

NOTICE OF MEETING

POLICY AND GOVERNANCE COMMITTEE

Secretary Treasurer's Office
Wednesday, October 15, 2025
Public viewing via live broadcast

Lois Chan-Pedley (Chair)
Suzie Mah (Vice-Chair)
Janet Fraser
Jennifer Reddy

Helen McGregor, Superintendent of Schools
Flavia Coughlan, Secretary Treasurer

Notice of Meeting

A Meeting of the **Policy and Governance Committee** will be held in room 180 of the VSB Education Centre (1580 West Broadway, Vancouver BC) **for participating trustees, staff, inherent rights holder representatives, and stakeholder representatives on Wednesday, October 15, 2025 at 5:00 pm.** The meeting will be live broadcast for the public.

Other Trustees:	Alfred Chien Preeti Faridkot Victoria Jung	Christopher Richardson (Alternate) Joshua Zhang (Alternate)
-----------------	--	--

Student Trustee:	Freddie Zhang
------------------	---------------

Other Senior Team Staff:	Daniel Blue Pedro da Silva Michael Gray Jessie Gresley-Jones	Maureen McRae-Stanger Janis Myers Alison Ogden
--------------------------	---	--

Inherent Rights Holder Representatives:	Faye Mitchell, xʷməθkʷəy̓əm (Musqueam) Kirsten Baker-Williams, Skwxwú7mesh Úxwumixw (Squamish Nation) Kirsten Touring, səliłwətał (Tsleil-Waututh Nation)
---	---

Representatives:	Justin Chapman, BCVSBCMTU Suzette Magri, CUPE 15 Henry Munns, CUPE 407 Ishi Dinim, DPAC Tim Chester, IUOE Hayden O'Connor, PASA Denise Clark, VASSA Freddie Zhang, VDSC Deanna Brady, VEAES Trevor Wrinch, VEPVPA Carl Janze, VSTA	Alternates: Mike Logan, BCVSBCMTU Lorena Spencer, CUPE 15 (Alt 1) Adam Crawford, CUPE 407 Elizabeth Klaiber-Noble, DPAC Tim De Vivo, IUOE Diane Peters, PASA Catherine McLean, VASSA Andrea Greenhalgh, VEPVPA John Silver, VSTA
------------------	--	--

POLICY AND GOVERNANCE COMMITTEE

MEETING AGENDA

Wednesday, October 15, 2025, 5:00 to 6:30pm
Room 180, VSB Education Centre

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliłwətał (Tsleil-Waututh Nation).

The meeting is currently being broadcasted live, and both the audio and video recordings will be accessible to the public for viewing even after the meeting ends. Footage from this meeting may be viewed from Canada or anywhere else in the world.

Meeting Decorum:

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee, it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All committee participants request to speak through the chair.
- ii. Civility towards others is maintained as committee participants share perspectives and participate in discussion.
- iii. Staff are able to submit objective reports without influence or pressure as their work is acknowledged and appreciated.
- iv. Committee participants refrain from personal inflammatory or accusatory language or action.
- v. Committee participants present themselves in a professional and courteous manner.

Please see reverse for the Purpose/Function and Power and Duties of this Committee.

1. Items for Approval

None

2. Information Items

- 2.1 Receipt of Advocacy Subcommittee Report
 - 2.1.1 Meeting of October 8, 2025

3. Discussion Items

- 3.1 Policy Review:
 - Policy 7 Board Operations
 - Policy 8 Board Committees

Presenters

Suzie Mah, Advocacy Subcommittee Chair

Flavia Coughlan, Secretary Treasurer | CFO

Policy and Governance Committee

A. Responsibilities:

- A.1** Review the policy framework for the organization and make policy recommendations to the Board.
- A.2** Assess and make recommendations regarding Board governance structures.
- A.3** Ensure Board Policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.
- A.4** Review and make recommendations to the Board on the school district's compliance with legislative requirements.
- A.5** Annually review and recommend an Advocacy Plan to the Board that supports the achievement of the Board's strategic objectives.
- A.6** Review matters referred to the committee by the Board and make recommendations as requested.

ADVOCACY SUBCOMMITTEE

Wednesday, October 8, 2025

Subcommittee Report to the Policy and Governance Committee, October 15, 2025

The Chairperson of the Subcommittee called the meeting to order at 2:34 pm. She acknowledged with deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliłwətał (Tsleil-Waututh Nation).

1. Introduction

The Chairperson opened the first meeting of the school year by outlining the mandate of the Advocacy Subcommittee and referencing the key focus areas, strategies and objectives outlined in the Advocacy Plan.

2. Select Standing Committee Recommendations re: Provincial Budget 2026

The Chairperson presented a report dated October 8, 2025, titled **Select Standing Committee Recommendations re: Provincial Budget 2026**. The report includes recommendations which reflect the advocacy priorities submitted by the VSB to the Select Standing Committee on Finance and Government Services as part of the Budget 2026 consultation.

The Chairperson expressed appreciation to the Board Chair for presenting the VSB's advocacy priorities to the Select Standing Committee on Finance and Government Services and to Advocacy Subcommittee members for their contributions at the May 7, 2025 meeting, which informed the development of the submission. The Board Chair noted that many of the priorities and recommendations raised by other districts during the consultation closely aligned with those identified by the VSB.

3. Framework for Enhancing Student Learning (FESL) Report Informed Advocacy

The Chairperson introduced a report dated October 8, 2025, titled **Framework for Enhancing Student Learning (FESL) Report Informed Advocacy**. The [report](#) was approved at the October 1, 2025 public board meeting and is required annually by the Ministry of Education to support evidence based decision-making and improve educational outcomes for students.

Advocacy Subcommittee members engaged in small group discussion and dialogue to brainstorm how the findings and priorities outlined in the FESL Report could be used to advocate externally for policies, resources, and supports that address the identified needs of VSB students.

Participants noted the importance of advocating for adequate funding, resources, and tools to support new provincial directions, alongside a review of reporting metrics to enhance clarity and public understanding. Subcommittee members also proposed a more focused approach to FESL reporting by concentrating on one developmental area per cycle to enable deeper insight into long-term initiatives.

Additional feedback centered on the Foundation Skills Assessment (FSA), including awareness campaigns to encourage greater participation and advocacy for limiting disclosure of the data collected to external organizations.

4. Dual Credit Pathways

Trustee Jung presented a report dated October 8, 2025, titled **Dual Credit Pathway**. The report includes information on increased student interest in skilled trades and dual credit programs since 2019, particularly among underrepresented groups. It identifies a funding gap preventing graduated students under nineteen from completing trades training without financial burden and recommends reinstating provincial funding to support equitable access and meet workforce demands across British Columbia.

Following the presentation, Advocacy Subcommittee members engaged in small group discussions to explore strategies for external advocacy. Participants emphasized the importance of coordinated engagement with post-secondary institutions, industry partners, and government bodies to expand and strengthen dual credit opportunities. Suggestions included partnering with industry and union partners and submitting a motion to the BC School Trustees Association (BCSTA) AGM to generate province-wide support and awareness. Participants also discussed potential provincial and federal funding opportunities, the value of sharing information with potential employers, and the need to address funding gaps through sustained external collaboration.

5. Child Care Advocacy

The Chairperson introduced a report dated October 8, 2025, titled **Child Care Advocacy**. The report includes information on child care on VSB school sites and child care spaces.

The District Principal, Early Learning and Child Care provided an overview of the \$10-a-day child care program covering program details, eligibility criteria, funding criteria, and program participation challenges identified by \$10-a-day child care providers.

Advocacy Subcommittee members engaged in small group discussion and dialogue to brainstorm how the VSB can strategically engage with provincial and community partners to advocate for equitable access, sustainable funding, and inclusive implementation of the \$10-a-Day child care program. Participants noted that the current model is complex, not universal, not income tested and not equitable.

