one of these positions. It is recommended that the Board amend its policies and administrative procedures to include consecutive terms limitations regarding Trustees elected to any of the above noted positions.

Rationale for Adopting Term Limits

The proposed consecutive terms limitation for elected positions aims to establish a clear, fair, and balanced process for electing and rotating Trustees in key roles within the Board. This change is intended to promote leadership and representative rotation while offering flexibility in exceptional circumstances. Though not exhaustive, following are some reasons Trustees may wish to consider regarding term limits.

1. Promotes Fresh Perspectives

- **Pros:** The introduction of a term limit promotes leadership and representative rotation, allowing new individuals to step into roles and bring fresh perspectives, ideas, and approaches to the Board. This can help limit possible stagnation or over-reliance on the same individual(s) over time, and help foster greater accountability.
- **Cons:** A Trustee with significant expertise and experience may be required to step aside even if they are performing well, potentially leading to a temporary loss of valuable leadership or representation.

2. Supports Professional Development

- **Pros:** Term limits create opportunities for more Trustees to gain leadership and representative experience. Encouraging Trustees to take on greater responsibility and develop the skills needed to serve in key positions can help deepen expertise across Board membership.

- **Cons:** There may be times where there are fewer qualified or willing Trustees to step into these elected roles. Enforcing term limits might lead to difficulties in filling these positions, potentially impacting the Board's effectiveness.

3. Fosters Accountability and Balanced Governance

- **Pros:** A more structured rotation helps balance the governance structure, preventing any one Trustee from potentially holding too much influence over an extended period. It also fosters greater accountability, as leadership and representative responsibilities are more regularly passed on to others.
- **Cons:** Changes might disrupt continuity, especially if transitions are not well managed or if a Trustees lacks the experience or knowledge to quickly adapt to their role.

4. Provides Flexibility for Exceptional Circumstances

- **Pros:** The provision to suspend term limits with a 2/3 majority vote provides the Board flexibility in extraordinary situations, such as when an experienced leader may be needed during a critical period. This ensures that the Board can retain effective leadership and representation.
- **Cons:** Allowing the suspension of term limits could lead to concerns that it is being used too often, undermining its core purpose of promoting professional development, fairness, and accountability.

Overall

The term limit recommendation is designed to balance the need for new Board leadership and representation with the importance of stability and experience. By promoting a more structured rotation of elected positions, the Board can encourage fresh perspectives, distribute responsibility more widely, and prevent possible stagnation. At the same time, the flexibility in allowing term limits to be suspended with a 2/3 majority vote ensures that the Board can make exceptions when continuity is viewed as necessary.

The potential drawbacks, such as losing experienced leadership or facing transitional challenges, are likely outweighed by the long-term benefits of cultivating a more dynamic and diverse Board structure. The Board should consider adopting the proposed term limits to enhance its governance structure, promote professional development, and ensure greater accountability.

RECOMMENDED MOTION:

that the Board of Education adopt the recommended consecutive terms limitation for elected Trustee positions, as outlined in Appendix A, and direct the Superintendent to update the related Policy (or Policies) and Administrative Procedures to reflect these changes.

Appendix A

Recommended language for consecutive terms limitation for elected Trustee position.

1. **Term Limits for Elected Positions**

- A Trustee elected to the position of Chair, Vice Chair, BCSTA Representative, BCSTA Representative (Alternate), BCPSEA Representative, or BCPSEA Representative (Alternate) is eligible to serve a maximum of two (2) consecutive one (1) year terms in each respective position.
- Upon completion of two (2) consecutive one (1) year terms in any of these elected positions, a Trustee is ineligible to stand for re-election to the same position for a period of one (1) year.

2. **Suspension of Term Limits**

- The Board of Education may suspend the application of the two (2) consecutive one (1) year terms limitation. Suspension requires a motion approved by a two-thirds (2/3) vote of Trustees present and entitled to vote on the motion to suspend.