Given the multifaceted nature of the topic, members agreed that additional time and discussion is required to develop concrete recommendations.

The meeting adjourned at 3:52 pm.

Suzie Mah, Chairperson

Subcommittee Members Present:

Suzie Mah (Chair)
Christopher Richardson (Vice-Chair)
Lois Chan-Pedley
Janet Fraser (Alt.)
Victoria Jung (Alt.)

Senior Team Members Present:

Helen McGregor, Superintendent
Flavia Coughlan, Secretary Treasurer
Maureen McRae-Stanger, Associate Superintendent

Association Representatives Present:

Suzette Magri, CUPE 15
Melanie Cheng, DPAC
Benita Kwon, VASSA
Trevor Wrinch, VEPVPA
John Silver, VSTA

Also Present:

Adrienne Stewardson, District Principal, Early
Learning and Child Care
Cornelia Haack (recorder)
Donna Wong (recorder)

October 15, 2025

TO: Policy and Governance Committee

FROM: Flavia Coughlan, Secretary Treasurer | CFO

RE: **POLICY REVIEW – POLICY 7 BOARD OPERATIONS & POLICY 8 BOARD COMMITTEES**

*Reference to
Education Plan*

GOAL: Goal 2: The Vancouver School Board will increase equity by...

OBJECTIVE:

- Improving stewardship of the district's resources by focusing on effectiveness, efficiency, and sustainability

INTRODUCTION

At the June 23, 2025, Board meeting the Board received a report summarizing the feedback received regarding Policy 7 - Board Operations and Policy 8 – Board Committees and approved the creation of an ad hoc committee consisting of the Board Chair, the Policy and Governance Committee Chair and one trustee appointed by the Board Chair to work with the Secretary Treasurer on reviewing and preparing a draft Policy 7 - Board Operations and a draft Policy 8 – Board Committees and send back to the Policy and Governance Committee for review and recommendation to the Board.

The attached draft Policy 7 - Board Operations and draft Policy 8 – Board Committees have been prepared by the ad-hoc committee and are being presented for review and discussion.

POLICY 7 – Board Operations

This section summarizes the feedback collected regarding Policy 7 – Board Operations and how it was considered as part of the current draft version of Policy 7.

Participants agreed that some aspects of the policy are outdated or inconsistent with current practice. In particular the policy uses outdated language, needs to be reviewed to ensure consistency with other Board policies and with applicable legislation. It was noted that the topics that can be discussed in private board meetings need to be reviewed to ensure compliance with applicable legislative framework and that there needs to be a clear delineation in policy between items discussed in private board meetings and items discussed in public board meetings. Participants provided suggestions for changes to the section of the policy that defines the format and rules for public delegation board meetings, including allowing delegates to speak multiple times on the same topic and allowing stakeholder group representatives to delegate.

Finally, it was noted that Roberts Rules can marginalize certain groups, and they can be used to silence voices. It was suggested that the Board should consider how meeting rules can be used appropriately and respectfully.

How the feedback was used:

The new draft policy ensures compliance with the relevant legislative framework, incorporates a section on meeting decorum, adopts modernized language, reflects current practices, and is aligned with other board policies. The Trustee Remuneration and Expenses section has been omitted, and a standalone policy will be developed regarding this.

For the timing of public delegations, Option A (during Board meetings with a 20-minute limit) received some support, especially if more time is allowed per speaker or supplemented elsewhere, but concerns were raised about limited engagement and collaboration. Option B (separate meeting the same week) was widely favored for allowing more dedicated time and flexibility, seen as less restrictive and more inclusive. Option C (no changes) received minimal support, with some preferring not to lengthen board meetings but suggesting increasing speaker time if unchanged.

How the feedback was used:

Public Delegation Board meetings as stand-alone meetings occurring after the agenda for the Regular Public Board meeting is issued.

Regarding delegation topics, Option A (only on decision items or active engagement processes) was supported for maintaining focus and efficiency, while Option B (any topic relevant to Board business) was preferred for openness and inclusivity, with emphasis on respectful communication and relevance to governance.

How the feedback was used:

Rules for delegations unchanged from current policy, language updated for clarity.

For the frequency of speaking on a topic, Option A (speak only once) was supported to prevent repetition and manage time, with suggestions for clarifying questions, while Option B (multiple times with new information) was favored for evolving issues and updates, with emphasis on a fair application process and behaviour standards.

How the feedback was used:

Rules for delegations updated to reflect that the limit to speaking on the same topic is only once during the term of the Board. Details added on process for approving delegations and decorum expectations.

Regarding speaking time, Option A (5 minutes) was strongly preferred, seen as necessary for meaningful input, especially on complex topics, while Option B (2 minutes) was generally viewed as too short, with some suggesting 3 minutes as a compromise.

How the feedback was used:

Speaking time limit is unchanged at 5 minutes.

For the Board meeting day, Option A (move to Wednesday) received broad support for predictability and better alignment with delegation timing, while Option B (keep Monday) received little to no support, with some suggesting a hybrid model with delegations on Monday and regular board meetings on Wednesday.

How the feedback was used:

Public Delegation Board meetings on Monday and Regular Board meetings on Wednesday. This is reflective of the schedule being followed in 2025-2026.

For electronic participation, Option A (establish policy) was supported for accessibility and inclusivity, especially in emergencies, with emphasis on clear guidelines and limited use, while Option B (no changes) raised concerns about hybrid meetings regarding authenticity and engagement quality, with some expressing a preference for in-person participation but acknowledging the need for flexibility.

How the feedback was used:

New draft policy includes provisions for electronic meetings and trustee participation in meetings through virtual means.

POLICY 8 – Board Committees

This section summarizes the feedback collected regarding Policy 8 – Board Committees and how it was considered as part of the current draft version of Policy 8.

It was noted that the current policy needs to be updated to define how subcommittees of board committees function.

How the feedback was used:

New draft policy includes section 2.6 Subcommittees to Board Standing Committees which defines how subcommittees function.

It was suggested that Section 4 – Ad Hoc Committees should specify membership and committee inherent rights holder and stakeholder representatives.

How the feedback was used:

Section 4 was updated to reflect that the Board may invite inherent rights holder representatives and stakeholder representatives to attend ad hoc committee meetings.

Suggestions for improved effectiveness and clarity include more details about the agenda setting process and how agenda decisions are made and communicated.

Regarding questions at committee meetings, Option A (submit questions in advance) was supported for preparation and better responses, while Option B (ask during meeting, respond later) was also supported for flexibility and documentation, with some suggesting combining both approaches. A proposed Option C suggested a hybrid model with real-time and follow-up responses, including documentation.

How the feedback was used:

Section 1.2 was updated to provide clarity regarding the agenda setting process and how questions can be provided for consideration as part of agenda setting.

Participants identified that some areas of the current policy can be reworded and simplified (e.g. combine D1 and D4, use positive language). It was noted that the Finance and Personnel committee responsibility to “annually make recommendations to the Board regarding its submission to the Select Standing Committee on Finance and Government Services” should be transferred to the Advocacy Subcommittee.

Other considerations included suggestions to clarify roles and processes, proposals to simplify procedures, and emphasis on respectful, culturally responsive, and accessible communication, including clear points of contact, codes of conduct, norms of collaboration, and follow-through and transparency.

Finally, some participants suggested that the personnel committee be reinstated, and that public in-person attendance be allowed at standing committees.

How the feedback was used:

Section 1.1 meeting decorum was updated to use positive language. Section 2.5 D Finance and Personnel Committee Responsibilities has been updated to reflect current practice, consolidated D1 and D4, and removed the advocacy matter.

DISCUSSION

At the committee meeting, participants will engage in small group discussion using the following guiding questions:

Does the current draft versions of Policy 7 Board Operations reflect the feedback received to date and ensure alignment with the applicable legislative framework and with other Board policies? Are there any areas where further refinements or clarifications are needed?

Does the current draft versions of Policy 8 Board Committees reflect the feedback received to date and ensure alignment with the applicable legislative framework and with other Board policies? Are there any areas where further refinements or clarifications are needed?

The information collected will be shared with the Ad Hoc committee and the Board and will inform changes to Policy 7 and Policy 8.

Attachments:

- A. Draft Policy 7: Board Operations
- B. Draft Policy 8: Board Committees

DRAFT Policy 7

BOARD OPERATIONS

The Board of Education of School District No. 39 (Vancouver) is the corporate entity established under the *British Columbia School Act* ("the *School Act*") and is governed by nine trustees elected by the public for a term defined in the *School Act*. In addition, a non-voting student trustee also participates in public Board meetings.

To fulfill its responsibilities effectively, the Board holds meetings as required, including inaugural, regular, special, and private sessions. These meetings provide a formal structure for decision-making and public accountability. A quorum, defined as a simple majority of trustees, is required for any meeting to be duly constituted.

Board meetings are conducted in accordance with adopted Board policies, and where not otherwise specified, Robert's Rules of Order shall apply.

Board meetings are open to the public to the greatest extent possible, reflecting the Board's obligation to foster public trust in education and encourage community participation. However, the Board may convene private sessions when necessary to protect individual privacy or the public interest—particularly in matters involving students, employees, land, labour, litigation, or negotiations.

No act or decision of the Board is valid unless adopted at a meeting convened in accordance with the *School Act* and Board policy.

MEETINGS

Agendas

The Board delegates agenda preparation responsibilities to the Agenda Setting Committee comprised of the Board Chairperson, the Board Vice-chairperson, the Superintendent and the Secretary Treasurer.

The agenda for regular Board meetings is determined through a monthly Agenda Setting meeting. This process is guided by the Board's work plan, notices of motion submitted by trustees, and input from staff. The final agenda is approved by the Board Chairperson and Vice Chairperson in consultation with the Superintendent and the Secretary Treasurer.

Trustees must submit all requests for board agenda items and notices of motion to the Secretary Treasurer's Office no later than four (4) weeks prior to the scheduled Board meeting. The Secretary Treasurer's Office is responsible for collecting and organizing all submissions and presenting them at the Agenda Setting meeting. Each item is reviewed for alignment with the Board's governance responsibilities, legislative obligations under the *British Columbia School Act*, and the Board's strategic priorities.

Submissions received after the deadline may be considered at the discretion of the Board Chairperson.

Requests that meet the criteria may be added to the appropriate Board meeting agenda. If a request is not included, the requestor shall be advised of the decision. The Board encourages transparency and public engagement and may refer items not related to governance to staff for follow-up.

The agenda for regular public Board meetings will be delivered electronically to each Trustee, the Superintendent, and the Secretary Treasurer by the Wednesday prior to the scheduled meeting. The agenda for regular public Board meetings will be made available to the community through publication on the School District website the Wednesday prior to the scheduled meeting.

The agenda for special public Board meetings or private Board meetings will be delivered electronically to each Trustee, the Superintendent, and the Secretary Treasurer no less than forty-eight (48) hours prior to the scheduled meeting. Special public agendas will be made available to the community through publication on the School District website no less than forty-eight (48) hours prior to the scheduled meeting.

A change or addition to the Agenda including Trustee motions for which no advance notice has been given may be introduced by a Trustee and shall require a two-thirds vote to be considered.

Minutes Of Meetings

In accordance with the *British Columbia School Act*, the Secretary Treasurer is responsible for presiding over and maintaining the official records of the Board, including minutes of all Board and Standing Committee meetings.

The minutes serve as the official and legal record of the Board's proceedings and resolutions. They provide transparency, accountability, and continuity in governance and decision-making.

Minutes shall include:

- Date, time, and location of the meeting;
- Type of meeting (e.g., Inaugural, Regular, Special, Private);
- Name of the presiding officer;
- Names of trustees and senior staff in attendance;
- Approval of previous meeting minutes;
- Motions and resolutions adopted by the Board;
- Points of order and procedural rulings;
- Trustee conflict of interest declarations pursuant to Section 58 of the *School Act*;
- Appointments, notices of motion, and committee recommendations as applicable.

Verbal reports from trustees shall only be recorded if the Board takes formal action as a result of the report. The content of speeches, discussions, or rationales shall not be recorded unless directed by Board resolution. Movers and seconders of motions shall not be recorded.

Minutes shall be prepared under the direction of the Secretary Treasurer and considered unofficial until formally adopted by Board resolution. Upon adoption, minutes become the sole official record of the Board's business.

Once adopted by the Board, the official minutes shall be certified as correct by the Secretary Treasurer or other employee designated by the Board under section 69 (4) of the *British Columbia School Act*, and signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

The Secretary Treasurer shall maintain a secure and accessible file of all Board minutes and establish a tracking system for resolutions to support cross-referencing and historical review.

Approved minutes of regular and special public meetings shall be posted to the School District website promptly following adoption. Minutes of meetings other than Private Sessions shall be open to public scrutiny.

All Board meeting minutes shall be made available to the Board-appointed auditors for review.

Board Meeting Decorum

Board meetings are conducted in a manner that reflects the Board's commitment to respectful, inclusive, and effective governance. All participants, trustees, staff, and members of the public, are expected to uphold the following standards of decorum:

- Participants speak through the Chairperson to ensure orderly dialogue and equitable participation.
- Trustees and attendees present themselves in a courteous and professional manner, fostering a collaborative and constructive meeting environment.
- Diverse perspectives are welcomed and shared respectfully. Participants are expected to maintain civility and avoid personal, inflammatory, or accusatory language or actions.
- Staff are encouraged and supported in presenting objective, evidence-based reports. Their professional contributions are valued and must be free from undue influence or pressure.
- Members of the public are invited to engage through established processes, including written submission of questions to be answered in public question periods, in accordance with Board policy.

Use of electronic devices during meetings must not interfere with proceedings and shall be discontinued at the direction of the Chairperson.

The Board, through the Chairperson, reserves the right to request that any unauthorized recordings of Board proceedings be stopped immediately. Such direction shall be noted in the meeting minutes.

To preserve the integrity of Board proceedings, the Chairperson is authorized to manage public disruptions. If decorum cannot be maintained, the Chairperson may suspend the meeting and relocate to a secure location where the public is not physically present. In such cases, the meeting shall continue in accordance with open meeting requirements, and the public may observe via live broadcast.

Use of Props in Board Meetings

To maintain a respectful, orderly, and professional environment during Board meetings, the use of props is not permitted. This includes any objects, signs, costumes, or visual aids that are not part of the official meeting materials or presentations approved in advance.

Exceptions may be made for approved presentation materials that support agenda items, provided they are submitted in advance to the Secretary Treasurer's Office for review and inclusion in the meeting agenda.

This policy supports the Board's commitment to respectful dialogue, impartial governance, and the preservation of public trust in its proceedings.

Quorum

A quorum shall be a majority of trustees holding office at the time of the meeting.

If a quorum is not present fifteen (15) minutes after the scheduled start time for the Board meeting, the meeting will be adjourned to a date determined by the Chairperson or, if no date is set, to the next regular meeting. The Secretary Treasurer will record the names of members who are present at the end of the fifteen-minute period.