Schedule ..C.1..
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Enrolment Update**

Narration:

Enrolment projections are prepared each spring to assist with the preparation of the Estimated Operating Grant funded by the Ministry of Education and Child Care which informs development of the school district's operating budget and staffing levels. The enrolment projected for September 2024 was 16,453 full time equivalent (FTE) students. The projection was based on historical trends, local knowledge, and expected Kindergarten registration at all schools.

Actual enrolment is submitted to the Ministry at the end of September through the 1701 Report which includes student demographics and enrolments, course registration for Grades 10, 11 and 12 and course completion. The 1701 Reports are submitted four times per year: September 30 (or shortly thereafter), February, May and July.

The presentation to the Board of Education provides comparisons between the projected and actual enrolments for September 2024, as well as comparisons to prior years. The Enrolment Update, based on September results report total actual enrolment at 16,481 which is 28 FTE higher than the enrolment projection.

Assistant Superintendent Adam Baumann will update the Board of Education on actual enrolments for Fall 2024.

Schedule ..C.2..
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Organization of Classes Update**

Narration:

The requirement for reporting the Organization of Classes is no longer required by legislation or Ministry of Education and Child Care direction; however, the information contained within this report is useful for year to year comparison of class size and other demographic data within the school district. Since the Supreme Court of Canada's decision restored contract language on Class Size and Composition, the report has been modified to provide information that relates to the North Vancouver School District and North Vancouver Teachers' Association contract. The report will provide information on:

- General Student Enrolment information
- Supplemental Enrolment Information
- Review of Class Size Limits/Composition Requirements
- Class Size Average Comparison
- Combined Classes Comparison

Assistant Superintendent Adam Baumann and District Principal Justin Wong will provide an overview for for Fall 2024.

Schedule .C.3..
of the
Administrative Memorandum

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Committee Reports - Written Update**

Narration:

Updates on the Board of Education's Committees will be provided in writing at each of the monthly Public Board Meetings for information.

Attachments:

District Screening Committee

District Screening Committee – October 2024

The District Screening Committee reviews and recommends decisions for all Ministry of Education and Child Care Special Education Identification requests for the North Vancouver School District, for students in Kindergarten to Grade 12. The District Screening Committee also reviews requested support hours submitted by individual schools' Extended School Based Resource Teams.

The process of pursuing and receiving the Ministry identifications is an important function of the North Vancouver School District, both for guiding educational supports and programming, as well as ensuring that those programs and supports are adequately funded by the Ministry. The District Screening Committee also works to ensure that designation files that have been approved and claimed for funding are fully meeting the MECC criteria, thus also ensuring that those files are audit ready.

The District Screening Committee is comprised of North Vancouver School District administration and North Vancouver Teachers' Association members. Membership includes:

- Co-Chairs: Jeremy Church (North Vancouver School District) and Trish Summers (North Vancouver Teachers' Association)
- Directors of Instruction: Chanin Smyth and Suzette Dohm
- District Administrators : Janis Mann, Greg Hockley, Shannon Sharp, Sarah Best
- North Vancouver Teachers' Association Members: Beverly Beckingham, Trish Summers, Trevor Baker, Megan Rogers, Meagan Stoker, Selena Chong, and Ilona Oszadzky

The District Screening Committee meets monthly between September and May each school year, with two meetings taking place in May. In support of the efficiency of the District Screening Committee, and in awareness of all members time, three sub-committees have been created, each with balanced representation from the District Screening Committee. Each of these subcommittees reviews a section of the submitted designation requests, and have been organized as follows:

- Category R/H - Trevor Baker, Beverly Buckingham (North Vancouver Teachers' Association), Sarah Best (North Vancouver School District)
- Category Q/P/K - Trish Summers, Selena Chong, and Ilona Oszadzky (North Vancouver Teachers' Association), Greg Hockley and Shannon Sharp (North Vancouver School District)
- Category A through G - Meagan Stoker, Megan Rogers (North Vancouver Teachers' Association), Janis Mann (North Vancouver School District)

In the 2023/24 school year, the District Screening Committee reviewed 718 designation packages. In September 2024, the District Screening Committee reviewed 244 designation packages.