Length of Meetings

The Board shall not remain in session for more than three (3) hours in total, including any scheduled recess. However, the Board may, by majority vote, extend the meeting in 15-minute increments, up to a maximum of four (4) extensions. Any motion to extend must be made prior to the scheduled adjournment time and shall be recorded in the minutes.

If the meeting is adjourned before all agenda items are addressed, the remaining items shall be deferred to a future meeting. The date for resuming consideration of deferred items shall be determined by the Chairperson or, if no specific date is set, the items shall be carried forward to the next regular meeting.

Staff Attendance

The Secretary Treasurer is responsible for maintaining official records, including minutes, legal documentation, and financial records, and shall attend all Board meetings to fulfill these duties. If a portion of the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may excuse the Secretary Treasurer from attending that portion of the meeting; and, if so, shall designate the Superintendent of Schools, or another employee of the school district, to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.

The Superintendent of Schools (or their designate) shall be present at all meetings of the Board. If a portion of the meeting concerns the work performance or employment of the Superintendent of Schools, the Board may excuse the Superintendent of Schools from attending that portion of the meeting.

Inaugural and Annual Organizational Meetings

After the general local election of trustees, the Secretary Treasurer must convene the first meeting of the board (inaugural meeting) as soon as possible and in any event within 30 days from the date that the new board begins its term of office. The inaugural meeting of the Board shall have the following order of business:

- The Secretary Treasurer reports upon the returns of the election of school Trustees, as certified by the Returning Officer or City Clerk, and shall then report whether or not the trustees-elect, if any, have completed the declarations required by the *School Act*;
- The Secretary Treasurer then administers to each Trustee, or have administered by another person duly qualified for this task, the Oath of Office required by the *School Act*, and
- The Secretary Treasurer conducts the election of Chairperson and Vice-Chairperson of the Board in accordance with the Chairperson and Vice-Chairperson Nomination and Election Procedure.

In years where there is no general local election, the annual organizational meeting of the Board shall be held in November together with the regular public Board meeting. The annual organizational meeting of the Board shall have the following order of business:

- The annual report of the immediate past Board Chairperson;
- The Secretary Treasurer conducts the election of Chairperson and Vice-Chairperson of the Board in accordance with the Chairperson and Vice-Chairperson Nomination and Election Procedure; and
- Such items of ordinary business as the Board otherwise consider at a regular public Board meeting.

The Secretary Treasurer will give notice of the inaugural meeting.

The Secretary Treasurer shall act as Chairperson of the meeting until the election of Board Chairperson and Vice-Chairperson is completed.

After a by-election for school trustees, the Secretary Treasurer shall make specific arrangements for newly elected trustees to take the Oath of Office.

Regular Meetings of the Board

The purpose of the regular Board meeting is for the Board to conduct its business. All regular Board meetings will be open to the public and may be live-streamed at the Board's discretion.

Regular meetings of the Board shall be held monthly on a Wednesday at the hour of 19:00, or upon such other day or days during the month or at such other hour as the Board may order. Unless so decided by the Board, no regular Board meeting shall be held in the months of March, July, August, December.

The order of the agenda for a Regular Public Board meeting shall be as follows:

1. Land Acknowledgment
2. Adoption of Agenda – Changes to the agenda including the addition of notices of motion shall require a two-thirds vote to be considered at the meeting.
3. Adoption of Minutes
4. Superintendent's Update
5. Standing Committee Reports
6. Student Trustee Report
7. Reports from Trustee Representatives
8. New Business
9. Notices of Motion - Trustee motions introduced during a meeting shall require a two-thirds vote to be considered at that meeting.
10. Public Question Period (Submitted in writing)
11. Report on Private Session
12. Adjournment

During the "Public Question Period," individuals may direct questions to the Chairperson on any matter connected with Board business. Question period will be restricted to questions only – statements and debate will not be permitted. Questions will be limited to one question per person. Members of the public can submit questions for the Board in writing by no later than the start of Reports from Trustee Representatives. Questions will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

Special Meeting

A special meeting of the Board may be called by the Chairperson or, upon written request of a majority of the trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting is called, shall be conducted at the meeting.

Forty-eight hours' notice in writing shall be given of any special meeting of the Board, which notice must be given to each Trustee by electronic means.

The Board may waive the notice requirement and convene a meeting at any time, provided that a majority of trustees present at the meeting consent to doing so. This consent must be recorded in the meeting minutes and applies only to the specific meeting in question.

Private Meeting

In accordance with the *British Columbia School Act* and the Freedom of Information and Protection of Privacy Act, the Board shall conduct Private meetings to consider matters that require confidentiality due to legal, privacy, or operational sensitivity. Unless otherwise determined by the Board, the following matters shall be considered in private session:

1. Matters pertaining to individual students, including but not limited to the conduct, performance, discipline, suspension or expulsion, attendance, enrolment or registration of individual students, or appeals of students or parents made pursuant to Section 11 of the *School Act*.
2. Salary claims and adjustments, and the consideration of requests of employees and Board offers with respect to collective bargaining procedures.
3. The conduct, efficiency, discipline, suspension, termination or retirement of employees.
4. Medical examiner's reports, medical examination reports, and other medical reports.
5. Staff changes, including appointments, transfers, resignations and promotions and demotions.
6. Matters pertaining to the safety, security or protection of Board property or to safety of individuals.
7. Accident claims, and other matters where Board liability may arise.
8. Legal opinions regarding liability matters or the interests of the Board.
9. Purchases of real property, including the designation of new sites, consideration of appraisal reports, consideration of amounts claimed by owners, determination of board offers, and expropriation procedures.
10. Matters related to lease, sale or exchange of real property prior to finalization thereof.
11. Matters where disclosure could harm the business interests of a third party.
12. Any other issues the Board deems appropriate for Private Session, provided such decisions are consistent with legislative requirements.

No Trustee shall disclose to the public the proceedings of a private meeting, except as may be required by law, unless a resolution has been passed by the board to allow such disclosure.

Trustees wishing to raise issues concerning the appropriateness of a private meeting, or to seek the disclosure of information discussed in private session must, where possible, provide the Chairperson of the relevant meeting with reasonable advance notice of their intentions in this regard.

For private meetings, a record containing the date of the meeting, a general statement as to the nature of the matters discussed, the general nature of the decisions reached, and any additional information authorized for release by Board motion shall be included in the minutes for the next public Board meeting. In circumstances where the inclusion of this record in the minutes of the next public Board meeting is not practicable, it shall be included in the minutes of a subsequent public Board meeting.

Public Delegation Board Meetings

Public Delegation Board meetings are intended to provide community members with the opportunity to share their thoughts about Board policies, Board decisions and the budget. Topics about specific employees or individual students cannot be discussed at these meetings. Also, presentations that are commercial in nature cannot be made at these meetings. No Board business, other than the receipt of public delegations, shall be conducted at this meeting and as such, no matter raised by a delegation shall be considered at this meeting.

Public Delegation Board meetings shall normally be held one time per month in each month of the school year in which a Regular Board meeting is held. Meetings will normally take place at the hour of 17:00 on the Monday after the agenda for the Regular Board meeting is published, or upon such other day or days during the month or at such other hour as the Board may order. Public Delegation Board meetings will not be held on the same evening as the regular monthly Board meeting. Meeting dates will be posted to the Board calendar on the District website.

Public Delegation Board meetings may be conducted in person or by electronic means, depending on the needs of the Board and the availability of appropriate technology. The format of each meeting shall be determined in advance and communicated to participants in a timely manner. When held electronically, the meeting platform must support reliable audio and visual communication to ensure full participation and transparency. Delegations presenting in either format are subject to the same rules of conduct, time limits, and procedural expectations.

Public Delegation Board meetings shall not exceed three (3) hours in total, including any scheduled recess. However, the Board may, by majority vote, extend the meeting in 15-minute increments, up to a maximum of four (4) extensions. Any motion to extend must be made prior to the scheduled adjournment time and shall be recorded in the minutes.

Registration and Submission Requirements

A member of the public wishing to present must submit a request in writing to the Secretary Treasurer's Office a request stating their name, the matter they wish to bring before the Board and a copy of the brief and/or presentation they intend to make. Requests must be received (preferably electronically) prior to 16:00 hours on the Thursday before the Public Delegation Board meeting is scheduled.

Public Delegation Guidelines

The Board Chairperson shall determine whether a delegation may present to the Board, based on the guidelines outlined in this policy. All requests to appear as a delegation must be reviewed to ensure alignment with the Board's governance responsibilities and meeting protocols. The Chairperson may consult with the Agenda Setting Committee when making this determination.

Delegations will be placed on the Public Delegation Board meeting agenda if the subject matter is relevant to Board business. The following criteria shall guide the Chairperson's decision:

1. The presentation is about Board policies, Board decisions or the budget. Items not related to the governance function of the Board may be referred to staff.
2. The presentation does not include topics about specific employees or individual students.
3. The presentation is not commercial in nature.
4. The presentation is not on matters currently in an active public engagement. These presentations shall be directed to the engagement process.

5. The presentation does not contain expressions of violence or threats of violence.
6. The presentation does not contravene the Human Rights Code of British Columbia. In particular, presentations will not be allowed if they:
 - a. are likely to expose a person or group or class of persons to hatred or contempt (which includes statements exposing persons to detestation or vilification); or
 - b. if they promote discrimination or an intention to discriminate against a person or group or class of persons, because of the Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression or age of that person, group or class of persons.
7. The delegate has not presented to the Board on the same topic during the current term of the Board.
8. The delegate is not a representative of a formal stakeholder with representation on Board standing committees. Formal stakeholder representatives shall not be heard as delegations as they have other avenues, including representation on Board standing committees, to provide input to the Board.

Procedures for Delegations:

- The time allotted for the delegation's presentation will be five minutes.
- Delegations are welcome to present information, perspectives, and opinions for the consideration of the Board. Props are not permitted during presentations.
- All presentation slides or written comments must be submitted to the Secretary Treasurer's Office no later than noon the business day before the meeting.
- Delegates are expected to comply with Board norms of conduct and decorum at meetings. Personal, inflammatory, or accusatory language will not be tolerated.
- Board members may direct questions for clarification through the spokesperson for the delegation; however, the matter will not be debated.
- Board member questions for staff in relation to delegation presentation will be emailed to the Superintendent who shall determine how best to provide the information requested.
- Presentations may be delivered in person or online, depending on the delegation's preference and the Board's technical capacity.

Expected Behaviour of Audience and Presenters

All attendees, including the audience and presenters, are expected to behave respectfully and professionally. Audience members should listen attentively, avoid disruptions, and show respect to everyone present. They should follow the established procedures for commenting or asking questions and refrain from personal attacks or derogatory language. Presenters should deliver clear and concise presentations, treat all participants with respect, and support their arguments with relevant information. Following these expectations will create a productive and respectful environment for meaningful discussions and decision-making.

Recording the meeting in either video or audio format is not permitted.

Individuals who fail to comply with these guidelines, or who disrupt the proceedings, will be asked to leave the meeting by the Board Chairperson.

ELECTRONIC MEETINGS

The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means. Accordingly, at the call of the Chairperson, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- It is practical to hold a meeting of the Board using electronic means for matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, situations that are more efficiently handled using electronic means.
- Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so and where all Trustees, the Superintendent, the Secretary Treasurer and resource staff attending or participating in the meeting are able to communicate effectively with each other.

Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically, and in which manner the electronic meeting was held.

TRUSTEE PARTICIPATION IN MEETINGS THROUGH VIRTUAL MEANS

The Board values discussion and debate as essential to its work and, therefore, prioritizes in-person participation at all Board meetings. Trustees are expected to prioritize in-person attendance at Board meetings.

However, the Board recognizes that extenuating circumstances may occasionally prevent a trustee from attending in person. In such cases, trustees may request to participate virtually, provided that the circumstances are exceptional and beyond the trustee's control.

To ensure operational readiness, trustees must submit a request for virtual participation to the Board Chairperson at least forty-eight (48) hours prior to the meeting. This notice period allows for appropriate planning and verification of technological capabilities. The Chairperson retains discretion to approve or deny such requests based on the nature of the circumstances and the availability of resources. The forty-eight-hour notice requirement may be waived in situations where virtual attendance is necessary to achieve quorum.

Trustees approved for virtual participation must ensure that their remote location supports reliable audio and visual communication with the Board and provides a secure and private environment, particularly during discussions involving confidential or sensitive matters.

Trustees participating through virtual means are considered present for the meeting and count towards quorum.

RULES OF ORDER

In all cases where the *School Act* and this Policy are silent, the current edition of Robert's Rules of Order Newly Revised shall apply to procedures at meetings of the Board and its Committees.

Presiding Officer

The Chairperson shall preside at all meetings of the Board. In the Chairperson's absence, the Vice-Chairperson shall preside. If both are absent, the Board shall appoint a member to serve as presiding officer for that meeting. Should the Chairperson wish to temporarily vacate the Chair to participate in debate or for another reason deemed acceptable by a majority of trustees present, the Chairperson shall request the Vice-Chairperson—or, if unavailable, another trustee—to assume the Chair. The acting Chair shall exercise all duties and privileges of the Chairperson until the original Chair resumes their role.

Voting Procedures

Each trustee present at a Board meeting shall vote when a question is put, except where a trustee chooses to abstain. The Chairperson has the right to vote and must vote in the event of a tie. No trustee shall cast more than one vote on any question, whether in a Board meeting, Committee-of-the-Whole, or any other committee. In the event of a tie, the motion shall be deemed defeated.

For motions requiring a unanimous vote or a two-thirds majority as specified by the *School Act* or Board bylaws, all trustees present must vote.

Points of Order and Appeals

When a point of order is raised, the Chairperson shall promptly issue a ruling and cite the applicable rule or principle. If a trustee disagrees, they may appeal the ruling. The appeal must be seconded and decided by a majority vote of trustees present. The Chairperson shall immediately put the question to the Board without debate, stating: "Shall the ruling of the Chairperson be sustained?"

Before the vote, the Chairperson may briefly explain the reasoning behind the ruling. No further discussion is permitted. The result of the vote determines whether the ruling stands.

Reconsideration and Rescission

No motion previously decided by the Board shall be reconsidered or rescinded within the same calendar year unless:

- A majority of trustees present and voting approve the reconsideration or rescission;
- The motion is brought by a trustee who voted on the prevailing side of the original decision;
- Trustees who were not members of the Board at the time of the original decision may move reconsideration or rescission within the same calendar year.

Confidentiality

Any information, documentary or oral, received by a trustee and designated as confidential by the Chairperson, a Standing Committee, or the Superintendent shall not be disclosed unless the Board authorizes its release.

Attendance and Decorum

Trustees shall not leave a Board meeting before adjournment without notifying the Chairperson. Trustees are expected to uphold the standards of decorum and respectful conduct as outlined in Board policy and parliamentary procedure.

Legal Reference: *British Columbia School Act* Sections 49, 50, 56, 57, 58(1) 58(2), 59, 60(1) 60(2), 66, 67, 68, 69, 70, 71, 71(1), 72

School Act Regulation 382/93

DRAFT: October 15, 2025

APPENDIX A

CHAIRPERSON AND VICE-CHAIRPERSON NOMINATION AND ELECTION PROCEDURE

The Secretary Treasurer will chair the meeting during the nomination and election process for Chairperson and Vice-Chairperson.