Attachment:

- Ministry Designation Categories and Criteria (Extract from Inclusive Education Handbook)

Ministry Identification Categories and Criteria

Students with a significant level of additional needs are assessed and categorized as follows:

A	Physically Dependent
B	Deaf/Blind
C	Moderate to Profound Intellectual Disability
D	Physical Disability/Chronic Health Impairment
E	Visual Impairment
F	Deaf or Hard of Hearing
G	Autism
H	Students Requiring Intensive Behaviour Interventions or Students with Serious Mental Illness
K	Mild Intellectual Disability
P	Gifted
Q	Learning Disability
R	Students Requiring Moderate Behaviour Support or Students with Mental Illness

Categories A, B, C, D, E, F, G and H are commonly referred to as Low Incidence categories. Categories K, P, Q and R are referred to as High Incidence categories. More detailed information regarding the above categories and criteria for designation in each category can be found on the BC Ministry of Education website at <http://www.bced.gov.bc.ca/specialed/ppandg.htm>

The BC Ministry of Education Category Checklists can be found at:
http://www.bced.gov.bc.ca/independentschools/is_resources/se_cat_chklst.pdf

These are also available on the District Portal (The North Vancouver School District Server where all forms used by teachers, support staff and administrators are stored).

Parents need to be aware that a medical or educational diagnosis in itself does not determine the identification. The purpose of the identification is not to label a student, but rather to ensure that additional resources and support arrangements are made available to meet the students' needs.

The BC Ministry of Education special education identification and funding system is a formula funding mechanism. School Districts establish their own arrangements for distributing additional inclusive education resources in ways that are effective and efficient for all students. These arrangements will vary and change over time according to the changing needs of students and schools.

**Schedule .C.A..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

**Topic (as per the
Memorandum):** **Land Management - Written Update**

Narration:

Updates on the Board of Education’s Land Management will be provided in writing at each of the monthly Public Board Meetings for information.

Attachment:
Land Management Update – October 2024

Land Management Update – October 22, 2024

Carson Graham Secondary School – Heat Pump Renewal

- Project is underway with completion expected for late fall 2024.

Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation

- Contractor completed final key hardware deficiency.
- Roof deficiency – leak being addressed under new roof warranty.

Cloverley Elementary School

- Building permit application submitted March 15, 2024. CNV advised that the full building permit should be issued in October 2024. Issuance of a partial building permit (mobilization / excavation / foundation) expected imminently.
- Contract has been issued to a general contractor, Pomerleau Inc.
- Site mobilization commenced on September 23, 2024, which will include removal of tennis courts, construction of road access for the site and installation of site offices.
- All tree protection has been completed and found acceptable by the project arborist.
- Trucks wheel wash has been installed at the west end of property by Shavington Street.
- Remaining plants that will be affected by construction have been reviewed by the project arborist and landscaping contractor and replanting is not considered viable. Due to plant species, size, health condition or infection by invasive weeds, replanting would have no chance of survival and risk spreading invasive weeds.

Handsworth Secondary School – Seismic Replacement

- Additional audio/visual work underway.

Lucas Centre

- Work is underway with a team of consultants to complete the City of North Vancouver requirements for a Building Alteration Permit. The partial demolition will remove the failed sections of the building.
- The building permit is expected to be issued in October and the contractor will mobilize immediately thereafter.

Lynn Valley Elementary School - Expansion Project

- The new playground at north side of school is complete.
- Exit stair at south end of building has been relocated to east side of building as an interim measure during the construction process of the addition.
- Contractor has commenced construction of footings at the addition.

Mountainside Secondary School – Seismic Upgrade – No changes

Upper portion of the main entry stairs from Mahon Ave have been replaced. New handrails are being fabricated for installation.

Portables

- Two new portables have been installed at Westview Elementary and one portable at Queensbury Elementary Schools.
- Portables are now occupied with some minor work remaining to be completed.