Upon completion of the nomination and election process for Board Chairperson, the Secretary Treasurer as Chairperson will proceed with the process for the nomination and election of Board Vice-Chairperson.

1. APPOINTMENT OF SCRUTINEERS

The Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:

THAT _____ and _____ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

2. NOMINATION PROCEDURE

The scrutineers will provide each trustee with **one** nomination ballot for Chairperson and **one** nomination ballot for Vice-Chairperson.

2.1 CHAIRPERSON NOMINATION

- i. The Chairperson will call for nominations by ballot, for Board Chairperson for a one-year term. Any trustee may be nominated for Board Chairperson.
"I now call for nominations by ballot for the office of Board Chairperson for a one (1) year period ended ____."
- ii. Ballots will be collected by the scrutineers and the names of the trustees nominated for Board Chairperson shall be communicated to the Chairperson.
- iii. The Chairperson will ask each nominee whether they agree to let their name stand for election and if they want to speak to the nomination. Nominee speeches shall be brief with a maximum allotted time of 3 minutes per nominee.
- iv. If there is only one nominee for the office, and that nominee accepts the nomination, the Chairperson declares that person the duly elected Chairperson of the Board of Education of School District No. 39 (Vancouver), for a one (1) year period ended ____.
"I declare that trustee _____ is the duly elected Chairperson of the Board of Education of School District No. 39 (Vancouver), for a one (1) year period ended ____."

2.2 VICE-CHAIRPERSON NOMINATION

- i. The Chairperson will call for nominations by ballot, for Board Vice-Chairperson for a one-year term. Any trustee other than the elected Board Chairperson may be nominated for Board Vice-Chairperson.
"I now call for nominations by ballot for the office of Board Vice-Chairperson for a one (1) year period ended ____."
- ii. Ballots will be collected by the scrutineers and the names of the trustees nominated for Board Vice-Chairperson shall be communicated to the Chairperson.
- iii. The Chairperson will ask each nominee whether they agree to let their name stand for election and if they want to speak to the nomination. Nominee speeches shall be brief with a maximum allotted time of 3 minutes per nominee.

- iv. If there is only one nominee for the office, and that nominee accepts the nomination, the Chairperson declares that person the duly elected Vice-Chairperson of the Board of Education of School District No. 39 (Vancouver), for a one (1) year period ended _____.

"I declare that trustee _____ is the duly elected Vice-Chairperson of the Board of Education of School District No. 39 (Vancouver), for a one (1) year period ended _____."

3. ELECTION PROCEDURE - IN PERSON BOARD MEETING

This procedure is used if all trustees are present in person.

- (a) If more than one person is nominated, the Chairperson will call on scrutineers to distribute, collect and count the election ballots.
- (b) All trustees present at the meeting shall vote by secret ballot.
- (c) Scrutineers will report the results of each ballot only to the Chairperson of the meeting, who shall announce the Trustee who has received a clear majority of the votes cast.
- (d) The Trustee receiving the majority of votes cast shall be declared elected.

"I declare that trustee _____ is the duly elected Chairperson [or Vice-Chairperson] of the Board of Education of School District No. 39 (Vancouver), for a one (1) year period ended _____."

- (e) If on the first ballot a nominee does not receive a clear majority the candidate receiving the lowest number of votes on the first ballot shall be dropped from the list and a second ballot, shall be held in like manner to the first ballot. If by reason of an equality of votes it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose.
- (f) If at the completion of the third ballot the results of the election cannot be declared because there is an equality of valid votes for 2 or more nominees and all nominees continue to let their name stand for election, the Chairperson will ask for a motion that election results be determined by lot.

THAT the results for the election of Chairperson [or Vice-Chairperson] will be determined by lot in accordance with the following:

- i. the name of each nominee is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
 - ii. the pieces of paper are to be folded in a uniform manner in such a way that the names of the nominees are not visible;
 - iii. the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - iv. the Chairperson will direct a scrutineer to withdraw one paper;
 - v. the Chairperson will declare elected the nominee whose name is on the paper that was drawn.
- (g) Upon completion of the nomination and election process for Board Chairperson and Board Vice-Chairperson the Chairperson will call for the following motion:

THAT the scrutineers destroy the ballots for the nomination of Chairperson and Vice-Chairperson and election of Chairperson [or Vice-Chairperson] [or Chairperson and Vice-Chairperson], and that the scrutineers are discharged.

- (h) The newly elected Chairperson and Vice-Chairperson will be invited to provide brief remarks.
- (i) The newly elected Chairperson will preside over the balance of the meeting.

DRAFT Policy 8

BOARD COMMITTEES

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board.

The Board will establish standing committees and may establish subcommittees and ad hoc committees of the Board when necessary to assist the Board in fulfilling its governance functions. The Board may delegate specific powers and duties to committees of the Board subject to the restrictions on delegation outlined in the *School Act*. The powers and duties delegated to committees of the Board shall never interfere with the delegation of authority from the Board to the Superintendent of Schools.

Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board. Committees may act on behalf of the Board only when specifically authorized by Board motion for individual issues. The Board will carefully consider all matters referred to it by a committee. The adoption of a standing committee recommendations to the Board is not automatic.

1. BOARD COMMITTEE MEETINGS

1.1 Meeting Decorum

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee participants (i.e. committee members, staff, inherent rights holder representatives, stakeholder representatives.) to conduct themselves with appropriate decorum and professionalism. It is the responsibility of the Chairperson of the Committee to see that decorum is maintained at Committee meetings so that:

- Committee participants engage in discussion by requesting to speak through the Chairperson, ensuring inclusive and orderly dialogue.
- A respectful and collegial environment is maintained as participants share diverse perspectives and contribute to meaningful discussions.
- Staff are trusted to provide objective, high-quality reports that reflect their professional expertise. Their contributions are respected and form a vital part of informed committee decision-making, free from external pressure or influence.
- Committee discussions are conducted in a constructive manner, with participants avoiding language or actions that could be perceived as personal, inflammatory, or accusatory.
- All participants are expected to demonstrate professionalism and courtesy in their interactions, contributing to a positive and productive committee culture.

1.2 Meeting Agendas

The agenda for Board committee meetings is determined through a monthly Agenda Setting meeting. This meeting is guided by the committee's work plan, matters referred by the Board, and input from the Committee Chairperson. Final decisions regarding agenda items are made by the Board Chairperson and the Board Vice Chairperson in consultation with the Superintendent of Schools and the Secretary Treasurer.

All requests for agenda items must be submitted to the Secretary Treasurer's Office no later than four (4) weeks prior to the scheduled committee meeting to ensure that they can be considered at the monthly Agenda Setting meeting. The Secretary Treasurer's Office is responsible for collecting and organizing these requests and presenting them at the Agenda Setting meeting. An agenda item is a formal request for consideration at a committee meeting and must pertain directly to matters within the committee's Board-delegated responsibilities. Agenda item requests may include questions requiring responses, requests for specific information, or proposals for discussion on relevant issues. Requests must not relate to operational matters, which should be addressed through direct engagement with staff, nor may they involve topics

designated for a private meeting under Policy 7. Each request is reviewed against the committee's terms of reference, responsibilities, and work plan. Items that meet the criteria may be added to the agenda; if a request is not included, the requestor shall be advised of the decision.

Matters that the Board has directed to a Board committee for action must take precedence over any other Committee business.

The agenda for public committee meetings, as well as supporting materials intended to brief committee members about items included on the agenda, are electronically delivered no less than 48 hours in advance of Board committee meetings to each Trustee, Superintendent of Schools, Secretary Treasurer, inherent rights holder representatives, stakeholder representatives and resource staff for the Board committee, and published on the school district website.