Westview Elementary School – Modular Classroom Addition

- A construction manager, architect and pre-fabrication contractor have been retained to support the accelerated design approach, with the intention for occupancy Fall 2025.
- Initial design discussions are underway. Committee design input sessions will follow shortly.

School Enhancement Projects

- Seycove Secondary School – Woodshop Dust Collection System – final deficiencies being resolved.
- Windsor Secondary School – Envelope Project
 - The contractor commenced work in late September, with removal of exterior wall finishes at the south side of the two existing gyms.
 - Contractor will work counter-clockwise around the building, with wall and window replacement work during the course of the coming months.

**Schedule ..C.5..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, October 8, 2024 Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the October 8, 2024 Mental Health and Well-Being Standing Committee Meeting.

Trustee Kulvir Mann will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, October 8, 2024

**BOARD OF EDUCATION STANDING COMMITTEE
Education and Programs**

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of October 8, 2024

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia on Tuesday, October 8, 2024.

Call to Order

Standing Committee Chair Kulvir Mann called the Mental Health and Well-Being meeting to order at 7:00 p.m., thanking those in attendance for participating with the School District. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tseil-Waututh) Nation were acknowledged.

Mental Health and Well-Being

Assistant Superintendent Adam Baumann outlined the agenda for the meeting that will focus on the Past, Present and Future of Mental Health and Well-Being Initiatives in the School District. Participants heard from Jeremy Church, Director of Instruction, Suzette Dohm, Director of Instruction, Sarah Best, District Principal, Safe and Healthy Schools, along with community partners, Dr. Ceinwen Pope, Chief Medical Officer, Vancouver Coastal Health and Dr. Hasina Samji, Professor, Faculty of Health Sciences, Simon Fraser University.

The attendees participated in table discussions to provide feedback to provide input, share information and inform the discussion.

In closing the meeting, Assistant Superintendent Adam Baumann asked participants for highlights from table discussions followed by closing remarks from Trustee Kulvir Mann.

The presentation can be found online: [2024/25 Public Meetings](#)

Next Meeting

November 5, 2024

**Schedule ..C.6..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

**Topic (as per the
Memorandum):** **Superintendent’s Report**

Narration:

The Superintendent will provide an oral report on items of interest or concern to the Board of Education not otherwise covered in the agenda.

**Schedule ..C.7..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Report Out – British Columbia School Trustees Association and BC Public School Employers’ Association**

Narration:

Trustees will provide an update on information related to British Columbia School Trustees Association and BC Public School Employers’ Association.

**Schedule ..C.8..
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

**Topic (as per the
Memorandum):** **Trustees' Reports/Highlights**

Narration:

The Board Chair will call for highlights from Trustees on their activities on behalf of the Board of Education.

**Schedule ..D.....
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Future Meetings**

Narration:

Date and Time	Event	Location
Tuesday, November 5, 2024 at 7:00 p.m.	Standing Committee Meeting – Truth, Healing and Reconciliation	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, November 19, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, December 17, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, January 21, 2025 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver

All meetings will take place on the 5th floor in the Mountain View Room, unless otherwise noted.

Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.

Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th floor.

**Schedule ...E....
of the
Administrative Memorandum**

Meeting Date: October 22, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Question & Comment Period**

Narration:

At the end of the Public Board Meeting, members of the public attending the meeting have an opportunity to obtain clarification concerning the meeting's proceedings. Those who are attending virtually can email publiccomments@sd44.ca or call 604-998-5100 and leave a voice mail. Questions and comments will be accepted until one hour after the adjournment of the meeting. Questions and comments submitted by email or phone will be circulated to the Board of Education.

The Board of Education can respond to comments, or ask staff to respond to comments, made during the Public Question & Comment Period.

In accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

During the Public Question and Comment Period at the end of the meeting, speakers may not speak disrespectfully of any Board Member, staff member or any other person and must not use offensive words or gestures.