1.3 Notice of Meeting

Notice of Meeting shall be provided in writing to committee members, inherent rights holder representatives and stakeholder representatives no less than five (5) calendar days prior to a scheduled Board committee meeting.

1.4 Proceedings

In all cases where the *School Act* and this Policy are silent, the current edition of Robert's Rules of Order Newly Revised shall apply to procedures at meetings of Board committees.

1.5 Format and Frequency of Board Committee Meetings

Each Board committee shall be scheduled to meet at least four times per school year. Additional meetings may be added at the discretion of the Board Chairperson and the Board Vice Chairperson based on input from the Committee Chairperson and in consultation with the Superintendent of Schools and the Secretary Treasurer. Meetings may be cancelled if there are not sufficient items to warrant a meeting.

Board committee meetings may be held by electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature. The format of committee meetings shall be determined by the Board Chairperson and the Board Vice Chairperson based on input from the Committee Chairperson and in consultation with the Superintendent of Schools and the Secretary Treasurer, at the Agenda Setting meeting.

1.6 Role of the Committee Chairperson and Vice Chairperson

The role of the Committee Chairperson is to provide leadership and to ensure the committee fulfills its mandate and any other matters delegated to it by the Board. In the absence of the Committee Chairperson, the Committee Vice Chairperson will exercise the powers and perform the duties and functions of the Committee Chairperson. As such, they cooperate with the Committee Chair and make every effort to learn the Committee Chairperson's role.

The Committee Chairperson will provide leadership in the planning, organization, and operation of their assigned committee's activities, including:

- Collaborate with assigned resource staff to develop proposed agenda items that support the committee's annual work plan and ensure that these are submitted to the Secretary Treasurer's Office no later than four (4) weeks prior to the scheduled committee meeting for consideration at the monthly Agenda Setting meeting.
- Mentor the Committee Vice-Chairperson to be prepared to assume the role of Committee Chairperson in their absence.
- Summarize committee discussions, and state any committee action items, decisions, or timelines, before moving to the next agenda item.

- Arrange briefing meetings with the Committee Vice-Chairperson and assigned resource staff as needed to review proposed agendas and support the committee's discussions and deliberations.
- Chair committee meetings, facilitating active participation by all members and ensuring appropriate time is allocated to each agenda item and all items are brought to a suitable resolution.
- Uphold and model the Board's standards of conduct and decorum during committee meetings. The Committee Chairperson is responsible for maintaining a respectful, inclusive, and orderly environment, ensuring that all participants adhere to meeting norms and that discussions remain focused and constructive.
- Report to the Board on the activities of the committee, recommendations, and resolutions.
- Develop knowledge of the subject matter and of best practices related to their assigned committee's mandate.

1.7 Minutes

Minutes of decisions made by Board committees shall be kept by the Secretary Treasurer or designate. Such minutes are to record decisions of Board committees but not the discussion or content of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made at Board committee meetings shall not be recorded in the minutes of the Board committee meetings unless the Board committee makes a decision on a matter addressed in a verbal report.

A copy of Board committee meeting minutes shall be provided to the Board. All Board committee meeting minutes shall be made available to the Board appointed auditors for review.

1.8 Public Delegations

Presentations from delegations will not be heard at Board committee meetings. Pursuant to Policy 7 – Board Operations, community members who wish to express their views on matters before the Board may request to present at a Public Board Delegation meeting.

1.9 Live-Streaming Board Committee Meetings

To ensure clarity, consistency, and respect for privacy and procedural integrity, the following rules govern the live-streaming of Board Committee meetings:

- The Board, through the Agenda Setting process, may choose to live-stream Board committee meetings.
- Live-streaming is strictly limited to the Board committee meeting proceedings.
- Individuals who attend a live-streamed meeting do so with the understanding that they may be recorded.
- The Board, through the Committee Chairperson, reserves the right to request that any unauthorized recording of committee proceedings be stopped immediately. The minutes of the meeting will record that such direction was given.
- Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.
- Recordings of past Board committee meetings may be archived online for up to one year.

2. STANDING COMMITTEES

2.1 Purpose of Standing Committees

The primary purpose of standing committees is to act in an advisory capacity to the Board and to support good governance and informed decision making by the Board. When an agenda matter falls within the

responsibilities of more than one standing committee a joint committee meeting may be organized by the Board Chairperson and the Board Vice Chairperson based on input from the Committee Chairpersons and in consultation with the Superintendent of Schools and the Secretary Treasurer, at the Agenda Setting meeting.

All standing committee recommendations approved by majority vote of the committee members shall be included on the agenda at a Regular Meeting of the Board in the form of a proposed motion. The recommendations of a standing committee shall not be binding unless formally approved by the Board.

Standing committee work plans shall be created annually based on the Board's work plan and in alignment with the Education Plan.

2.2 Membership and Quorum

Standing committee membership includes one trustee appointed as Chairperson, one trustee appointed as Vice Chairperson, two trustees appointed as members and two trustees appointed as alternate members. The appointments are made by the Board on the recommendation of the Board Chairperson.

A quorum shall be a majority of committee members, two of which may be the alternate committee members. If a quorum is not present within fifteen (15) minutes of the scheduled start time, the committee meeting cannot proceed with official business or decision-making and the meeting shall be adjourned. Urgent matters will be promptly forwarded to the Board for consideration, while non-urgent agenda items will be deferred to an upcoming committee meeting.

The Chairperson of a standing committee may move any recommendation and speak to any question during committee meetings without leaving the chair and may vote on all matters considered.

Any member of the Board may attend standing committee meetings and participate in discussions, but only appointed members of the standing committee may vote.

2.3 Standing Committee Inherent Rights Holder and Stakeholder Representatives

The Board shall invite one inherent rights holder representative of each of the Host Nations: xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliwətaʔ (Tsleil-Waututh Nation) to attend standing committee meetings.

The Board shall invite one student representative designated by the Vancouver District Students' Council (VDSC) and one parent representative designated by the District Parent Advisory Council (DPAC).

The Board shall invite one representative of each of the following groups to attend standing committee meetings:

- Canadian Union of Public Employees, Local 15 (CUPE 15)
- Canadian Union of Public Employees, Local 407 (CUPE 407)
- International Union of Operating Engineers, Local 963 (IUOE)
- Bargaining Council of Vancouver School Board Construction and Maintenance Trades Unions (BCVSBCMTU)
- Professional and Administrative Staff Association (PASA)
- Vancouver Association of Secondary School Administrators (VASSA)
- Vancouver Elementary and Adult Educators' Society (VEAES)
- Vancouver Elementary Principals' and Vice Principals' Association (VEPVPA)
- Vancouver Secondary Teachers' Association (VSTA)

Representatives attending committee meetings are entrusted with the responsibility of presenting the perspectives and interests of the organizations that they represent. It is essential that they articulate these collective views rather than their personal opinions.

2.4 Standing Committee Resource Staff and Subject Matter Experts

The Superintendent of Schools shall appoint resource staff to work with standing committees and the Superintendent of Schools shall determine the roles, responsibilities, and reporting requirements of the resource staff. At the discretion of the Superintendent of Schools, subject matter experts may be invited to present alongside staff at committee meetings.

The Superintendent of Schools or the appointed resource staff shall keep the Chairperson of each of the standing committees informed of matters within the jurisdiction of the standing committee.

2.5 Standing Committees Responsibilities

The Board has established four standing committees:

- A. Policy and Governance Committee
- B. Facilities Planning Committee
- C. Education Plan Committee
- D. Finance and Personnel Committee

A. Policy and Governance Committee Responsibilities:

- A.1 Review the policy framework for the organization and make policy recommendations to the Board.
- A.2 Assess and make recommendations regarding Board governance structures.
- A.3 Ensure Board Policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.
- A.4 Review and make recommendations to the Board on the school district's compliance with legislative requirements.
- A.5 Annually review and recommend an Advocacy Plan to the Board that supports the achievement of the Board's strategic objectives.
- A.6 Review matters referred to the committee by the Board and make recommendations as requested.

B. Facilities Planning Committee Responsibilities:

- B.1 Review and provide recommendations to the Board regarding assigned facilities planning matters.
- B.2 Annually review and make recommendations to the Board regarding the five-year capital plan and the spending plan for the annual facilities grant.
- B.3 Review and make recommendations to the Board regarding the long-range facilities plan.
- B.4 Review and make recommendations to the Board regarding catchment areas for schools and District programs.
- B.5 For the purpose of naming and renaming schools, provide recommendations to the Board, adhering to the guidelines and direction set by the Board at the beginning of any potential school naming or renaming process.
- B.6 Review matters referred to the Committee by the Board and make recommendations as requested.

C. Education Plan Committee Responsibilities:

- C.1 Review and make recommendations to the Board regarding matters related to the development and implementation of the Education Plan.

- C.2 Review and make recommendations to the Board regarding the annual Framework for Enhancing Student Learning Report.
- C.3 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.
- C.4 Review and make recommendations regarding the implementation and cessation of District programs.
- C.5 Review and make recommendations to the Board regarding annual school learning plans.
- C.6 Review and make recommendations to the Board regarding school calendars.
- C.7 Review matters referred to the Committee by the Board and make recommendations as requested.

D. Finance and Personnel Committee Responsibilities:

- D.1 Review quarterly financial reports and assist the Board in being fiscally responsible by managing its financial resources effectively and efficiently.
- D.2 Review and provide recommendations to the Board regarding the annual financial plan, the annual budget, the amended annual financial plan and the amended budget.
- D.3 Review and provide recommendations to the Board regarding the approval of school fees and fees related to programs that charge fees.
- D.4 Review and monitor the school district's human resources management strategy to ensure that human resources plans and initiatives will enable the school district to achieve its strategic objectives.
- D.5 Review matters referred to the Committee by the Board and make recommendations as requested.

2.6. Subcommittees to Board Standing Committees

Subcommittees may be formed to support a Board standing committee in addressing complex or specialized areas that would benefit from focused attention. These subcommittees enable a smaller group of trustees and staff to explore issues in greater depth, develop informed recommendations, and engage relevant inherent rights holders, stakeholders and interest holders.

The terms of reference for each subcommittee will be established by Board motion at the time of the formation. The Chairperson of the Board standing committee serves as a member of the subcommittee, ensuring alignment and continuity.

The Superintendent of Schools shall appoint resource staff to work with subcommittees and the Superintendent of Schools shall determine the roles, responsibilities, and reporting requirements of the resource staff and subject matter experts.

3. STANDALONE AUDIT COMMITTEE

3.1 Membership and Quorum

Audit committee membership includes one trustee appointed as Chairperson, one trustee appointed as Vice Chairperson, two trustees appointed as members and two trustees appointed as alternate members. The appointments are made by the Board on the recommendation of the Board Chairperson.

A quorum shall be a majority of committee members, two of which may be the alternate committee members. If a quorum is not present within fifteen (15) minutes of the scheduled start time, the committee meeting cannot proceed with official business or decision-making and the meeting shall be adjourned. Urgent matters

will be promptly forwarded to the Board for consideration, while non-urgent agenda items will be deferred to an upcoming committee meeting.

The Chairperson of the audit committee may move any recommendation and speak to any question during committee meetings without leaving the Chair and may vote on all matters considered.

Any member of the Board may attend the audit committee meetings and participate in discussions, but only appointed members of the audit committee may vote.

3.2 Audit Committee Resource Staff

The Superintendent of Schools shall appoint resource staff to work with the audit committee. Resource staff shall normally include the Secretary Treasurer.

3.3 Independent Audit Committee Members

Up to two members of the public with one such public member holding an accounting designation may be appointed by the Board as a resource to the audit committee. Public members will be appointed by the Board for a term of two years with the possibility of a second two-year term extension, at the will of the Board.

3.4 Audit Committee Responsibilities

- 1) Financial Oversight
 - a) Review the annual audited financial statements and recommend approval of the audited statements by the Board.
 - b) Review quarterly financial statements and, if required, recommend approval of the quarterly financial statements by the Board.
 - c) Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the School District's financial reporting.
 - d) Review the draft annual financial plan and the annual budget.
- 2) Audit and Risk Oversight
 - a) Review audit results with external auditors and monitor implementation of recommendations.
 - b) Oversee the engagement of external auditors, including audit terms and proposed fees.
 - c) Review the scope of non-audit services to ensure auditor independence.
 - d) Review external audit services at least every three years.
 - e) Recommend terms of engagement for the external auditor to the Board.
 - f) Review the auditor's assessment of management's risk mitigation strategies and internal controls, with emphasis on safeguarding District assets.
 - g) Meet privately with external auditors, without staff present, when necessary.
 - h) Make inquiries of the auditor as needed to fulfill the Committee's fiduciary responsibilities.
- 3) As appropriate, make policy recommendations to the Board related to the role of the audit committee

4. AD HOC COMMITTEES

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chairperson of the Board shall appoint membership and the Chairperson of the ad hoc committee. The Board may invite inherent rights holder representatives and stakeholder representatives to attend ad hoc committee meetings.

The Superintendent of Schools shall appoint resource staff to work with ad hoc committees and the Superintendent of Schools shall determine the roles, responsibilities, and reporting requirements of the resource staff and subject matter experts.

Legal Reference: Section 65, 85 *School Act*

DRAFT: October 15, 2025

DRAFT

APPENDIX A

ADVOCACY SUBCOMMITTEE TERMS OF REFERENCE

The primary purpose of the Advocacy Subcommittee shall be to act in an advisory capacity to the Policy and Governance Committee and the Board.

Advocacy subcommittee work plans shall be created annually based on the Board's annual plan for advocacy and meetings will be scheduled as needed through the agenda setting process.

Advocacy Subcommittee Responsibilities:

- Annually review advocacy needs and recommend changes to the Board's Advocacy Plan to the Policy and Governance Committee. All recommended changes must be in alignment with Board Policy, applicable legislation and support the achievement of the Board's strategic objectives.
- Identify and recommend to the Policy and Governance Committee effective advocacy tactics that can be employed to advance the accomplishment of the goals identified in the Board's Advocacy Plan.
- Monitor and report on progress in the implementation of the Board's Advocacy Plan and provide regular updates to the Board via the Policy and Governance Committee.
- Review matters referred to the subcommittee by the Board and make recommendations as requested.

Membership and Quorum

Advocacy subcommittee membership includes one trustee appointed as Chairperson, one trustee appointed as Vice Chairperson, one trustee appointed as member and two trustees appointed as alternate members. The Chairperson of the Policy and Governance Committee shall be a member of the Advocacy subcommittee. The appointments are made by the Board on the recommendation of the Board Chairperson.

A quorum shall be a majority of subcommittee members, two of which may be the alternate subcommittee members.

Any member of the Board may attend the advocacy subcommittee meetings and participate in discussions, but only appointed members of the subcommittee may vote.

Inherent Rights Holder and Stakeholder Representatives

The Board shall invite inherent rights holder representatives and stakeholder representatives as identified in Policy 8 - Board Committees.

Representatives attending subcommittee meetings are entrusted with the responsibility of presenting the perspectives and interests of the organizations that they represent. It is essential that they articulate these collective views rather than their personal opinions.

Advocacy Subcommittee Resource Staff

The Superintendent of Schools shall appoint resource staff to work with the advocacy subcommittee.